



## FACULTY OF ENGINEERING

# Staff Excellence Awards

2009

## Protocol

### Introduction

The UNSW Faculty of Engineering Staff Excellence Awards were established in 2004 to reward and encourage exceptional and outstanding service or work performance by professional, technical, teaching and research staff in the UNSW Faculty of Engineering.

### The Award

The Faculty of Engineering will each year provide:

- one Professional Staff Excellence Award
- one Technical Staff Excellence Award
- one Teaching Excellence Award
- one Research Excellence Award

Each Award consists of the presentation of a certificate and a monetary component, which is subject to taxation. In 2009 payment of a sum of \$5,000 will be made. The Awardee/s may request that the monetary component be paid into a School/Unit account for use in a project within the area for which the Award was granted (as agreed to by the Awardee/s).

### Eligibility

#### Professional and Technical Staff Excellence Awards

All members of professional & technical staff (full or part time), except members of the Faculty Executive, with at least three years service to, and currently employed by, the UNSW Faculty of Engineering in a professional or technical position (Levels 1 to 10), are eligible for consideration for the Award.

#### Teaching and Research Excellence Awards

All members of academic staff (full or part time), except members of the Faculty Executive, with at least three years service to, and currently employed by, the UNSW Faculty of Engineering are eligible for consideration for the Award.

#### Team/Group Nominations

Team/Group nominations for the Awards are welcome. Only one award will be presented to the team as a whole.

A team/group normally consists of a work team or unit which has worked together to implement

or achieve an outstanding contribution. A team/group may also be comprised of individuals from a number of organisational units within the UNSW Faculty of Engineering whose co-operation has produced an outstanding contribution. Normally, nominated groups would not be expected to exceed six members.

In the case of a team nomination, the following eligibility rules also apply:

- The majority of the team/group must be comprised of Faculty of Engineering staff, otherwise the team/group leader should be nominated as an individual.
- The team/group must have been led by staff members of the appropriate classification. For example, for a Professional Staff Award, technical and academic staff may be members of the team/group, but the team/group must have been led by professional staff members.
- The leader/s of the team/group must be a member of academic or professional & technical staff (Levels 1 to 10) with at least three years service to, and be currently employed by, the UNSW Faculty of Engineering.

#### Previous Awards

Recipients of a Staff Excellence Award (Individual or Team) are not eligible for nomination in the following year. For example, the recipient of a 2008 Award may not be nominated until nominations open for a 2010 Award.

### Criteria

The Awards will be for an exceptional and outstanding achievement or success, achieved during the three years prior to application for the Award, in the course of performing normal duties. The Awards will not reward satisfactory or good performance only.

#### Professional Staff Award

Selection will take into account some or all of the following:

- 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.

**Technical Staff Award**

Selection will take into account some or all of the following:

- Significant contribution to major projects resulting in (for example):
  - Development of new laboratory facilities
  - Development of new equipment for teaching and research
  - Development of infrastructure for the School or Faculty
- Significant support for:
  - Research projects
  - Undergraduate projects (teaching and/or research)
  - Conduct of experiments for research or teaching
- Development and support of initiatives for technical work involving:
  - Collaboration with outside groups or organisations
  - Commissioning of equipment or conduct of experimental work away from the campus
  - Any work significantly promoting collaborative work with outside organisations
- Significant contribution to technical management in Schools, the Faculty or the University
- Outstanding contribution to design within a major project or by sustained activity over a prolonged period.

**Teaching Award**

Selection will take into account some or all of the following:

- New initiatives in:
  - Curriculum development
  - Development of new courses or programs
  - Introduction of new methods or technology to support teaching
  - Collaboration with others (esp. outside the School or Faculty) for the purpose of supporting new teaching initiatives
- Outstanding work with students in areas such as:
  - Mentoring and advising and the provision of role models
  - Supervision of projects or practical work in undergraduate or postgraduate coursework programs
- Outstanding work with groups or organisations outside the School or Faculty (e.g. Companies, Research Centres, etc) for the provision or development of new and/or relevant teaching and topics
- Collaborative teaching initiatives including:
  - Coordinator of group teaching
  - Cross-School and cross-Faculty teaching
  - Student participation in Learning & Teaching

**Research Award**

Selection will take into account some or all of the following:

- Outstanding contribution to research, for example as indicated by an extensive list of publications in high impact journals
- Outstanding record of research grant success in peer reviewed grants including ARC, Linkage and Discovery grants
- An exceptional and outstanding achievement or success
- Outstanding service/contribution to the wider community, such as:
  - Development of life saving technologies
  - Editor of a research journal
  - Organising a research conference
  - Member of an ARC panel
- Commercialisation of research outcomes
- Research collaboration with industry and/or local and international institutions
- An outstanding or novel initiative which has been implemented and/or has high impact potential
- Active participation/leadership in working groups for the improvement of UNSW research procedures and support
- Major research recognition, eg. best paper prize at peer reviewed conference
- Exceptional record of success in research leadership and supervision

**Nominations**

- Self-nominations will not be accepted.
- A nomination requires two nominators, who may be supervisors or colleagues from amongst the staff of the University, students, or other persons. It is recommended that at least one nominator be from outside the nominee’s work group.
- The nomination must be endorsed by the Head of School/Unit.
- The consent of the nominee/s is required.
- For nomination of teams/groups constructed from within or across Units/Schools, at least one nominator should be external to the Units/Schools involved.
- The nomination will be made on the relevant Nomination Form for Individuals, or the relevant Nomination Form for Teams/Groups, setting out the reasons for the nomination and providing supporting evidence of the achievement/s and a curriculum vitae for each staff member nominated. Nomination forms may be downloaded from [www.eng.unsw.edu.au/staff/index.htm](http://www.eng.unsw.edu.au/staff/index.htm)

**Lodgement**

Six (6) copies of all documentation and nomination forms should 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.**

### **Selection and Award Presentation**

The nominations for the award will be considered by a Selection Committee, convened by the Dean.

An Award will only be offered where there is a nomination of sufficient merit.

The Award certificate will normally be presented at the end of year Dean's Faculty Address in early December. Payment of the monetary component of the award will be arranged through the Human Resources Department.

### **Guidance for Preparing an Application for a Faculty Award**

1. Expect each reviewer to spend up to half an hour on what you have written, so make sure what you write has maximum impact in this time.
2. Number your pages so the reviewers can refer to them.
3. Reviewers will look for:
  - a) Referees' comments that show knowledge of your activities, and enthusiasm for what you have done
  - b) A CV that concisely outlines your professional journey
  - c) Text that clearly addresses one or more of the criteria, so that the reviewer can check off your achievements against the listed criteria – this will be the main section of assessment
  - d) Something in the documentation that sets the application apart, for example some of the following – sparkle, intensity, quantity and scope of your work, clarity of purpose.