



University of Otago

Awards for Sustainable Practice by Staff

Award Terms

INTRODUCTION

The *University of Otago Awards for Sustainable Practice by Staff* have been instituted as a means of recognising and rewarding staff who have made an outstanding contribution to sustainability at 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.

The awards are to a maximum value as stated below, and must be used within one year, on a sustainability initiative or for domestic professional development, which is approved by the Chief Operating Officer 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
Award for Sustainable Practice by Staff (Individual)	One	\$2,500
Award for Sustainable Practice by Staff (Team)	One	\$500 per person (maximum pool of \$4,000)

CRITERIA

All team and individual award nominations will be ranked against the following set of criteria:

- contribution to the goals and objectives of the [United Nations Sustainable Development Goals](#) or the University of Otago [Sustainability Strategic Framework](#)
- their alignment with the University of Otago values of Manaakitanga/Respect, Pono/Integrity, Māhirahira/Curiosity and Whakawhanaungatanga/Community.
- These contributions may include but are not limited to:
 - substantial change or improvement to work or teaching practices that support the United Nations Sustainable Development Goals
 - substantial change or improvement to a systemic sustainability issue
 - finding and implementing innovative ways to get people involved and engaged with sustainability
 - exceptional sustained performance in progress towards the United Nations Sustainable Development Goals
 - exceptional leadership that inspires others to contribute to United Nations Sustainable Development Goals
 - exceptional service that enables the wider community to support the United Nations Sustainable Development Goals.

ELIGIBILITY

Any individual or team who has made an outstanding contribution to sustainability at the University of Otago is eligible for the awards. The nominees must be employed by the University of Otago on a permanent contract.

SELECTION COMMITTEE

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

- the Vice-Chancellor or nominee (Chair)
- the Head of Sustainability
- 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 teams may be nominated by any staff member, but staff may not nominate themselves. Each submission requires two nominators, and should remain confidential to the nominators and those from whom they may seek supporting evidence.

Submissions must include:

- a completed nomination form
- a statement setting out why the team or individual deserve the award (maximum one page or link to a three-minute video), with evidence supporting the statement (this could include reference to procedures, policy, articles, photos etc.)
- a letter of support from their line manager
- background and any other information which may aid in highlighting the impact the individual or team has had on sustainability.

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

The 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 10 September 2020