



OUTSTANDING SERVICE AWARD

NOMINATION PROCESS

The information regarding this award should be read in conjunction with the [Vice-Chancellor's Award Guideline](#).

What is the Vice-Chancellor's Outstanding Service Award?

The Outstanding Service Award is designed to encourage and recognise outstanding and exceptional service, achievements or work performance of members of the professional services staff.

Awards will only be issued for nominations which demonstrate exceptional and outstanding achievements. It is not designed to reward satisfactory or good performance only. Other avenues of recognition address this types of performance.

UOW Values

The nomination must provide an overview on how the nominee reflects the [values](#) of the University. These values are as follows:

Intellectual openness

We are driven and determined, yet collegial and ethical in all that we do. We are always looking to serve our communities and share our knowledge and expertise with them for mutual betterment.

Excellence and dedication

We work tirelessly to excel in our research and education, and to address complex, real-world problems in partnership with our communities.

Empowerment and academic freedom

We celebrate the freedom to have different opinions and different ideas. We encourage the asking of difficult questions and discovery of innovative solutions.

Mutual respect and diversity

We aspire to set the standard for inclusiveness, diversity and equity. We welcome – and benefit from – the diversity of our communities within Australia and internationally. We will continue to champion Aboriginal and Torres Strait Islander Reconciliation.

Recognition and performance

We celebrate the hard work and dedication of our staff, and recognise and reward their achievements. We expect all our staff to meet the challenges of our changing world by seizing opportunities that deliver continuous improvement.

Who is eligible?

- This award is open to professional services staff of the University, as an individual or a team (Note: team nominations should not normally exceed 8 members).
- Staff must be employed on a permanent basis or temporary contract of at least two years and must have been employed for a period of no less than 12 months prior to the date of nomination
- Have not previously received this award (as an individual).

What is the Selection Criteria?

The Outstanding Service Award will be for achievements in the workplace in the 12 months preceding the closing date for nominations and will consider the outcome and impact of this contribution in relation to the nominee's position and level relative to opportunity.

The nomination will meet one or more of the following selection criteria.

- An outstanding achievement or success with a demonstrated value;
- Outstanding customer service to Clients of the University/Division/Faculty/School, with a definable benefit to the client/s;
- An outstanding or novel initiative or innovation which has been implemented and has a demonstrated value;
- Changes or improvements to work practices of a definable benefit to the Division/Unit/School/University;
- Demonstrated sustained leadership excellence that displays the capabilities outlined in the UOW Leadership Capability Framework.

It should be noted that there is a higher level of expectation in respect of higher level positions because of the greater opportunities which exist for exercising initiative.

Factors taken into account when determining the recipients of the award will include:

- a. The number of obstacles or degree of difficulty faced in the implementation or achievement;
- b. The value of the definable benefits to the University; and
- c. The degree of originality, and the significance of the impact to the wider University community
- d. Endorsement statement by the Executive Dean/Faculty Manager/Director.

How to nominate?

- A nomination may be made by a single nominator.
- The nomination requires endorsement by the relevant Executive Dean/Faculty Executive Manager/Director of the nominee's business unit.
- Self-nominations are acceptable.

The Nominator is required to specifically address the award criteria providing examples to support their claim. The Nominator is responsible for completion and submission of the nomination form to Human Resources by the due date.

Completed nominations should be emailed to yc-awards@uow.edu.au marked Confidential. For information about the awards and nomination deadlines please refer to the [Vice-Chancellor's Awards webpage](#).



Vice-Chancellor's Outstanding Service Award

NOMINATION FORM

Please note the following standards

- The smallest acceptable text size is 11 pt. Handwritten applications will not be accepted.
- Page limits will be strictly enforced. To ensure process consistency and equity, additional pages and attachments will be removed prior to submission of documentation to the Selection Committee.

Individual Nominee Details:

Full name:	Position:
Faculty/Division:	School/Unit:
Email:	Contact number:

Team Details (Not required for individual award nominations):

Full Name	School/Unit	Faculty	Contact number

Office Use Only:

Application received	
Eligibility	
Start date of position	
Current level	
Further comments	

Nominator:

Name:	Position:
Unit/School:	Faculty:
Contact number:	Email:

Description of the achievement (up to two A4 pages)

[Empty text box for description of achievement]

A large, empty rectangular box with a thin black border, occupying most of the page. This is likely a placeholder for a photograph or a detailed description of the nominee.

Reflection of UOW values (max 250 words)

How does the nominee reflect the values of the University?

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A brief summary of the achievement that can be used as the awards citation if the nomination is successful (max 100 words):

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Executive Dean/Faculty Executive Manager/Director Endorsement:

Commentary on the significance of the achievement to the Unit/School/Faculty or University:

I, _____, endorse this nomination for an Outstanding Service Award.

Faculty/Division:	Signature
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