POLICY

Policy Title: Vice-Chancellor’s Staff Awards

Policy Owner: Deputy Vice-Chancellor (Academic)

Keywords: 1) Engagement 2) Service 3) Learning and Teaching 4) Research 5) Vice-Chancellor

Policy Code: PL195 [hr172]

1. INTENT

To encourage, recognise and reward staff for excellence in engagement, service, learning and teaching and research.

2. ORGANISATIONAL SCOPE

All current ECU staff.

3. DEFINITIONS

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award</td>
<td>Receipt of a monetary prize and certificate.</td>
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<tr>
<td>Award Selection Committees</td>
<td>A committee established for the purpose of assessing applications for the Vice-Chancellor’s Staff Awards. Nominated committee members will assess applications and make recommendations to the Vice-Chancellor. The composition of each Awards Selection Committee is specified in the relevant award guidelines.</td>
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4. POLICY CONTENT

4.1 Categories and relevant awards

4.1.1 Engagement Awards

The Vice-Chancellor’s Staff Awards for Engagement recognise and reward individuals and teams who demonstrate excellence in engagement beyond their normal role expectations, contributing to achieving ECU’s strategic priorities through specific projects/activities or through excellent performance over a sustained period.

This category consists of the following awards:

a. Vice-Chancellor’s Staff Award for Engagement in Learning and Teaching
b. Vice-Chancellor’s Staff Award for Engagement in Research
c. Vice-Chancellor’s Staff Award for Community Engagement.

4.1.2 Service Awards

The Vice-Chancellor’s Staff Awards for Service recognise and reward individuals and teams who demonstrate excellence in service to students; service to the University community; contribution to ECU’s business sustainability; and contribution to environmental sustainability; and programs that enhance quality and performance, beyond their normal role expectations, contributing to achieving ECU’s strategic priorities through specific projects/activities or through excellent performance over a sustained period.

This category consists of the following awards:

a. Vice-Chancellor’s Staff Award for Service to Students
b. Vice-Chancellor’s Staff Award for Service to the University Community
c. Vice-Chancellor’s Staff Award for Contribution to ECU’s Business Sustainability
d. Vice-Chancellor’s Staff Award for Contribution to Environmental Sustainability
e. Vice-Chancellor’s Staff Award for Programs that Enhance Quality and Performance.

4.1.3 Learning and Teaching Awards

The Vice-Chancellor’s Staff Awards for Learning and Teaching recognise and reward individuals who demonstrate innovation and excellence in teaching that engages students in, motivates and facilitates effective learning: specifically excellence in teaching; outstanding contributions to student learning; and programmes that enhance learning; beyond their normal role expectations, contributing to achieving ECU’s strategic priorities through specific projects/activities or through excellent performance over a sustained period.

This category consists of the following awards:

a. Vice-Chancellor’s Staff Award for Excellence in Teaching (VCAET)
b. Vice-Chancellor’s Citations for Outstanding Contributions to Student Learning (VC Citations)
c. Vice-Chancellor’s Staff Award for Programs that Enhance Learning (VCAPEL).
4.1.4 Research Awards

The Vice-Chancellor’s Staff Awards for Research recognise and reward individuals who demonstrate excellence in research; research supervision; and early career research; beyond their normal role expectations, contributing to achieving ECU’s strategic priorities through specific projects/activities or through excellent performance over a sustained period.

This category consists of the following awards:

a. Vice-Chancellor’s Staff Award for Excellence in Research
b. Vice-Chancellor’s Staff Award for Excellence in Research Supervision
c. Vice-Chancellor’s Staff Award for Excellence in Research by Early Career Researchers.

4.2 Principles

4.2.1 Vice-Chancellor’s Staff Awards are awarded annually.

4.2.2 Where there are no suitable applications in a particular category, no award will be made.

4.2.3 Specific eligibility requirements are provided in the relevant guidelines for each award.

4.2.4 Nominees must adhere to the format and submission of the application form provided for the relevant award guidelines to be considered for the Award.

4.2.5 The Committee composition for each Award is identified in the relevant guidelines for the relevant award category.

4.2.6 The Vice-Chancellor will make the final decisions regarding the award winners after receiving advice from the relevant Award Selection Committee.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Deputy Vice-Chancellor (Academic) has overall responsibility for the content of this policy and its operation in ECU.

Staff

Staff are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

Human Resources Service Centre, Centre for Learning and Development and the Office of Research and Innovation

On an annual basis, each of the above areas will apply the relevant guidelines for advertising and managing the respective Vice-Chancellor’s Staff Awards processes.
6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- Vice-Chancellor’s Staff Awards for Engagement Guidelines
- Vice-Chancellor’s Staff Awards for Service Guidelines
- Vice-Chancellor’s Staff Awards for Excellence in Research Guidelines
- Vice-Chancellor’s Staff Awards for Excellence in Research by Early Career Researchers Guidelines
- Vice-Chancellor’s Staff Awards for Excellence in Research Supervision Guidelines
- Vice-Chancellor’s Staff Awards for Learning and Teaching Guidelines

6.2 Other documents which are relevant to the operation of this policy are as follows:


7. CONTACT INFORMATION

For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>Deputy Vice-Chancellor (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Director, HR Services Centre</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2937</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:m.mola@ecu.edu.au">m.mola@ecu.edu.au</a></td>
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8. APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Policy Approved by:</th>
<th>Vice-Chancellor</th>
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<tbody>
<tr>
<td>Date Policy First Approved:</td>
<td>17 December 2007</td>
</tr>
<tr>
<td>Date last modified:</td>
<td>25 March 2014</td>
</tr>
<tr>
<td>Revision History:</td>
<td>November 2009 – Policy amended to comply with Guidelines re Drafting of Policy Documents</td>
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<tr>
<td></td>
<td>03 March 2011 – Reviewed Minor Changes – Approved by Director Human Resources</td>
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<tr>
<td></td>
<td>February 2013 – Reviewed Minor Changes – Approved by Director Human Resources &amp; DVC (Academic)</td>
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<tr>
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<td>March 2014 – Reviewed Minor Changes – Approved by DVC (Academic) and the Vice-Chancellor</td>
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<td>Next Revision Due:</td>
<td>March 2017</td>
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<tr>
<td>TRIM File Reference</td>
<td>SUB/20233</td>
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