

UQ Awards for Excellence 2020 GUIDE

awards@uq.edu.au

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



UQ Awards for Excellence



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, diversity and inclusion, health, 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 paid 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 lasting impact at UQ.

Professor Peter Høj AC
Vice-Chancellor and President

2020 Award Categories

UQ Awards for Excellence

- Innovation
- Service
- Community, diversity and inclusion
- Mental and physical health, safety and wellness
- Leadership
- Response to COVID-19 (*New category for 2020 ONLY*)

Key Dates 2020

UQ Award for Excellence – Response to COVID-19 (ONLY)

Nominations open: 20 July 2020

Nominations close: 17 August 2020

Nominations for all other award categories

Nominations closed for 2020

UQ Awards for Excellence ceremony

Postponed to 24 November 2020

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.

Response to COVID-19 (New category for 2020 ONLY)

Eligibility criteria

Response to COVID-19 (ONLY)

The eligibility criteria to the left apply. In addition, only nominations outlining significant achievements from 1 January 2020, directly linked to the response to COVID-19, are eligible.

Nomination process

Response to COVID-19 (ONLY)

The nomination process to the left applies. The nominator must clearly demonstrate the individual or team's significant achievements and contributions in response to COVID-19.

Key Dates 2020

Response to COVID-19 (ONLY)

Nominations open: 20 July 2020
Nominations close: 17 August 2020*

Nominations for all other award categories

Nominations closed for 2020

UQ Awards for Excellence ceremony

Postponed to 24 November 2020

* nominations will close strictly at 11.59pm. There will be no extensions to this timeframe.

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

Response to COVID-19 (New category for 2020 ONLY)

Selection criteria

Response to COVID-19 (ONLY)

Nominators must provide responses to the selection criteria at left, clearly demonstrating the individual or team's significant achievements and contributions in response to COVID-19.

Selection committee

UQ Human Resources Services 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) and Executive Dean/Institute Director (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) and Executive Dean/Institute Director (or equivalent).

Nomination endorsements

The nominee's Head of School (or equivalent) and Executive Dean/Institute Director (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) and the Executive Dean/Institute Director (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 necessary (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.

Response to COVID-19 (New category for 2020 ONLY)

Nomination and endorsement Response to COVID-19 (ONLY)

The nomination requirements (to the left) and endorsement process (above) apply when nominating individuals or teams. Nominations will be sent to the nominee's Head of School (or equivalent) and/or Executive Dean/Institute Director (or equivalent) for endorsement.

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. Please note that if you 'save and resume' multiple times, then you will need to use the **most recent** weblink provided to you in order to access your most recent version of the form. 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); and
 - 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) and the Executive Deans/ Institute Directors (or equivalent) will be emailed all nominations for their area. They will endorse, provide statements of support and rank 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.

Response to COVID-19 (New category for 2020 ONLY)

The above nomination process applies.

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 taking place on 24 November, 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 of the finalists 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).

Response to COVID-19 (New category for 2020 ONLY)

Award recipient information Response to COVID-19 (ONLY)

The same award recipient information (outlined to the left and above) applies.

Award categories

New category for 2020 ONLY



UQ AWARD FOR EXCELLENCE Response to COVID-19

Recognises and celebrates individuals and teams who have played a crucial role during the coronavirus pandemic. Specifically, for their significant and outstanding contributions, leading to improved outcomes for UQ students, staff and the wider community during this unprecedented time.

Award specific criteria

An individual or team must demonstrate one or more of the following criteria in response to COVID-19:

- Exemplary leadership, in line with the [UQ Leadership Framework](#), in support of UQ's staff and/or students during the coronavirus pandemic
- Provision of outstanding and exceptional quality of service in response to COVID-19
- Implementation or advancement of a significant project, program or initiative that promotes, enhances, and/or protects the mental or physical health of the UQ community in response to coronavirus
- Enhancement of the outcomes related to workplace health and safety or wellness projects, programs or activities within UQ in relation to COVID-19
- Implementation or advancement in workplace systems, procedures or practices that substantially improve UQ's effectiveness and efficiency during COVID-19

Please note: This is a one-off award category only available in 2020.



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.



UQ AWARD FOR **Excellence in 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.



UQ AWARD FOR **Excellence in community, 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 amongst 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 socioeconomic 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 www.staff.uq.edu.au/information-and-services/human-resources/diversity



UQ AWARD FOR

Excellence in 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.



UQ AWARD FOR

Excellence in 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 and 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:

- values people and builds culture
- thinks and works strategically
- achieves results and drives accountability
- fosters learning, inquiry and innovation
- communicates and collaborates with influence
- purposefully leads change
- exemplifies personal credibility and integrity.

For further information on leadership at UQ, please refer to www.staff.uq.edu.au/leadership

UQ values

Please familiarise yourself with the Values detailed below, in order to respond effectively to the general selection criterion A.

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.