VICTORIA UNIVERSITY ALUMNI AWARDS 2017

OUTSTANDING SERVICE ALUMNI AWARD

NOMINATION PACK

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

About the Victoria University (VU) Alumni Awards

VU takes great pride in the achievements and successes of our Alumni. VU Alumni reflect our values and help create our legacy. The Alumni Awards program raises awareness of our global community of over 230,000 Alumni and honours their outstanding contributions to our University, to Melbourne's West, across Australia and in the international arena. Since their inauguration in 2011, nominees for the Awards have included people from a diverse range of professions, industries and educational backgrounds. All have made themselves and VU proud of their endeavours and achievements.

This is your chance to be involved as a nominator or nominee (or both). We seek your involvement in identifying a great colleague, friend or family member who has graduated from VU or one of our predecessor institutions; and be a part of the celebration to recognise the difference the VU Alumni Community makes to our society.

The Outstanding Service Alumni Award

This Award recognises the successes of an Alumna/us or a member of VU staff or a VU partner organisation who has gone "above and beyond" in service to Victoria University, the VU Alumni Community or the broader community.

Important Information – please read before you proceed with a nomination

Guidelines / conditions of nomination

1. Please follow the nomination process for the selected Award. Each nomination form lists the criteria for that Award. The selection panel will rank nominees based on:
   a. Conformance with the **eligibility criteria** such as age, being a student or Alumni
   b. Demonstration of how the nominee clearly meets the **Award category criteria**
   c. Conformance with **requirements** including sign off by nominator that the nominee has accepted the nomination, listing and contact details for 2 referees
   d. Any other information provided in support of the nomination
2. Nominations that do not meet the eligibility and requirements criteria; or that are not received by the closing date may not be assessed by the Awards Selection Panel.
3. If a nomination does not clearly show how the nominee meets the Award criteria; it is very difficult for the selection panel to assess this nominee. The panel will not search for further information about the nominee – it will only review what is on the nomination form. Nominators are encouraged to work with their nominee to make sure they put forward all information that will support the nominee (within designated word limits – be focused and clear). This is not a time for modesty – be clear about the nominee's achievements.
4. There will only be one (1) recipient in each Award category each year.
5. Individuals may only be nominated in one category in each year.
6. Past nominees are eligible for nomination in any category.
7. Self-nomination is acceptable. The nomination must still include 2 referees.
8. Nominators should consider asking the nominee for the names and contact details of the referees, to help ensure that the people nominated as referees have the desired level of knowledge of the work and achievements of the nominee; and have agreed to be available if required, at the times noted in the nomination pack.
9. A nomination is not a guarantee of selection for an Award. The Selection Panel may choose not to make a recommendation for Award in any category.
10. All recommendations made by the Selection Panel and endorsed by the Vice-Chancellor are final.
11. In giving acceptance / permission for the nomination, the nominee agrees that their image and other information (excluding any personal contact details) will be used to assist the Alumni Relations Team to promote the nominee, VU and the Alumni Awards; and that they will assist the Alumni Relations Team with this promotion and associated activities as reasonably requested. It is the responsibility of the nominator to ensure this is understood by the nominee.

Process for submitting nominations

1. Download and save the relevant PDF nomination pack; complete the PDF form within the pack (you can save as you go).
2. Alternatively, you can download, print and fill in the form by hand; scan the completed form.
3. Email alumni@vu.edu.au with 'Outstanding Service Alumni Award nomination - nominee name' in the email title. Please do not forget to attach the completed nomination pack and the nominee's resume.

For any assistance, please call Alumni Relations at 9919 1070 or email alumni@vu.edu.au.

Specific Information

Who can be nominated?

Nominations are encouraged from all people who meet the eligibility and selection criteria, regardless of field of study, current role or industry, or current geographic location. VU is committed to gender equality and strongly encourages the nomination of women as they are traditionally under-represented in Award programs.

A full list of previous VU Alumni Award participants is available in the Alumni section of the VU website vu.edu.au/alumni/alumni-in-focus/alumni-award-recipients

Who can make a nomination?

Any member of the VU community including Alumni, staff, students, industry partners, community partners and friends of VU may nominate an individual for a VU Alumni Award

How are the nominations assessed?

An Awards Selection Panel will be assembled with members from the University and Alumni Community. Selection will be based on assessment against the eligibility criteria, requirements and Award category selection criteria. The Panel will make recommendations to the Vice-Chancellor for endorsement.

In recognition that an overwhelming number of VU alumni and students have faced adversity at some stage, the Panel has discretion to recommend to the Vice-Chancellor a recipient for one (1) "Spirit of Victoria University Award" each year; to a nominee who is not recommended as the recipient in their Award category; yet impresses the panel with the manner in which they have overcome significant challenges in their life and fully embodies the VU ethos. This would only occur in exceptional circumstances. People cannot be directly nominated for this Award as it is not a separate category, and is not automatically awarded each year.

Timeline for 2017

Nominations Open:	Friday 21 April 2017
Nominations Close:	5pm Friday 16 June 2017
Award selection panel reviews nominations:	late June – end July
Nominees notified, finalists announced:	mid August 2017
Awards Presentation evening:	Tuesday 3 October 2017

More information

For more information please contact Michelle Plane, Alumni Relations Manager on 9919 1979 or michelle.plane@vu.edu.au; or the Alumni office on 9919 1017 or alumni@vu.edu.au

OUTSTANDING SERVICE ALUMNI AWARD

Eligibility Criteria

1. The nominee can be either an Alumna/us of VU (including predecessor institutions); a current VU staff member; or a current staff member of a current VU industry or community partner

Award Category Criteria

1. Nominee has made an exemplary contribution to one or more of: VU, the VU Alumni Community or the broader community.
2. Nominee has demonstrated the values of integrity, respect and excellence in their activities and conduct.

Other Requirements

1. Nominee must agree to be nominated (see end of form).
2. Two referees must be provided; these can be professional or personal referees, who can confirm and provide further information in regard to the achievements and endeavours of the nominee.

Other information

1. This Award will be made to no more than one recipient each year.
2. This Award seeks to recognise a person who has offered exceptional service to VU, the VU Alumni Community or the broader community; demonstrating significant achievements outside of their paid employment. Nominators are advised to highlight the endeavours and achievements of the nominee beyond their paid employment or activities for which they have been compensated.

Nomination

Nominee Personal Details

Title _____
First name _____
Last name _____
Name at graduation (if different) _____
VU student number (if known) _____
Email address _____
Mobile phone _____
Other phone _____
Address - street number and name _____
Suburb _____
Postcode _____
Country _____
VU qualification/s and year of graduation _____
Other qualifications (if known) _____
Current job title (if working) _____
Current employer (if working) _____

Nominator Details

Title _____
First name _____
Last name _____
Email address _____
Mobile phone _____
Other phone _____
Relationship to VU e.g. alumni, student, staff _____
Relationship to nominee e.g. classmate, colleague, teacher _____
Current job title (if working) _____
Current employer (if working) _____

Award Criteria - responses and information

Note – follow the guidelines. Give clear examples, and note the duration and impact to others / the community of the nominee's contributions.

1. Please provide concise examples of how the nominee has made an exemplary contribution to one or more of: VU, the VU Alumni Community or the broader community. (limit 500 words)

2. Please provide concise examples of where and how the nominee has demonstrated the values of integrity, respect and excellence in their activities and conduct. (limit 300 words)

Other supporting information

Please provide any further information in support for the nominee, which has not already been provided in the Award criteria responses. This may include, for example, any particular adversities the nominee has overcome in their journey to success. **(limit 250 words)**

Resume

A brief resume outlining roles held, employer and overview of key responsibilities and achievements may be attached to the nomination email. **(maximum 3 A4 pages no less than 11 point font)**

Referees

The Selection Panel may wish to talk to up to 2 referees, to assist with confirmation of information and gain further insights into the nominee. Referees in this category can be professional or personal. The nominator should advise referees that they may be contacted between 10 July 2017 and 25 July 2017.

Referee 1
Title _____
First name _____
Last name _____
Email address _____
Mobile phone _____
Other phone _____
Relationship to nominee e.g. classmate, colleague, teacher _____
Current job title (if working) _____
Current employer (if working) _____

Referee 2
Title _____
First name _____
Last name _____
Email address _____
Mobile phone _____
Other phone _____
Relationship to nominee e.g. classmate, colleague, teacher _____
Current job title (if working) _____
Current employer (if working) _____

Nominator declaration of nominee acceptance

I have obtained permission from the nominee and all information included in this nomination is, to the best of my knowledge, correct.

_____

Nominator Name Nominator Signature Date