

Thank you for submitting a nomination for Vice-Chancellor's Staff Excellence Awards and Medal. These significant awards showcase the accomplishments of ACU staff and publicly recognise, reward and encourage excellence in performance and achievement.

Please take time to read the eligibility requirements and tips on how to complete this form.

### How to complete this form

1. Ensure all sections (A to E) are completed
2. Confirm details and signature approval of nominator in Part B
3. Confirm signatures or email approval of nominee(s) in Part C
4. Confirm signature approval of ALL relevant supervisors in Part C
5. Confirm approval from a member of the University Consultative Committee in Part E (only one UCC approval is required per nomination)
6. Send completed nomination forms by the closing date to: [staffawards@acu.edu.au](mailto:staffawards@acu.edu.au)  
**Subject line:** Vice-Chancellor's Staff Excellence Award [Title/Project Name].

Nominations are received and collated by the Office of the Vice-Chancellor. You may be contacted to clarify or complete any outstanding sections. If you have any questions prior to submitting this nomination please email [staffawards@acu.edu.au](mailto:staffawards@acu.edu.au)

### Eligibility

1. The awards are open to all academic and professional staff members, including full-time or fractional, fixed term, contract, sessional and casual staff, who have been employees of ACU for at least one year of service prior to the date of nomination
2. The awards are open to individuals and teams. Teams may be within the same work area or across one or more organisational units (eg schools, faculties, directorates or portfolios)
3. Nominators can nominate any ACU staff member, including themselves and/or members of their own team
4. Anonymous nominations are accepted, however all nominees will be advised of their nomination outcome once all submissions are received
5. A nominee's contribution, initiative, activity or project must demonstrate significant and sustained achievement over and above the expected normal performance expectations of the nominee's substantive role or team's usual remit
6. Nominations are assessed against the criteria for each award alongside other individual or team nominations within the same category
7. Unsuccessful applicants are eligible to re-apply in subsequent years
8. Any nominee who is no longer employed by the University will not be eligible
9. Nominees agree that, in receiving an award, they will be acknowledged in University media publications including but not limited to photographs, video recordings, ACU website, Staff Bulletin, Workplace, Annual Report and other promotional avenues
10. Staff must have been at ACU for minimum of one year and have completed at least one round of all sections of the ACU Progress Plan and met with their Supervisor to discuss their Plan
11. A nominee is ineligible if they have been the subject of discipline or unsatisfactory performance review, **where the results were upheld against the nominee**, within the past 12 months. If a nominee was the subject of a discipline review where the allegations were dismissed against that individual, they are eligible for a VC Staff Award.

12. All nominees must demonstrate/model the University's code of conduct at all times

**Part A - Award Category and Nomination Type**

AWARD CATEGORY - Please indicate (X) in the relevant box	
	Mission Excellence
	Service Excellence
	Excellence in Community Engagement
	Excellence in Student Experience
	Excellence in Research and Research Partnership
	Spirit of Reconciliation
	Excellence in Stewardship
NOMINATION TYPE - Please indicate (X) in the relevant box	
	Individual
	Team

**PART B – Nominator Details**

DETAILS OF NOMINATOR		
<b>Title</b>	Choose an item.	
<b>Full Name</b>		
<b>Relationship to Nominee/s</b> <i>Nominators can nominate themselves, members of their own team, or any University staff member.</i>		
<b>If nominating a colleague is this an anonymous nomination?</b>		
<b>Position Title</b> <i>Eg. Professor of Nursing or Director Student Administration</i>		
<b>Department or Business Unit</b> <i>Eg. School of Allied Health or Scholarships and Enrolments</i>		
<b>Faculty or Directorate</b> <i>Eg. Faculty of Health Sciences or Student Administration</i>		
<b>Portfolio</b> <i>Eg. Provost, Corporate Services</i> <i>Select from list</i>	Choose an item.	
<b>Campus</b> <i>Select from list</i>	Choose an item.	
<b>Email Address</b>		
<b>Signature</b>		<b>Date</b>

### PART C – Nominee Details and Supervisor Endorsement

- ✓ Complete a separate table for **each** nominee / staff member (**copy and paste table as needed**)
- ✓ Complete a table for the nominator if they are also a member of the nominated team
- ✓ Ensure nominee (if not an anonymous nomination) and supervisor have approved each table
- ✓ Check all details as they will be used for publicity purposes in the case of a successful nomination

DETAILS OF NOMINEE/S			
<b>Staff ID</b>			
<b>Title</b>	Choose an item.		
<b>First Name</b>			
<b>Last Name</b>			
<b>Position Title</b> <i>Eg. Professor of Nursing or Director Student Administration</i>			
<b>Department or Business Unit</b> <i>Eg. School of Allied Health or Scholarships and Enrolments</i>			
<b>Faculty or Directorate</b> <i>Eg. Faculty of Health Sciences or Student Administration</i>			
<b>Portfolio</b> <i>Eg. Provost, Corporate Services</i> <i>Select from list</i>	Choose an item.		
<b>Campus</b> <i>Select from list</i>	Choose an item.		
<b>Email Address</b>			
<b>Nominee signature approval</b> <i>Nominee (if not anonymous nominaton) to sign or attach email acknowledging approval of nomination</i>		<b>Date</b>	
<b>Supervisor name</b>			
<b>Supervisor Position Title</b>			
<b>Supervisor statement of support</b>	<ul style="list-style-type: none"> <li>✓ <i>I support this nomination for a Vice-Chancellor’s Staff Award based on the attached documentation</i></li> <li>✓ <i>I confirm that the information is true and correct and the nominee above is currently a member of my Team / Faculty / Unit.</i></li> <li>✓ <i>I confirm that this nominee is actively engaged with their Progress Plan</i></li> <li>✓ <i>I confirm this nominee has not been the subject of discipline or unsatisfactory performance review <b>where the results were upheld</b> within the past 12 months</i></li> <li>✓ <i>I confirm the nominee demonstrates/models the university’s code of conduct</i></li> </ul>		
<b>Supervisor signature approval</b> <i>sign or attach email acknowledging approval of nomination</i>		<b>Date</b>	

[copy table here if multiple nominees]

#### Part D - Endorsement

- ✓ Endorsement from ONE member only of the University Consultative Committee is required for each nominated project (whether individual or team)

ENDORSEMENT (from a member of the <u>University Consultative Committee</u> )			
<b>Full Name</b>			
<b>Position Title</b> <i>Eg. Professor of Nursing or Director Student Administration</i>			
<b>Department or business unit</b> <i>Eg. School of Allied Health or Scholarships and Enrolments</i>			
<b>Faculty or Directorate</b> <i>Eg. Faculty of Health Sciences or Student Administration</i>			
<b>Portfolio</b> <i>Eg. Provost, Corporate Service. Select from list</i>	Choose an item.		
<i>I support the above nominee/team for the Award based on the attached documentation. I confirm that the information is true and correct and the nominee/s referred to on this form are currently staff member/s of my portfolio.</i>			
<b>Signature</b> <i>sign or attach email acknowledging approval of nomination</i>		<b>Date</b>	

#### Part E – Project Details

**Title/Project Name**

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**Team name (if applicable)**

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**Summary of the nomination (Max length - 100 words)**

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**Detailed Statement of Excellence (Max length - 500 words or one A4 page)**

Please provide a detailed statement and evidence of how you achieved excellence in the nominated category for the contribution, initiative, activity or project – referring to each criteria.

**[copy statement here]**

## Award Categories

### AWARD CATEGORY CRITERIA

#### Mission Excellence

1. Nominees have shared their experience, skills and talent in an outstanding way in their specific field within the University or communities in which they have served and also met at least four out of five Mission attributes;
  - Catholic Intellectual Tradition
  - Service
  - Pursuit of Knowledge
  - Dignity of the Human Person
  - The Common Good.
2. Evidence that the contribution benefits students, staff or the broader community
3. Nominees considered for this Award are committed to the wellbeing of others, display personal integrity, witness to service for the common good of the community and evidence of positively influencing others
4. Evidence the contribution is supporting ACU's strategic direction
5. Evidence that the contribution demonstrates impact through empathy

#### Service Excellence

1. Evidence of exceptional customer service that is consistently positive, respectful and responsive resulting in increased student / staff satisfaction
2. Evidence of a significantly improved service process or policy that has substantively improved the quality or efficiency of services or enhances academic activity
3. Evidence of a significantly improved system that has enhanced usability, functionality and/or access to services and/or information resulting in an improved service experience and benefits ACU
4. Evidence of a service initiative that provides insights into the service experience and/or measures service performance to inform service delivery and enhance the service experience
5. Evidence that the contribution demonstrates impact through empathy

#### Excellence in Community Engagement

1. Evidence of the nature and extent of the individual's/team's involvement in the community engagement
2. Evidence of learning, reflection and growth by the individual/team through involvement in the community engagement
3. Evidence of the long-term sustainability of the community engagement
4. Evidence that the individual's/team's engagement with the community is aligned to ACU's Mission and strategic direction
5. Evidence that the engagement with the community demonstrates impact through empathy

#### Excellence in Student Experience

1. Evidence of responsiveness to student needs
2. Evidence of sustained excellent service to students through their work in the University
3. Development of resources or services that enhance the student learning experience and has an impact on student learning or the student experience
4. Evidence that the contribution is supporting ACU's strategic direction
5. Evidence that the nomination demonstrates impact through empathy

### **Excellence in Research and Research Partnership**

1. Evidence of developing and managing a significant national or international research partnership during the past six years
2. Description of the impact, or potential impact, and benefits of the research partnership
3. Evidence of the quality of the research; that is, evidence that the research has been published in high quality peer reviewed outlets (publications and citation data)
4. Evidence of alignment with the ACU Strategic Plan
5. Evidence that the research demonstrates impact through empathy

### **Spirit of Reconciliation**

1. Evidence of shared experience, skills and/or talent in an outstanding way to engage with Aboriginal and Torres Strait Islander peoples, cultures and Countries in the building of an inclusive national Australian identity
2. Evidence of their contribution to ACU culture that acknowledges and values Aboriginal and Torres Strait Islander peoples, their knowledges, histories and cultures
3. Evidence of service experience, learning and teaching or research culture that builds capabilities, through the embedding of Aboriginal and Torres Strait Islander knowledges and perspectives within and across the University courses and University policies
4. Evidence of alignment with the Reconciliation Action Plan, Aboriginal and Torres Strait Islander Peoples Employment Strategy and/or ACU Strategic Plan
5. Evidence that the nominee demonstrates impact through empathy

### **Excellence in Stewardship**

Criteria for submissions under this category are as follows. Nominees must provide evidence that they have met and fulfilled **at least one of the criteria numbered 1 to 5**, as well as **evidence to support criteria 6 & 7**:

1. Evidence of actions that advance our University by focusing on the University's best interests, mission and/or strategic goals with respect to relationships, capabilities, resources, programs and reputation
2. Evidence of actions that focus on our students by caring for and nurturing the intellectual, ethical, personal and professional growth of students
3. Evidence of actions that support and care for our people, including our staff and those that they closely work with, which grow, value, trust and empower them
4. Evidence of actions that care for and protect our common home, inspired by Pope Francis' *Laudato si*, including our campuses, workplaces, environment and communities
5. Evidence of actions that advance our leadership and knowledge, including Catholic scholarship, disciplines and cross discipline innovation, or those that nurture a vibrant academic and professional culture of creativity, discovery and innovation, or research that translates into impacts of benefit to society
6. Evidence of actions that support ACU's Strategic Plan, in particular Strategic Priority 6 (service, stewardship and sustainability)
7. Evidence of actions that demonstrate impact through empathy, and have a long-term benefit to the University, students, staff or the broader community, promoting, supporting and embedding sustainable practices