VICE-CHANCELLOR’S
AWARDS FOR EXCELLENCE

2019 Guide

VCAwards@vu.edu.au
www.vu.edu.au/vc-awards
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About the Vice-Chancellor’s Awards

At Victoria University, we have a powerful moral purpose: to provide vocational and higher education that transforms the lives of students and the communities that we serve.

VU is in the midst of a radical transformation that has only been possible through the dedication, expertise and hard work of our staff.

The Vice-Chancellor's Awards are one way that I can formally recognise the exceptional practice and outstanding contributions of individuals and teams to Victoria University, and beyond.

Importantly, this year many of the Award categories now map through to National Awards giving individuals and teams the opportunity to showcase the great innovation and work that is being undertaken on the national stage.

VU’s future is bold and exciting. We are breaking from tradition as we transform lives through the communities we serve. It is important that we acknowledge the wonderful achievements that have been made so far in our journey.

Please join me in acknowledging and celebrating our wonderful staff by nominating yourself or a colleague for an Award of Excellence.

Peter Dawkins
Vice-Chancellor and President
Key Dates

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<td>Nominations Open</td>
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<td>Nominations Close</td>
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<td>Awards Ceremony</td>
<td>26 November 2019</td>
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Eligibility

General Eligibility

- All staff members, including contract and sessional staff, who have been employees of Victoria University for a minimum of two years.
- For team applications, at least 50% of team members must have been employees of VU for a minimum of two years.

Eligibility for Research Categories

Eligibility for Excellence in Research (Supervision)

- Supervisors actively involved in research supervision of one or more research students and have had at least two students through to satisfactory completion of a VU research degree.

Eligibility for Excellence in Research (Early Career)

- Early career researchers awarded a PhD within five years\(^1\) of the closing date of the 2019 Awards for Excellence.

Eligibility for Vice-Chancellor's Award for Career Achievement

- All VU staff whose professional career is in excess of 20 years and who have a minimum of five years’ service at VU.

For all Award categories, any award recipient who is no longer employed by VU 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.

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\(^1\) Applicants that are greater than this time period will be considered if a significant career interruption can be evidenced.
Steps in the Nomination Process

1. Prepare to complete the nomination form

Nomination open on the 29 July 2019, download the appropriate form from the vu.edu.au/vc-awards. Any questions about how to complete the form, contact VCAwards@vu.edu.au

2. Complete the form

Ensure all contact details and statements addressing the selection criteria are completed. You will be required to provide:

- The contact details for:
  - the nominees; and
  - their supervisor.
- Sign off from:
  - Direct Supervisor
  - Member of Senior Executive Group
- 50 word nominating summary statement
- 800 words addressing the selection criteria
- Maximum four pages of supporting evidence.

Submission of the nomination to VCAwards@vu.edu.au by 8 September 2019.

3. Initial review and resubmission

The Award Team will undertake an initial review of all nominations and provide feedback, if required. Resubmission can then occur by 6 October 2019.

4. Panel assessments

Nominations will be considered by the relevant panels:

- Excellence in Student Engagement: Professor Ian Solomonides, Chair
- Professional Services & Innovation: Mr Shaun Eltham, Chair
- Excellence in Engagement: Mr Shaun Eltham, Chair
- Excellence in Research & Research Training: Professor Corinne Reid, Chair
- Excellence in Learning & Teaching (HE): Professor Ian Solomonides, Chair
- Excellence in Learning & Teaching (VET): Mr Grant Dreher, Chair

5. Winners notified

Winners are notified the week commencing 28 October 2019 and may be involved in preparation of materials for the Award ceremony.

6. Awards ceremony

Nominees will be invited to attend the Awards for Excellence ceremony to be held on 26 November 2019.
The Awards

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.

What our Panels are looking for

Our judging panel will look for evidence of innovation, impact, clear improvement in outcomes, value/efficiency and solid outcomes related to Victoria University’s Strategic Plan 2016-2020, and exemplifying the staff capabilities, which are:

- Deliver Excellence (results driven, accountability, problem solving focus)
- Engage (customer service mind-set internally, externally and particularly for students)
- Collaborate and Partner (build successful relationships, communicate effectively, influence and negotiate)
- Innovate (entrepreneurship, growth, continuous improvement, digital transformation)
- Lead (inspire direction, lead change, manage and develop people).

Instructions for all Award categories

We need:

- 100 word summary
- Maximum 800 word submission (text only) clearly addressing the key selection criteria
- 4 x A4 pages of supporting evidence

You may attach up to four A4 pages of supporting evidence (e.g. statistics, graphs, research or evaluation reports, photographs, press cuttings or testimonials) in PDF format, with relevant sections highlighted as need be. However, the relevance of any such material must be made clear in the nomination application.

Specific criteria for each Award category is detailed in the next sections.
Award for Excellence in Student Engagement

This award recognises individuals and/or teams who demonstrate excellence in the provision of service to students, and outstanding contributions to the quality of the student experience at VU.

Criteria:

- Excellence in student administration through the implementation of an innovation that has provided overall benefits through:
  1. Best practice management (e.g. introduction of an improved process or systems improvement, formulation of policy, or legislative instruments, design of new systems); or
  2. delivery of consistent high level service excellence to students; or
  3. both.

- Provide evidence of enduring impacts or changes achieved.

- Provide testimonials/references from inside and/or outside VU, who can speak to the application and of the achievements and impact the applicant/s has made.

- Contributes to the attainment of The VU Way.

Relevant National Awards:

Most of the Award categories map to a relevant National Award and successful applications of a high standard will be encouraged to apply for these. This will be a centrally administered process.
Award for Excellence in Professional Services and Innovation

This award recognises individuals and/or teams who have given outstanding service to their work area, made a significant contribution to innovation, and displayed outstanding teamwork and leadership. This may include innovative practice through improvements in their current work or perhaps through a successful project implementation.

Criteria:

- Excellence in professional service and innovation practice or a project that has delivered benefits with enduring impacts or changes.
- Provide evidence of these enduring impacts or changes achieved.
- Provide testimonials/references from inside and/or outside VU, who can speak to the application and of the achievements and impact the applicant/s has made.
- Contributes to the attainment of The VU Way.

Relevant National Awards:

Most of the Award categories map to a relevant National Award and successful applications of a high standard will be encouraged to apply for these. This will be a centrally administered process.
Award for Excellence in Engagement

This award recognises and celebrates the diverse contributions that individuals and/or teams make to facilitate engagement with industry, government and/or community that makes a real world impact.

Criteria:

- Excellence in engagement with industry, government and/or community that:
  - delivered a demonstrated positive impact (including major project outcomes, gains and quantifiable benefits);
  - showcased a collaborative approach by all parties involved;
  - delivered an innovation in concept, objective, approach, design, delivery or content; and
  - had one or more of the following: cross-institutional support, value for investment and sustainability and scalability.

- Provide details of the engagement activity or project including the aims of the project; the development and methodology.

- Provide at least one testimonial from the partner/collaborator/recipient of the impact/project, external to the University.

Relevant National Awards:

Most of the Award categories map to a relevant National Award and successful applications of a high standard will be encouraged to apply for these. This will be a centrally administered process.
Award for Excellence in Research and Research Training

This award celebrates the diverse contributions that individuals and teams make to facilitate high quality research and research training within Victoria University in following areas:

1. Excellence in Research & Research Training
2. Excellence in Research & Research Training (Early Career)
3. Excellence in Research & Research Training (Supervision)

Research Supervision

For the purposes of these awards, research supervision is defined as the supervision of higher-degree by research students.

Award specific criteria:

- Supervisors actively involved in research supervision of one or more research students and have had at least two students through to timely completion of a VU research degree.

- Academic: Contributions to research training and the development of graduate researchers. This could include:
  - Use of supervisory training and mentoring strategies that have led to the academic advancement of graduate research students.
  - Assistance with the dissemination of quality research outcomes (i.e. presentation and publication of research outcomes both internal and external to the University) from graduate research project/s.
  - The facilitation and development of academic networks to the benefit of graduate research students.

- Transferable skill development: support to develop their candidate(s) transferable skills and their participation industry experience opportunities

- Leadership in Supervision: contributions to the enhancement of research culture for within VU Research (including former College and/or Faculty):
  - graduate research student(s): evidenced by, for example, career development support and outcomes, improving access to resources, and
  - supervisors, evidenced, for example, by mentoring, 360/peer feedback or the creation of new knowledge about graduate researcher supervision
  - Supervision Management: Achievement of timely quality outcomes from research
Excellence in Research and Research Training (Early Career)

Early career researchers awarded a PhD within five years\(^2\) of the closing date of the 2019 Awards for Excellence.

- **Research output:** Evidence of peer reviewed research output (e.g. peer-reviewed journal publications, refereed conference proceedings etc.). Other research outputs, such as performances, works and portfolios, can be included when supported by evidence outlining a selection process.

- **Research support:** Amount of funding attracted, listing project, funding source and participants for each grant and/or contract research project.

- **Research leadership:** Evidence of research leadership and/or collaboration activities.

- **Contribution to the field and engagement, also includes impact beyond academia:** Evidence of contribution and its impact (e.g. citations, implementation by community, industry or government, measures of benefit(s) etc.) See [here](#) a diagram which explains research impact and engagement beyond Academia well.

\(^2\) Applicants that are greater than this time period will be considered if a significant career interruption can be evidenced.
Award for Excellence in Learning and Teaching

These awards celebrate the diverse and outstanding contributions to the quality of learning and the quality of the student experience at VU. The three categories are:

1. Excellence in Learning and Teaching (Higher Education)
2. Excellence in Learning and Teaching (Vocational Education and Training)
3. Programs that Enhance Learning

Criteria for Excellence in Learning and Teaching (Higher Education):

• Applicants for the Excellence in Learning and Teaching (Higher Education) Award are required to select **ONE of the following four** topics:

  1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn.
  2. Development of curricula, resources or services that reflect a command of the field.
  3. Evaluation practices that bring about improvements in teaching and learning.
  4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience.

• Contributes to the attainment of [The VU Way](#).

• Provide qualitative and quantitative evidence that their contribution has:
  
  o Influenced student learning, student engagement or the overall student experience
  o Gained recognition from fellow staff, the institution, and/or the broader community
  o Been sustained for a period of time, not including time taken for development or trial of activity
  o Claims of excellence that are supported by formal and informal evaluation
  o Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
  o Information contained in student data or institutional student surveys, references and selected teaching materials.

• Provide at least one testimonial from inside and/or outside VU, who can speak to the application and of the achievements and impact the applicant/s has made.
Criteria for Excellence in Learning and Teaching (Vocational Education and Training)

- Applications for the Learning and Teaching (Vocational Education and Training) Award are required to address **ALL four of the following criteria**:
  1. Excellence and innovation
  2. Student experience and success
  3. Professionalism and commitment to teaching and learning in the training and TAFE system
  4. Links with industry and/or community.

- Contributes to the attainment of **The VU Way**.

- Provide qualitative and quantitative evidence that their contribution has:
  1. Influenced student learning, student engagement or the overall student experience
  2. Gained recognition from fellow staff, the institution, and/or the broader community
  3. Been sustained for a period of time, not including time taken for development or trial of activity
  4. Claims of excellence that are supported by formal and informal evaluation
  5. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
  6. Information contained in student data or institutional student surveys, references and selected teaching materials.

- Provide at least one testimonial from inside and/or outside VU, who can speak to the application and of the achievements and impact the applicant/s has made.
Criteria for Programs that Enhance Learning:

- Applications for the Programs that Enhance Learning Award are required to address **ALL four of the following criteria**:
  1. Distinctiveness, coherence and clarity or purpose
  2. Influence on student learning and the student experience
  3. Breadth of impact with benefits for students, staff, the institution and/or other institutions
  4. Addresses equity and diversity.

- Contributes to the attainment of *The VU Way*.

- Provide qualitative and quantitative evidence that their contribution has:
  - Influenced student learning, student engagement or the overall student experience
  - Gained recognition from fellow staff, the institution, and/or the broader community
  - Been sustained for a period of time, not including time taken for development or trial of activity
  - Claims of excellence that are supported by formal and informal evaluation
  - Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments
  - Information contained in student data or institutional student surveys, references and selected teaching materials.

- Provide at least one testimonial from inside and/or outside VU, who can speak to the application and of the achievements and impact the applicant/s has made.

Relevant National Awards:

Most of the Award categories map to a relevant National Award and successful applications of a high standard will be encouraged to apply for these. This will be a centrally administered process.
Vice-Chancellor’s Award for Career Achievement

The Vice-Chancellor’s Career Achievement Award formally recognises a recipient’s outstanding leadership, significant contributions, and sustained excellence in learning and teaching, research, mentorship and/or service at Victoria University and the communities we serve. This may be a new innovation, new knowledge, or ways to improve professional practice deemed to be above and beyond the everyday with a long lasting impact.

The award is designed to acknowledge the enduring legacy of staff in all fields of endeavour.

Selection of the nominee is made based on the individual’s significant, fundamental contributions to Victoria University and beyond; the lasting impact of these contributions; and the demonstration of an enduring commitment to excellence.

This is an occasional award and may not be awarded each year.

Criteria:

- Nominees must have:
  1. made a positive impact in their area of contribution [at either state/territory or national level]
  2. earned recognition by other industry, training, education, community or employer groups;
  3. the respect of professional peers
  4. general acknowledgement as having reached a pinnacle of their profession or industry
  5. demonstrated, over an extended period of time a contribution which has included either research, industry achievement, professional leadership and service to the tertiary education sector
  6. personal integrity
  7. 20 years or more, of sustained service in tertiary education and at least 5 years employed at VU.

- The winner will be chosen on the basis of verifiable evidence of achievement and peer recognition.
Relevant National Awards:
Most of the Award categories map to a relevant National Award and successful applications of a high standard will be encouraged to apply for these.

- **ATEM Awards:**
  - Outstanding Achiever Award

- **AFR Higher Education Awards:**
  - Lifetime Achievement Award

- **Victorian Training Awards:**
  - Lynne Kosky Memorial Award for Lifetime Achievement

- **Australian Training Awards:**
  - Lifetime Achievement Award & National Achievement Award

**Career Achievement Award**
Tips for Writing your Application

Be clear about your role
must be clearly outlined, and acknowledging the work of others in contributing to the activity will strengthen the application. If a number of people were involved in a program of activities and can be credited with its success, consider putting forward a team application.

Include a context
Assume that the panel does not have knowledge of your specific context, what you do or why you do it. Start your statement with a background description that will help them understand the reason for your activities, and why they might be special.

Break it down
Panel members are usually reading many applications in a short period of time; application need to be clear and focused. It is recommended one topic is covered in each paragraph and introduce key points you want to make early on.

Make sure you address the criteria
Applications in each of the categories have very specific criteria which the panel use to grade your application. If an application is stronger in some areas than others, then it helps to explain why this might be so.

Use evidence
Evidence must be provided to support all activities; this may include:

- quotes from testimonials, other communication or student surveys
- SET/SE figures over time (show as a table or graph)
- employment outcomes for cohorts of students
- recognition – publications, peer review, other awards
- references to published document/papers/chapters/journals
- website links
- use data where available

Take care of privacy/confidentiality
When using quotes from colleagues, names should not be included unless explicit written permission has been given to do so. Student names should never be included. In either case, the source can be characterised (eg 3rd year student, survey response 2012). In the case of student work or the intellectual property of others, care must be taken to acknowledge the source appropriately.

Check your work
Ensure you proof read your application for spelling and grammar and ensure you have included all parts required. It is good practice for someone like a colleague to also read your application for clarity and flow.
## Awards Timeline

### JULY 2019

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<td>VC Award Ceremony</td>
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