Procedure: Vice-Chancellor's staff excellence and service awards

Purpose
The purpose of the Vice-Chancellor's Awards is to support, encourage and recognise excellence in achievement and contributions that advance the University's strategic goals. Awardees are publicly acknowledged and celebrated at a formal Awards Ceremony, and through publication on the ANU Staff Awards webpage.

Procedure

Categories
1. There are five categories of Staff Excellence Awards.
   - Public Policy and Outreach – To encourage and recognise University staff for outstanding contributions to public policy formulation and debate, who volunteer their work-related skills and experience, and/or facilitate valuable connections across Australia and internationally.
   - Reconciliation – To encourage and recognise the contributions of individuals or groups to promoting and achieving increased participation of Indigenous Australian students and staff at the University.
   - Innovation and Excellence in Service – To encourage and recognise staff innovation and excellence in service delivery, improvement, or innovation to enhance the University's strategic goals.
   - Andrew Hopkins Award for Excellence in Health and Safety – To encourage and recognise staff making significant contributions to improving and promoting health and safety in the workplace.
   - Clare Burton Award for Excellence in Equity and Diversity – To encourage and recognise individuals and/or groups for outstanding contributions in improving equity and diversity in support of the University’s strategic goals.

2. Up to four awards can be made under each category, although in exceptional circumstances, the Committee may recommend additional awards be
made.

3. Individual recipients of the Andrew Hopkins Award for Excellence in Health and Safety will also receive $1,000 towards professional development in health and safety as part of the Andrew Hopkins Endowment Fund. All award recipients will be published on the Staff Awards webpage.

Selection criteria

4. The specific criteria for each category is set out below and on the ANU Staff Awards webpage.

Awards process

5. The Staff Awards process is run annually, and dates for the nomination process are published on the ANU Staff Awards webpage.

6. Selection of awardees is made by a Selection Committee nominated by the Vice-Chancellor, usually consisting of the following members:
   - A member of the University Executive (Chair)
   - Director, Human Resources
   - A member of the Aboriginal and Torres Islander community
   - Two academic staff (one male and one female)
   - Two professional staff (one male and one female)
   - Others as nominated by the Chair.

7. All staff members, except casual staff, are eligible for nomination for a Staff Award either as an individual or a part of a team. Nominees must be currently serving or have served the University in the year of the award.

8. Current students may be included as part of team nominations as appropriate.

9. Colleges and Divisions may choose to set up a Committee to ensure that staff who warrant consideration of an award are not overlooked.

10. Nominations, on the Nomination Form, should be prepared by Sponsors, that is, a supervisor or other person within the University. Sponsors should specifically address the award criteria, provide examples to support their claims, and note that additional references are not permitted, and that additional paperwork will not be considered by the Committee. Nominations require the signed endorsement of the College Dean/Director before submission to awards@anu.edu.au.
11. Sponsors should also note that the Staff Awards recognise excellence in achievement and contribution beyond the normal expectations of the work undertaken by individuals and teams.

12. Awardees will be contacted by Human Resources Division to provide details of the Awards Ceremony and to invite family and guests. However no formal announcements of awardees can be made prior to the Vice-Chancellor's Award Ceremony.

13. Recipients of staff awards will receive a commemorative engraved award, and in the case of team awards, each team member will receive a certificate.

**Service awards**

14. Service awards are made to recognise the contributions of staff who have served the University during the greater part of their career. There are 2 categories of Service Awards:
   - 25 years of service
   - 40 years of service

15. The Service Awards process is run annually. Dates for the nomination process are published on the [ANU Staff Awards webpage](#).

16. All active staff members who have worked at the University for at least 25 years and 40 years respectively as of 31 December in the year of the award are eligible. Eligible staff who retire from the University prior to the date of the Awards Ceremony will still be considered for a service award in that year.

17. The Human Resources Division will use employment reports to identify potential service awardees, however individuals, colleagues, and managers are also encouraged to make nominations as appropriate. Such nominations should include the full name and university ID number, and be sent to awards@anu.edu.au.

18. Recipients of 25 years of service awards will receive a commemorative memento; and for 40 years of service, an engraved glass art work from the ANU School of Art

**Vice Chancellor's Award for Public Policy and Outreach**

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<th>Purpose</th>
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### Vice- Chancellor’s Staff Excellence and Service Awards

**Criteria**

Nominations will be assessed on the basis of written evidence that supports claims of outstanding achievement in one or more of the following areas:

1. The influence and benefit of public contributions to public policy and debate, or
2. The value of voluntary or paid professional activity outside the University, or
3. The benefit of voluntary contributions in improving quality of community services.

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### Vice Chancellor’s Award for Reconciliation

**Purpose**

To encourage and recognise the contributions of individuals or groups to promoting and achieving increased participation of Indigenous Australian students and staff at the University.

**Criteria**

Nominations will be assessed on the basis of written evidence that demonstrates outstanding achievement in one or more of the following areas:

1. Initiatives and professional activities to achieve the vision and targets set out in the Australian National University Reconciliation Action Plan;
2. Commitment to building and promoting reconciliation between Indigenous Australian and non-Indigenous Australians at ANU;
3. Contributions to implementing strategies to increase the participation rate of Indigenous Australian students in undergraduate, graduate coursework and/or higher degree studies;
4. Contributions to implementing strategies to increase the number of Indigenous Australian academic or general staff at ANU.
## Vice Chancellor's Award for Innovation and Excellence in Service

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<th><strong>Purpose</strong></th>
<th>To encourage and recognise staff innovation and excellence in service delivery, improvement, or innovation to enhance the University's strategic goals.</th>
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| **Criteria** | Nominations will be assessed on the basis of written evidence that demonstrates outstanding achievement in one or more of the following areas:  
1) Improvement in the quality of service provision for students and/or staff;  
2) Initiatives resulting in considerable cost reductions and efficiencies in work practices or processes;  
3) Benefits in the innovative application of Information Technology to administration, teaching and/or research;  
4) Contributions to creating an enabling culture of excellence within the University's administration. |

## Andrew Hopkins Award for Excellence in Health and Safety

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<th><strong>Purpose</strong></th>
<th>To encourage and recognise staff making significant contributions to improving and promoting health and safety in the workplace.</th>
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| **Criteria** | Nominations will be assessed on the basis of written evidence that demonstrates outstanding achievement in one or more of the following areas:  
1) Significant and/or sustained contribution to improve and promote health and safety best practice in the workplace.  
2) Excellence in developing and implementing a solution to an identified health and safety issue(s). Nominations may be for a product or process based solution, design/engineering innovation, a training program, an awareness raising activity |
or other control measures that reduce the risk of work-related injury or illness.

3) Overall outstanding achievement or success with demonstrated value in the area of workplace health and safety.

## Clare Burton Award for Excellence in Equity and Diversity

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<th>Purpose</th>
<th>To encourage and recognise individuals and/or groups for outstanding contributions in improving equity and diversity in support of the University’s strategic goals.</th>
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| Criteria | Nominations will be assessed on the basis of written evidence that demonstrates outstanding achievement in one or more of the following areas:

1) Initiatives and professional activities that promote the ANU values as an inclusive, open and respectful University that reflects the diversity of our nation;

2) Initiatives to reduce barriers to inclusion and promote equal opportunity for all persons whatever their background or identity including women, Indigenous Australians, people of all racial and ethnic groups and people with disabilities;

3) Promote an inclusive environment that values and utilises the contributions of people of different backgrounds, experiences and perspectives;

4) Enhance the retention, success and outcomes of staff and students from diverse background in education, research or professional practices. |