



University of Otago

# Awards for Exceptional Performance by Professional Staff

## Award Terms

### INTRODUCTION

The *University of Otago Awards for Exceptional Performance by Professional Staff* have been instituted as a means of recognising and rewarding members of the professional staff who have made an outstanding contribution to the University of Otago. Applications will be called for annually, but given the prestigious nature of the awards, the selection committee will reserve the right not to make an award in any one year if there are no candidates of sufficient merit.

\$2,500 will be available annually for each of four awards, and an additional \$1,000 will be available for one recipient of the *Vice-Chancellor's Award*.

The award money must be used, within one year, on a project or domestic professional development initiative, which is approved by the Vice-Chancellor's Office as benefiting the University as well as the individual. Winners must be employed by the University at the time they take up their award.

The awards will be presented by the Vice-Chancellor at a ceremony.

### AWARDS

Category	Number	Value
University of Otago Award for Exceptional Performance by Professional Staff	Four	\$2,500
Vice-Chancellor's Award	One	\$1,000 (awarded to one of the above)

### CRITERIA

The awards are intended to recognise contributions which exceed by a considerable margin the normal requirements and expectations of a position or work group, and which have resulted in a significant benefit to the University. The contribution may be:

- exceptional sustained performance in alignment with the University's shared values – Manaakitanga/Respect, Pono/Integrity, Māhirahira/Curiosity and Whakawhanaungatanga/Community
- outstanding technical or administrative innovation which is beneficial to the University
- exceptional leadership in a challenging situation
- exceptional service to the University community
- exceptional service to the wider community on behalf of the University.

## ELIGIBILITY

Nominations will be accepted for all permanent individual members of the professional staff or professional staff teams or project groups.

## SELECTION COMMITTEE

The awards will be determined by a five-member committee comprising:

- the Vice-Chancellor or nominee (Chair)
- the professional staff representative on Council
- one academic staff member from Senate
- one professional staff representative from a service division
- one professional staff representative from an academic division.

Both professional staff representatives are to be nominated by the Head of Organisational Development and approved by the Vice-Chancellor or their nominee.

## NOMINATION PROCESS

Individuals or work teams may be nominated by any staff member, but staff may not nominate themselves. Each application requires two nominators, and should remain confidential to the nominators and those from whom they may seek supporting evidence.

Documentation making a case for an individual or work team should be submitted by the due date and include a completed nomination form as supplied and, if appropriate, supporting documentation of no more than three pages.

## SELECTION PROCESS

1. The selection committee will rank the nominees from the written cases.
2. The appropriate HOD, manager, or supervisor will be asked to validate the top ranked nomination(s) in confidence, if required.
3. The awards will be offered in confidence to the top candidate(s). Should they decline the award will be offered to the remaining candidates in order of merit until an acceptance is received.
4. Nominees who do not win an award will receive a letter to acknowledge their nomination.

## PRESENTATION OF AWARDS

The awards will be presented by the Vice-Chancellor at a ceremony. This will be advised at the time the award winners are announced.

## RESPONSIBILITIES OF RECIPIENTS

All recipients of these awards are required to submit a brief report to the committee explaining how they have used the funding.

THIS UPDATE 10 September 2020

LAST UPDATE 17 August 2018