The University of Queensland

Awards for Excellence 2023 Guide

Human Resources

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

The University of Queensland

Awards for Excellence

2023 Award categories

- Innovation
- Service
- Community
- Diversity and inclusion
- Mental and physical health, safety and wellness
- Leadership
- Reconciliation

Key Dates 2023

Nominations open: 22 May 2023
Nominations close: 30 June 2023
Awards Ceremony: 29 November 2023

awards@uq.edu.au
staff.uq.edu.au/uq-awards-excellence

Nomination information

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. Contractors are not eligible.

An individual or team may be nominated by a staff member (nominator) for a UQ Award for Excellence. Please note that we are unable to accept self-nominations, including for a team you are part of.

Eligibility criteria

An award may be granted to an individual or a team. Team nominations would not normally exceed 10 members, unless **exceptional** circumstances apply. Please liaise with the UQ Awards for Excellence Project Officer to discuss exceptional circumstances. Teams may be within a work area or across organisational areas such as Schools, Institutes or Divisions.

A nominee or recipient of a UQ Award for Excellence is only eligible for re-nomination in subsequent years on the basis that there were significant new achievements or developments to be considered.

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.

Nomination process

There will be an online nomination form made available on the **recognition and reward** website, for nominators to complete. This form may be completed on various electronic devices, including computers (Mac and PC), tablets, and smartphones.

Award selection is based primarily on written statements addressing the selection criteria (detailed in subsequent sections). Therefore, the nominator must clearly demonstrate how the person or team they are nominating has demonstrated significant and outstanding achievement, and a meaningful and lasting impact at UQ.

Additional materials supporting the claims may be included. However, please note that a maximum of three pages of supporting material will be considered, and 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:

1. A succinct **overview** (maximum 100 words) of the nomination including a description of the contribution, initiative, program, project or activity and how this outstanding and exceptional achievement or success exceeds normal expectations of performance. This summary will be published on the recognition and reward website, and in the UQ Awards for Excellence ceremony program. You may find it useful to review the past details of the UQ Awards for Excellence, available on the recognition and reward website.

2. A succinct justification for the nomination, addressing each of the general selection criteria below (maximum 250 words per criterion).

It is important that the information provided incorporates **award-specific criteria**, as applicable for each nomination category (e.g. leadership, service, etc). The award-specific criteria are detailed towards the back of this guide.

General selection criteria

• **Criterion A:**
 Description and alignment with UQ Values

 This section should include a description of the contribution, initiative, program, project or activity and how this significant and outstanding achievement addresses one or more of the **award-specific criteria**.

 This section should also include information to demonstrate how the contribution, initiative, program, project or activity supports one or more of the **UQ Values** which are detailed towards the back of this guide.

• **Criterion B:**
 Outcomes and impact

 This section should include information to demonstrate the **key outcomes** and achievements of the contribution, initiative, program, project or activity.

 This section should also include information to demonstrate the level of **impact** of the contribution, initiative, program, project or activity in terms of size, reach and significance.

Selection committee

UQ Human Resources manages 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 UQ Awards for Excellence Selection Committee shall include members of the Vice-Chancellor's Committee and the University of Queensland Senior Managers Group (USMG). The selection committee will be supported by a secretary, appointed by the Chief Human Resources Officer.

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

How to nominate an individual

When nominating an individual, you are not required to advise them of this prior to form submission, although you may choose to if you wish. However, please note that after the nomination close date, all nominees will be advised via email of their nomination, and will be given the opportunity to decide if they would like to accept the nomination and proceed with the awards process.

Please note that you will be requested to provide contact details for the nominee, including their UQ email address.

You will also be requested to provide contact details for the nominee's relevant Supervisor, Head of School (or equivalent), Executive Dean/Institute Director (or equivalent) or Executive (or equivalent).

How to nominate a team

Teams may be within a work area or across organisational areas (e.g. School, Institute, Faculty or Division). When nominating a team, the nominator will select a team name, team leader and identify up to nine other key members of the team. A team member may be defined as someone who has made a significant contribution. Nominators must confirm with the team leader that all team members have made a significant contribution, before form submission.

Please note that you will be requested to provide contact details for all team members, including their UQ email address.

You will also be requested to provide contact details for the Team Leader's relevant Supervisor, Head of School (or equivalent), Executive Dean/Institute Director (or equivalent) or Executive (or equivalent).

Nomination endorsements

The nominee's Head of School (or equivalent), Deputy Director of Central Area (or equivalent) and Executive Dean/Institute Director (or equivalent) or Director of Central Area (or equivalent) are both required to endorse the nomination and will be encouraged to provide statements of support. The endorsements will be organised by the selection committee secretary once the nomination period closes. Please note that the Head of School (or equivalent) or Deputy Director of Central Area (or equivalent) and Executive Dean/Institute Director (or equivalent) or Director of Central Area (or equivalent) will have the opportunity to review the entire contents of the nomination form itself and may consult with the nominee's Supervisor to obtain additional feedback where nessesary (particularly related to team contributions).

Questions

If you have any questions regarding the UQ Awards for Excellence, please contact the UQ Awards for Excellence Project Officer at **awards@uq.edu.au**.

Steps in the nomination process

1 **Prepare to complete the online form**

The online nomination form is located on the **recognition and reward** website.

Please note that you need to be logged on to the internet to access the form. There is capacity to save the online nomination form and return to it later, so you may complete this as your time allows. It is **strongly** recommended you prepare your responses in another format (e.g. Word document) and copy them into the online form once ready for submission.

2 **Complete the online form**

Ensure all contact details and statements addressing the selection criteria are completed.

You will be requested to provide:

- The contact details for:
  - the nominees
  - their supervisor
  - the Head of School (or equivalent)
  - the relevant Executive Dean/Institute Director (or equivalent)
- 100 word nomination summary
- 250 words addressing each of selection criteria A & B
- Maximum three pages supporting information (optional).

Once submitted, the nominator will receive an email to confirm the submission has been received.

3 **Ranking and endorsement**

When nominations close, relevant Heads of School (or equivalent) or Deputy Director of Central Area (or equivalent) and the Executive Deans/Institute Directors (or equivalent) or Director of Central Area (or equivalent) will be emailed all nominations for their area.

4 **Review**

All endorsed nominations will be reviewed by the UQ Awards for Excellence Selection Committee.

5 **Awards ceremony**

Nominees and their nominator will be invited to attend the UQ Awards for Excellence ceremony.

Award recipient information

Announcement of award winners

Nominees will be advised by email if they have been nominated in the UQ Awards for Excellence. Nominees will be invited to attend the UQ Award for Excellence ceremony, where the winners will be announced, presented with their award and recognised for their achievements. Up to two winners may be selected from each category. Family members, nominees, nominators, colleagues and supervisors may have an opportunity to attend. Please note that the number of attendees will be limited and guest invitations will be dependent on venue capacity.

Individual award prize

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

Team award prize

The winning team will receive a certificate of recognition for each team member, a team trophy and up to a maximum of $20,000 shared per team (based on standard team composition of 10 team members). 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 or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

Please note that the award prizes must be collected (salary payment) or used (professional development) within 12 months of receipt of the award, unless otherwise approved. Relevant taxation and superannuation arrangements will apply to one off salary payments.

Commendations

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.

Expectations 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 (with permission).

Award categories

UQ Award For Excellence in
Innovation

Recognises and celebrates individuals and teams that have implemented innovative, effective workplace practices or initiatives, including the development of new systems that improve UQ's effectiveness and efficiency.

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
- implementation or advancement in workplace practices or initiatives that improve UQ's effectiveness and efficiency
- implementation of a unique and original approach to meeting UQ's strategic objectives
- development and implementation of new concepts, products or services that significantly improve the student or staff experience.

Service

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

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 or staff experience at UQ
- consistently provides outstanding and exceptional quality of service to UQ clients (i.e. employees, students or community)
- significant contribution to building the professional standing and reputation of the UQ community.

Community

Recognises and celebrates an outstanding individual or team that has implemented innovative programs that have made a demonstrable impact to Queensland communities or have strengthened access to education at UQ.

Award-specific criteria

An individual or team must demonstrate one or more of these criteria:

- development and implementation of a unique or original approach to meeting UQ's Queensland Commitment

- development and implementation of new concepts, products or services that strengthen and broaden access to UQ education for individuals from a regional, remote, or low socio-economic background

- contribution to reviewing and establishing more inclusive research systems or curriculum and teaching practices that break down barriers to education at UQ

- promotion or leading the advancement of intellectual vitality and enrichment of the broader community through inclusive access to debates, public lectures, cultural events or UQ's museums and libraries

- implementation of an innovative project, program or activity that strengthens UQ's relationships with regional and remote communities within Queensland.

UQ Award For Excellence in
Diversity and inclusion

Recognises and celebrates outstanding effort made by individuals and teams in promoting equity, diversity and inclusion within UQ and proactively enhances a sense of community among staff, students and partners.

Award-specific criteria

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

- implementation of an innovative project, program or activity that proactively enhances a sense of community within UQ

- contribution to positive cultural change with regard to equity, diversity or inclusion in the UQ community

- implementation of inclusive practices, programs or initiatives which lead to greater access, representation and sense of belonging for staff and students from disadvantaged or under-represented groups

- improvement in working or learning experience at UQ for staff or students from diverse backgrounds, including specific priority under-represented groups, such as Aboriginal and Torres Strait Islander peoples; women in senior roles; women in science, technology, engineering, mathematics and medicine (STEMM) disciplines; culturally and linguistically diverse people; lesbian, gay, bisexual, transgender, intersex, asexual and queer/questioning (LGBTIAQ+) people; people with disability; and people from low socio-economic status (SES) backgrounds

- demonstrating leadership in promoting and demonstrating inclusive and supportive behaviours in the workplace, learning environment or UQ community

- enhancing the reputation of UQ in regard to equity, diversity and inclusion in the wider community.

For further information on diversity and inclusion at UQ, please refer to **staff.uq.edu.au/information-and-services/ human-resources/diversity**

Mental and physical health, safety and wellness

Recognises and celebrates the contributions of individuals and teams who have implemented innovative and exciting ideas and practices which contribute to the mental and physical health, safety and wellness of our staff and students.

Award-specific criteria

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

- development and implementation of an innovative project, program or activity that promotes and protects the mental or physical health of our staff or students

- delivered a project or initiative that enhances the quality of life, wellbeing and work/study experience of students or staff living with a mental or physical illness

- implementation of an innovative project, program or activity that proactively enhances wellness or workplace health and safety at UQ

- enhancement of the staff and student experience by establishing an occupational health and safety or wellness activity within UQ which reduces or eliminates a health and safety risk.

Leadership

Recognises and celebrates exemplary leadership supporting a positive, performance–based culture and contributing to the achievements of UQ. Such leadership may be demonstrated by individuals or teams in any role across the organisation.

Award-specific criteria

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

- communicates a vision
- purposefully leads change and innovation
- exemplifies the UQ Values
- builds positive culture
- develops high performing teams
- leverages collaborative relationships
- drives accountability and results

Reconciliation

This award recognises and celebrates individuals and teams that have contributed to promoting reconciliation at UQ, specifically through exceptional practices, or implementation of one or more of UQ's Reconciliation Action Plan deliverables in collaboration with Aboriginal, Torres Strait Islander and non–Indigenous peoples.

Award-specific criteria

An individual or team must demonstrate one or more of these criteria:

- significant contribution to building strong, mutually beneficial relationships between Aboriginal, Torres Strait Islander and non-Indigenous students, staff, communities, organisations and partners at UQ

- implementation of an innovative project, program or activity that engages UQ staff, students and/or the community to gain an increased respect, understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories, languages, achievements and/or cultural protocols

- contribution to significant organisational change with regard to reconciliation at UQ. Organisational change may be in the areas of diversity and inclusion, equity and community involvement in UQ's policies, initiatives and practices

- implementation of initiatives that promote or strengthen opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities within UQ and the higher education sector

- significant contribution to reviewing and establishing more culturally appropriate research systems and/or inclusive curriculum and teaching practices.

For further information on UQ's Reconciliation Action Plan, please refer to **uq.edu.au/about/reconciliation**

UQ Values

The University's values, along with our mission
and vision statement help guide our work.

What we strive for:

Creativity

We apply our creativity as a way
of seeking progress. We value
new ideas, seek fresh perspectives
and pursue game-changing innovations
and opportunities.

Excellence

We strive for excellence in everything
we do. We apply the highest
standards to our work to achieve
the greatest impact for the benefit
of communities everywhere.

Central to what we do:

Truth

Truth is central to all that we do as a university. We seek truth through
our focus on the advancement and dissemination of knowledge, and
our deep commitment to academic freedom and freedom of expression.

How we work together:

Integrity

We always act with integrity.
As stewards of the University's
resources and reputation,
we are honest, ethical and principled.

Courage

We are courageous in our decision
making. We are ambitious, bold and agile.
We demonstrate moral courage,
so that we are always guided by
a sense of what is right.

Respect and inclusivity

We provide a caring, inclusive and
empowering environment for all.
We engage respectfully with one
another and promote the value
that our diversity brings to our
whole community.

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