

Employee Excellence Awards Categories Schedule



1 Purpose

PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.

To outline the categories of Employee Excellence Awards.

2 Scope

This schedule must be read in conjunction with the Employee Recognition and Reward Procedure and is subordinate to it.

3 Schedule

The University formally recognises and rewards the outstanding contribution, commitment and service of its Employees through a variety of Excellence Awards in the following categories.

3.1 Education

3.1.1 Learning, teaching and student success

To recognise and reward Employees who have created exceptional learning opportunities for Students and provided learning and teaching leadership for University colleagues, the following Excellence Award may be made annually to any Employee:

- Excellence Award for STEMM Disciplines Learning and Teaching;
- Excellence Award for HASS Disciplines Learning and Teaching;
- Excellence Award for University Learning and Teaching; and
- Excellence Award for University Educational Leadership.

Each of these Excellence Awards comprises a financial grant and a certificate.

3.2 Research

To recognise demonstrated excellence in research, postgraduate research supervision, and to encourage Early Career Researchers, the following Excellence Awards may be made annually to any Employee:

- Excellence Award for Research;
- *Ronel Erwee Memorial* Award for Excellence in Postgraduate Research Supervision;
- Excellence Award for Early Career Research;
- Excellence Award for Women in STEMM; and
- Excellence Award for Service to Research.

Each of these Excellence Awards comprises a financial grant and a certificate.

3.3 Enterprise

3.3.1 People, culture and values

To recognise the contributions of individuals who have sponsored or developed initiatives supportive of a University culture that values diversity, service excellence and innovation, the following Excellence Awards may be made annually to any Employee:

- Excellence Award for Diversity and Inclusion;
- Excellence Award for Leadership;
- Excellence Award for Innovation and Change;
- Excellence Award for Living the UniSQ Values.

Each of these Excellence Awards comprises a financial grant and a certificate.

3.3.2 Community engagement and service

To recognise and encourage outstanding service to the community by Employees and to foster best practice in University community engagement, the following Excellence Award may be made annually to any Employee:

- Excellence Award for Community Engagement and Service.

This Excellence Award comprises a financial grant and a certificate.

4 University Medal for Employee Excellence

To recognise the outstanding contribution of individuals or teams, the Vice-Chancellor may award the following:

- University Medal for Academic Excellence;
- University Medal for Research Excellence;
- University Medal for Professional Excellence.

Each of these Excellence Awards comprises a commemorative University medal and a certificate.

5 Application, Assessment and Approval

Details of how applications are made, assessed and approved are outlined in the Employee Recognition and Reward Procedure.

Further details, forms and associated guidelines are available on the Recognition and Reward website.

6 References

Nil.

7 Schedule Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Performance, Development and Recognition Policy
Approved Date	25/8/2023
Effective Date	25/8/2023
Review Date	3/4/2024

Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Employee Recognition and Reward Procedure
Related forms, publications and websites	Community Engagement and Service Excellence Awards Learning and Teaching Excellence Awards People, Culture and Values Excellence Awards Recognition and Reward Website Research Excellence Awards
Definitions	Terms defined in the Definitions Dictionary Employee <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> Policy <p>A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.</p> Procedure <p>An operational instruction that sets out the process to operationalise a Policy.</p> Student <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> University

	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
	<p>Excellence Awards</p> <p>In the context of this schedule, Excellence Awards are defined as formal recognition of achievements by Employees. It typically involves a planned event or presentation where Employees are recognised by the University for their achievements.</p> <p>Early Career Researcher</p> <p>For the purposes of these Excellence Awards, Early Career Researcher refers to Employees who are within five years of the start of their research careers at the time of applying for an Excellence Award. This normally means Employees have been Awarded a PhD or equivalent research doctorate within five years. However, an extension to this limit may be approved owing to significant career interruptions.</p> <p>Supervisor</p> <p>Any person responsible for leading the activities of others. In the context of this schedule a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.</p>
	<p>Keywords</p> <p>Recognition, acknowledgement, thanks, contribution, non-monetary, Excellence Awards, reward, service, excellence, achievement, gratitude</p>
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