At The University of Queensland we take pride in our reputation for excellence in higher education, with a tradition of outstanding graduates and high-quality research. Our impressive progress has been possible through the passionate commitment, outstanding quality and hard work of our staff.

MESSAGE FROM THE VICE-CHANCELLOR

The UQ Awards for Excellence provide an opportunity for us to publicly acknowledge and celebrate the achievements and successes of our colleagues which reflect and support our Values. The Awards recognise those teams and individuals who are making significant and outstanding achievements to enhance leadership, service, innovation, equity and diversity, wellness and safety of our students, staff and the wider community. These Awards acknowledge staff accomplishments and leadership behaviour across all levels of the organisation, regardless of position. By recognising our colleagues, we are making a statement about the culture we value and aspire to achieve at UQ.

The Awards are open to all UQ staff and I encourage you to nominate individuals and teams who continue to exceed the requirements of their roles and achieve a meaningful and significant impact at UQ.

Professor Peter Høj
Vice-Chancellor and President

THE AWARD CATEGORIES FOR 2015 ARE:

UQ Awards for Excellence in:
- Leadership
- Service
- Innovation
- Equity & Diversity
- Wellness & Safety

Key Dates 2015:
- Nominations Open: 02 March 2015
- Nominations Close: 27 March 2015
- Finalists Advised: 11 May 2015
- Award Ceremony: 03 June 2015
Who is eligible to nominate or be nominated?

All University of Queensland (UQ) employees are eligible to be nominated. This includes professional and academic staff (continuing, fixed-term and casual) employed at UQ.

Eligibility

An award may be granted to an individual or a team. Team nominations would not normally exceed 10 members. Teams may be within a work area or across organisational areas such as Schools, Institutes or Divisions.

A recipient of a UQ Award for Excellence is only eligible for renomination in subsequent years on the basis of new efforts or achievement.

Any award recipient who is no longer employed by UQ at the time of the announcement of the awards will be issued a Certificate of Recognition, but they will not be entitled to an award prize.

Award Process

An individual or team may be nominated by a staff member (nominator) for a UQ Award for Excellence.

The nominator must clearly demonstrate how the person or team they are nominating has achieved significant and outstanding achievement and a meaningful and significant impact at UQ.

Selection is based primarily on the written statements addressing the selection criteria. Additional materials supporting the claims may be included. The relevance of any such material must be made clear in the nomination application.

Depending on the quality of the nominations, up to two awards may be given for each Award category. Subject to the quality of the nominations for a category, an Award may not be made.

Selection Criteria

The nominator must provide a succinct overview (maximum 150 words) of the nomination including a description of the contribution, initiative, program, project and/or activity and key outcomes and achievements.

Additionally the nominator must provide succinct justification for the nomination of no more than 1000 words addressing the following information:

(a) Description of the contribution, initiative, program, project and/or activity and how this significant and outstanding achievement addresses one or more of the award specific criteria.

(b) The key outcomes and achievements of the contribution, initiative, program, project and/or activity.

(c) Level of impact of the contribution, initiative, program, project and/or activity in terms of size, reach and significance.

(d) How the contribution, initiative, program, project or activities supports one or more of the University's Values.

Pursuit of excellence: We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking: We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability: We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University's resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity: We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background are empowered. We respect our colleagues and work together for shared success.

Supporting our people: UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.
Selection Committee

The University HR Division administers the UQ Awards for Excellence. Staff members who serve on the selection committee are not eligible for an individual or team award during the year they serve. Committee members must declare any conflict of interest in the selection process.

The Awards for Excellence Committee shall have 4 members comprising the following:

- Vice-Chancellor and President or nominee (chair)
- Chief Operating Officer or nominee
- Director, Human Resources or nominee
- an Executive Dean/Institute Director, nominated by the Vice-Chancellor and President

The selection committee will be supported by a Secretary, appointed by the Director, Human Resources.

The selection committee’s recommendation and the Vice-Chancellor and President’s endorsement of an Award are not subject to internal appeal or review.

Steps in the nomination process:

Step 1: If you are nominating an individual or team ensure you have their supervisor’s support to submit a nomination.

Step 2: Read the Guide to UQ Awards for Excellence available on the recognition and reward website.

Step 3: Prepare all the relevant information before you start completing the online nomination form as there is no capacity to save the nomination form.

Step 4: The nominator must obtain endorsement from the nominee’s supervisor, by completing the endorsement form, which is located on the recognition and reward website.

Step 5: Complete the online nomination form located on the recognition and reward website. Ensure all statements addressing selection criteria, supervisor endorsement and contact details are completed.

Step 6: Once submitted the nominator will receive an email to confirm the submission has been received.

Step 7: The selection committee secretary will ensure the nominations are completed correctly.

Step 8: When nominations close on 27 March 2015 the selection committee secretary will email a list of all the nominees for each School, Faculty, Institute or Division (or equivalent) to the appropriate Head of Organisational Unit. They will endorse nominations for their area.

Step 9: All endorsed nominations will be reviewed by the selection committee.

Step 10: All nominators and nominees will be advised by 11 May 2015 of the selection committee’s decision.

Step 11: Finalist/s and their nominator will be invited to attend the Annual UQ Award for Excellence Ceremony.

Step 12: Finalist will be requested to provide a recent photograph to be used for publicity purposes.

How to nominate an individual or a team

Nominations may be submitted for an individual or a team. Teams may be within a work area or across organisational areas (e.g. School, Institute, Faculty or Division).

The nominee’s supervisor and Head of Organisational Unit are both required to endorse the nomination and will have an opportunity to provide comments. The nominator must obtain endorsement from the nominee’s supervisor, by completing the endorsement form, which is located on the recognition and reward website. The selection committee secretary will obtain Head of Organisational Unit endorsement.

When nominating a team, the nominator will select a team name, team leader and identify up to nine other critical key members of the team.
INFORMATION FOR NOMINEES

Expectation of Award recipients

The recipients of a UQ Award for Excellence may be expected to participate in seminars, presentations or act as a mentor to their colleagues. Photos of Award recipients may be used for publicity purposes.

Award Prizes

The Award prizes are outlined in the individual award category.

A winning individual will receive a Certificate of Recognition, a plaque and a monetary amount determined each year by the Vice Chancellor. An individual may elect to receive their Award prize as a one off salary payment or to be used toward professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

A winning team will receive a Certificate of Recognition for each team member, a team plaque and monetary amount per team member, determined each year by the Vice Chancellor and President. The selection committee will make a recommendation of the monetary amount to be awarded to each team member for consideration by the Vice-Chancellor and President. Each team member may elect to receive their Award prize as a one off salary payment or to be used towards professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

Nominees whose nomination is considered to be of a very high standard but who are not endorsed as the category winner may receive a commendation on the recommendation of the selection committee and at the discretion of the Vice-Chancellor and President.

Award winners

Nominees will be advised no later than 11 May 2015 if they are a finalist in the UQ Award for Excellence. Finalists will be invited to attend the Annual UQ Award for Excellence Ceremony where the winners will be announced and presented with their award and recognised for their achievements. The ceremony will be held on Wednesday 3 June 2015 from 4:00pm. Family members, nominees, nominators, colleagues and supervisors of the finalists will have an opportunity to attend. Number of attendees will be limited.

Timeframe

The Award prize must be used within 12 months of receipt of the Award unless otherwise approved.

Where to go if you need help

If you have any questions regarding the UQ Awards for Excellence, please contact your School, Institute, Faculty or Division Human Resources representative.
UQ AWARD FOR EXCELLENCE IN LEADERSHIP

This award recognises and celebrates exemplary leadership which helps to create a positive, performance-based culture, and contributes to the achievements of the University. Such leadership may be demonstrated by staff at any level of the organisation.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must exemplify one or more of the capabilities identified in the UQ Leadership Framework:

- Values people and builds culture
- Thinks & works strategically
- Achieves results and drives accountability
- Fosters learning, inquiry & innovation
- Communicates and collaborates with influence
- Purposefully leads change
- Exemplifies personal credibility and integrity

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team. The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR EXCELLENCE IN SERVICE

This award recognises and celebrates individuals and/or teams that have made an outstanding and significant contribution to delivering excellence in service to students, staff and/or the wider community.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must demonstrate one or more of the following criteria:

- Implementation of a significant and outstanding improvement or initiative that contributed to creating an exceptional student and/or staff experience at UQ.
- Consistently provides outstanding and exceptional quality of service to University clients (i.e. employees, students and/or community).
- Significant contribution to building the professional standing and reputation of the UQ community.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team. The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR EXCELLENCE IN INNOVATION

This Award recognises and celebrates individuals or teams that have implemented innovative, effective workplace practices and/or initiatives, including the development of new systems that improve UQ’s effectiveness and efficiency.

About applying

Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria

An individual or team must demonstrate one or more of the following criteria:

- A significant improvement in systems, procedures or practices resulting in process and cost efficiencies at UQ.
- Implemented or advancement in workplace practices and/or initiatives that improve UQ’s effectiveness and efficiency.
- Implemented an innovative approach to meeting UQ’s strategic objectives.
- Development and implementation of new concepts, products and/or services that significantly improve the student or staff experience.

Award Prize

The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team. The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR
EXCELLENCE IN EQUITY AND DIVERSITY

This award recognises and celebrates outstanding effort made by individuals or teams in promoting equity and diversity within UQ and the wider community.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
The initiative, program, project and/or activities of the individual or team nominee has contributed to a positive cultural change and/or to improvement in working and/or learning conditions/outcomes for staff or students from diverse backgrounds or specific priority groups (as per the UQ Strategic Plan, see Equity and Diversity) and/or have enhanced the reputation of UQ in regard to equity and diversity matters in the wider community.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team. The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR
EXCELLENCE IN WELLNESS & SAFETY

This award recognises and celebrates the contributions of staff who have implemented innovative and exciting ideas which contribute to the wellness and safety of our people.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must demonstrate one or more of the following criteria:

- Implementation of an innovative solution that proactively enhanced wellness and/or workplace health and safety at UQ.
- Enhancement of the UQ staff experience by establishing an occupational health and safety and/or wellness activity within UQ.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team. The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.