

UNSW Faculty of Engineering Staff Excellence Awards
PROFESSIONAL AWARD
Nomination Form for Teams/Groups – PART 1

This is a guided format for the nomination of teams/groups. A separate form is available for the nomination of individuals.

Nominations must conform to the rules, address the criteria, and provide the supporting documentation set out in the UNSW Faculty of Engineering Staff Excellence Award Protocol. The protocol should be read prior to lodgement of a nomination, and is available on the UNSW Faculty of Engineering website at www.eng.unsw.edu.au/staff/index.htm

Valid Nominations

- One form only will be accepted from any group of nominators.
- Nominations must be made on the forms provided, and must include this coversheet (PART 1), Team Member details page (PART 2), the signed supporting statement (PART 3), and a copy of the curriculum vitae of each nominee.
- The completed nomination must be submitted to the relevant Head of School/Unit by the **third Friday in October** for endorsement, and the Dean by **the fourth Friday in October**.

Name or Description of Team/Group: _____

School/Unit: _____

1st Nominators Name: _____ **Phone:** _____

Relationship to nominee: _____ **Email:** _____

Position: _____ **School/Unit:** _____

2nd Nominators Name: _____ **Phone:** _____

Relationship to nominee: _____ **Email:** _____

Position: _____ **School/Unit:** _____

Head of School/Unit: I endorse this nomination

Signature: _____ **Date:** ____/____/____

School/Unit: _____

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Nomination Form for Teams/Groups – PART 2

Name or Description of Team/Group: _____

Please note: Nominated teams/groups would not be expected to exceed six (6) members.

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

Name of Nominee: _____ Phone: _____

Position: _____ School/Unit: _____

Acceptance of Nomination: I accept nomination as a member of the above named Team/Group.

Signature: _____ Date: ___/___/___

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Nomination Form for Teams/Groups – PART 3

Supporting Statement of Nominators

Name or Description of Team/Group: _____

Team/Group’s Achievements (please comment on how the nominees met one or more of the Criteria for the above **Professional Award**):

An exceptional and outstanding achievement or success

Outstanding service to the clients of the Unit/School/Faculty

An outstanding or novel initiative which has been implemented

Significant improvements to work procedures or operational systems that are of benefit to the Unit/School/Faculty

Participation in working groups for the improvement of UNSW administrative procedures and support

Other:

Any additional comments:

If there is insufficient space, please attach additional pages. You may provide supporting documentation

1st Nominator Signature: _____ Date: ___/___/___

2nd Nominator Signature: _____ Date: ___/___/___