

Vice-Chancellor's Awards for Excellence Policy

Section 1 - Purpose

(1) The Vice-Chancellor's Awards for Excellence (VCAE) is QUT's overarching staff awards program and recognises exceptional performance and achievement by staff as well as acknowledging service milestones.

Section 2 - Application

(2) All academic and professional staff, and those people holding distinguished and honorary titles are eligible to be nominated for a Vice-Chancellor's Award for Excellence.

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-Chancellor and President	Approves recipients for the Vice-Chancellor's Awards for Excellence.
University Recognition Committee	Determines the relevant Vice-Chancellor's Awards for Excellence award categories, guidelines and nomination procedures each year. Considers nominations for Vice-Chancellor's Awards for Excellence and makes recommendations to the Vice-Chancellor and President.
Human Resources	Administers the Vice-Chancellor's Awards for Excellence program.

Section 4 - Principles

(3) The following principles underpin the Vice-Chancellor's Awards for Excellence:

Alignment

(4) Recognition is aligned to performance that supports QUT's strategic priorities and values.

Recognition

(5) Recognition will be directly linked to performance and impact.

(6) Recognition will consider performance relative to opportunity.

(7) All members of a team who are recognised must have appropriately contributed.

Simplicity

(8) Recognition processes will be simple to communicate, administer and understand.

Transparent

(9) Eligibility, awards and the processes for recognition will be clear and transparent.

Integrity

(10) Recognition decisions will be made free from bias.

Inclusiveness

(11) Recognition will appropriately consider all staff members:

- a. Academic/Professional; and
- b. Ongoing, fixed-term, sessional, casual.

Section 5 - Vice-Chancellor's Awards for Excellence Awards Program

(12) The Vice-Chancellor's Awards for Excellence awards program comprises several categories based on demonstrated outstanding contribution and commitment in special areas and includes the prestigious David Gardiner Teacher of the Year Award offered annually.

(13) Awards may be granted to an individual or to a team of people. Team nominations would not normally exceed 10 members. Teams may be within a work area or across organisational areas.

(14) Team nominations require the team leader to confirm that all members of the team are represented in the nomination and acknowledge that any associated monetary prize is awarded per team.

(15) Self-nomination, including team nomination, and nomination of senior staff are not accepted.

(16) An individual recipient of an award for excellence would normally only be eligible for a further award after a period of three (3) years.

Section 6 - Delegations

(17) Refer to [Register of Authorities and Delegations](#) (VC100) (QUT staff access only).

Status and Details

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Effective Date	7th September 2022
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Policy Owner	Gillian Bromley Vice-President (People) and Chief People Officer
Author	Gillian Bromley Project Manager
Enquiries Contact	Ann-Maree Waugh Associate Director, People and Workplace Relations