



Vice-Chancellor's Award for Excellence in Community Engagement

Guidelines

1. Introduction

Community engagement is an integral part of the work of the University across all levels. Indeed, a commitment to community collaboration and mutually beneficial partnerships is enshrined in the University's mission statement in the University's Strategic Plan 2008-10.

The Vice-Chancellor's Award for Excellence in Community Engagement was established in 2006 to recognise and encourage exceptional community engagement by a member of the University staff and group of staff. Up to two awards may be made each year - one to an individual member of staff and a second "team" award may be made to a group of staff (usually of no more than six members).

The annual award is open to all staff and carries a prize of \$2,000. The award(s) will be presented annually at the 'Vice-Chancellor's Awards for Excellence' event.

2. Eligibility

The award is open to members of the academic and general staff of the University (including staff employed by the University's controlled entities). Staff must be employed either on a permanent basis or under a limited term contract of at least two years and must have been employed for a period of not less than 12 months prior to the date of nomination.

3. Selection Criteria

The criteria include:

1. Extending the University's core values;
2. Demonstrated service or contribution over a sustained period of time and *beyond the normal expectations of that staff member's role* that has had a significant community benefit;
3. Achievements in developing links, partnerships and/or programs between the University and outside organisations;
4. Enhancing the reputation of the University as a University actively engaged with the region and the communities it serves.

4. Selection Committee

The selection committee considers nominations and makes recommendations to the Vice-Chancellor in relation to granting the award.

Membership of the committee will be determined by the Community Engagement Committee and approved by the Vice-Chancellor and will include equal representation from various committees across the University.

5. Administration

The award will be administered by the Office of Community & Partnerships. For more information phone the Community Engagement Manager on 4221 3110 or email community@uow.edu.au



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Nomination Form

Objective

This award recognises and values the activities undertaken by individual University staff (or teams of staff of up to six individuals) that provide a significant community benefit.

Instructions

This form is to be completed by the nominator(s) and returned together with the relevant attachments to the Office of Community & Partnerships. Self-nominations will not be accepted. However, comments from the nominee are strongly encouraged.

Part 1 - Nomination Details

Please provide details of the nominee(s): Individual OR Team

Name: _____ Name: _____

Position: _____ Position: _____

Faculty/Dept: _____ Faculty/Dept: _____

Phone: _____ Phone : _____

Email: _____ Email: _____

Name: _____ Name: _____

Position: _____ Position: _____

Faculty/Dept: _____ Faculty/Dept: _____

Phone: _____ Phone : _____

Email: _____ Email: _____

Please provide details of the person(s) making the nomination:

Name: _____ Name: _____

Position: _____ Position: _____

Faculty/Dept: _____ Faculty/Dept: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Part 2 - Nominator Statement

Briefly state why you are nominating the person/team (attach page if insufficient space):

Signature _____ Date: _____

Part 3 - Selection Criteria

One or more of the criteria listed may be used as a basis for nomination. Please provide a description of the outstanding contributions/activities/achievements of the nominee (individual or team).

Note: Additional pages and relevant supporting documentation may be attached if insufficient space.

- Extending the University's core values

- Demonstrated service or contribution over a sustained period of time and beyond the normal expectations of that staff member's role that has a significant community benefit

- Achievements in developing links, partnerships and/or programs between the university and outside organisations

- Enhancing the reputation of the University as a university actively engaged with the region and the communities it serves

Part 4 - Endorsement

This section is to be completed by the Head of School/Dean* or Director.

I hereby endorse the nomination of _____
for the Vice-Chancellor's Award for Outstanding Contribution to Community Engagement for the following reasons:

Name: _____ Position: _____

Signature _____ Date: _____

* Note: If the nominee or nominator is a Head of School, the nomination form should be signed by the Dean of the Faculty.

Please forward **eight copies** of the signed and completed form [marked confidential] to:

Community Engagement Manager
Office of Community and Partnerships
Ground Floor, Administration Building 36

Contact for further information:
Community Engagement Manager
Tel: 4221 3110 Email: community@uow.edu.au