Overview

The contribution general staff make to the Group’s profile, standing and engagement with its various communities of interest is critical to the Group’s success. In recognition of this, and to reward excellent performance and encourage continuing commitment, the PVC AEL Awards for Excellence has been developed. These awards are available to general staff within the AEL Group as well as general staff from Central supporting the Group’s core activities.

The purpose of the Awards for Excellence is to recognise members of the AEL general staff who regularly demonstrate outstanding commitment to achieving high quality and sustained outcomes in their area of work. It is not essential that the nominee have staff reporting responsibilities.

These awards also recognise general staff or a team who has made an outstanding contribution to the success of an individual project that is of strategic significance to either the Group or the element in which they work. Related projects must have been undertaken in the last 12 months or still be underway. Nominees must have played a significant role in achieving demonstrable outcomes.

Areas of Focus include but are not limited to the following:

- **Curriculum** review, design, implementation and innovation [e.g. internationalisation, blended learning, work integrated learning, service learning, indigenous education, assessment...]
- **Student experience** [e.g. the first year experience, capstone experience, development and alumni, services supporting under graduate students...]
- **Research support** [e.g. HDR events, strategic research networks, research grants assistance...]
- **Distinguished service** [e.g. sustained support for the AEL Group and School leadership teams...]
- **Community engagement** [e.g. communication, marketing, industry partnerships...]

Eligibility

- Contract or continuing appointment(s) at or above HEW 4 (General Staff – Group and or Central support)
- Continuous employment at the University for a minimum of two years at the time of application
- Previous recipients of the award are not eligible for a further award for a period of three years

Nomination Process

Nominations for the AEL Excellence Awards is either self nomination or supervisor/peer nomination. Staff (either as individuals or teams) should make direct self nomination or nomination of a colleague to the Dean (Academic) providing the following information.

- Name and position of applicant or the names and positions of the team leader and team personnel where applications are for a team activity.
- Area of focus.
- Those nominating a peer/colleague for recognition are to provide a brief overview of the excellence demonstrated by the nominee and benefits to the Group/School.
- Self nominees, teams and individuals, are to provide a description and evidence of the outcomes and impact in terms of benefits to the Group/School.

The nomination submission should be limited to 1.5 pages. Electronic submissions preferred.
Assessment Criteria

- Significance of the activities to the Group’s strategic objectives
- Outcomes in enhancing the profile of the Group within the University and/or its external communities of interest
- Impact in developing a culture of excellence within the Group

Assessment Process

Applications will be considered by a panel with the following membership

- Dean (Academic), Chair
- A senior academic from the Group
- A senior general staff member from the Group
- A senior academic or general staff member who is not a member of the Group (nominated by the Pro Vice Chancellor)
Nomination Form

Nominee’s details *(Nominee’s permission must be obtained before proceeding with this nomination.)*

Name: ____________________________  
Telephone: ____________________________  Email: ____________________________  
Position Title: ____________________________  
Element: ____________________________  
Campus: ____________________________  
Supervisor: ____________________________

Nominator’s details *(Please ignore this section if you are self-nominating.)*

Name: ____________________________  
Telephone: ____________________________  Email: ____________________________  
Position Title: ____________________________  
Relationship to nominee: ____________________________

Area of Focus: ____________________________

Significance of the activities to the Group’s strategic objectives

Outcomes in enhancing the profile of the Group within the University and/or its external communities of interest
Impact in developing a culture of excellence within the Group

Nomination submission due by 4.00pm Friday 16 September 2011

Please email nomination to: Liz Ganesathurai
Office of the Pro Vice Chancellor (AEL)
e.ganesh@griffith.edu.au
56921