1 Purpose
The Faculty of Business General Staff Awards Scheme seeks to recognise and reward staff members who, in the performance of their normal duties, have significantly benefited their School/Unit, Faculty, University and/or the wider community by either sustained outstanding performance or a single outstanding success in the workplace, the outcomes/achievements of which have contributed to and furthered the Faculty’s vision, mission and values.

2 General Information
2.1 The General Staff Awards is distinct from, and is not affected by, nor does it affect, ordinary processes of classification review or increment.
2.2 The General Staff Awards Scheme will be awarded on an annual basis.
2.3 Normally one (1) individual award or one (1) team award will be granted each year. However, the selection committee may recommend multiple awards in any one year should nominations merit.
2.4 No awards will be offered where there are either no nominations or nominations do not merit award.

3 Eligibility Criteria
3.1 The General Staff Awards Scheme will apply only to general staff classified at Levels 1-9.
3.2 The Award scheme will be available to all eligible staff, regardless of their employment status, i.e. the award will also apply to both casual and part-time staff at Levels 1-9.
3.3 Nominations and subsequent Awards may be individual or team-based. It is acknowledged that teams may consist of ineligible individuals such as senior general staff or academic staff. Such teams will not be excluded from the Awards scheme.
3.4 Staff who receive an Award under this scheme are eligible for future award rounds as long as the evidence relied on in subsequent nominations is distinct from previous submissions.
4 Selection Criteria

4.1 Nominations will be assessed by the selection committee on the basis of written evidence demonstrating how the staff member’s achievements have been “above and beyond” their normal duties and have had a positive impact in one or more of the following areas:

4.1.1 **Innovation:** improvements and/or initiatives in systems, processes and/or activities that have resulted in considerable cost reductions, efficiencies in work practices, increased quality of service provision and/or high quality outcomes

4.1.2 **Excellence:** example(s) of achievement of a consistent and sustained outstanding performance or a single outstanding success in the provision of services and/or support for Faculty stakeholders

4.1.3 **Teamwork/Collegiality:** contribution towards enhancing the values and culture of the workplace – such as teamwork, building relationships, fostering diversity, sharing knowledge, supporting or mentoring other staff

4.2 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, use of resources and scope of the position.

4.3 The selection criteria for the General Staff Award are aligned with the Faculty’s Vision, Mission and Values (VMV). Further information on the VMV can be found at: [www.fce.unsw.edu.au > About Us > Office of the Dean > Vision Mission Values](http://www.fce.unsw.edu.au)

5 Application Procedure

5.1 The application process will be managed from the office of the Faculty General Manager.

5.2 Self-nominations are not permitted.

5.3 Nominations may come from a peer, subordinate or supervisor and are to be submitted to the Faculty General Manager. Nominations will also be accepted from other Faculty stakeholders such as students, other University staff or external clients, where appropriate.

5.4 Nominations must consist of two components:

5.4.1 **Primary Nomination:** An original submission and completed ‘General Staff Awards’ form. Submissions must provide evidence of how the staff member meets the selection criteria and be not more than three (3) pages in length; and

5.4.2 **Supporting Nomination:** Two (2) supporting nominations from other Faculty stakeholders, endorsing the primary nomination. The supporting nominations need not be more than one page each.

5.5 While approval by the nominee is not required to submit a nomination, the primary nominator must notify the nominee of the intended nomination.

5.6 The primary nominator must inform the nominee’s Head of School / supervisor/ Manager of the nomination, however, there is no requirement for a supervisor to approve or endorse a nomination.

6 Nomination Process

6.1 The General Manager of the Faculty will call for nominations via email to all Faculty Staff, approximately three months in advance of the Award date.

6.2 Additional publicity for the Awards scheme will be posted on the Faculty web site as a “News” item.
7 Selection Committee
Upon receipt of Award nominations, the General Manager, in conjunction with the Dean, will establish a selection committee comprising of:

- the Faculty General Manager (Chair)
- one Head of School
- the Faculty of Business HR Advisor
- one member of UNSW General staff (external to the Faculty)
- one member of the Faculty of Business General staff (Level 1-9)

8 Selection Process
In reviewing the nominations received, the selection committee will:

8.1 Rely on the evidence provided in the documentation and nomination form accompanying the nomination;
8.2 Reserve the right to seek further clarification on the validity, accuracy and details of the nominations from the nominee/s;
8.3 Disregard any previous unsuccessful nominations in making their decision;
8.4 Take no account of the frequency or distribution of awards to particular units/groups/schools within the Faculty; and
8.5 Make a recommendation to the Dean at the end of the selection process, whose decision will be final.
8.6 Reserve the right to review previous years' submissions in circumstances where a particular nominee in one year is nominated in a subsequent year.

9 Awards
The General Staff Award/s will be presented at the annual Faculty Scholarships and Awards event, held in May each year.

9.1 The successful nominee/s will be presented with a certificate and an award as follows:

- **Individual:** $1,500 one off payment (subject to income tax). Alternatively, a staff member may choose to accept the award as a credit towards professional development or tertiary education related to their work (such arrangements do not incur income tax).

  **OR**

- **Group:** $3,000 one off payment (subject to income tax) – to be divided equally amongst eligible team members.

*Group members who are ineligible under the Awards Scheme (eg. Academic staff or Level 10-14 General Staff) will receive an acknowledgement of their contribution from the Dean of the Faculty.*

9.2 All those nominated for an award will receive an acknowledgement letter from the Dean at the conclusion of the award process.

9.3 At the conclusion of the Award/s presentation, the results and details of the successful nominees will be published on the Faculty website including a summary of the achievements of the successful nominee/s and a photograph.
10 Timing for 2007

- 16 February  General Manager calls for nominations
- 16 March   Nominations due
- 19 Mar– 22 Mar Committee meets in this period
- 22 March    Decision of committee finalised
- 26 March    Nominees informed of committee decision
- mid May     Award announcement and presentation

11 Feedback Process

It is recognised that Faculty staff members may wish to seek further feedback and information from the panel in relation to the recommendation made by the selection committee, the decision made by the Dean and/or the overall selection process.

In such circumstances, the Faculty General Manager will be the initial contact for such requests and may at her or his discretion refer the matter to the selection committee for review. It is anticipated, however, that staff will uphold the spirit and intent of the Faculty Awards Scheme and be mindful that this Scheme is a genuine attempt to recognise the significant achievements of General staff in the course of their normal duties.

A review process of the Awards Scheme will be developed so that staff have an opportunity to submit feedback or suggestions for improvement to the Awards Scheme. This process will be managed through the office of the Faculty General Manager.

12 Acknowledgements

The General Staff Awards Scheme Working Group would like to acknowledge the ideas and feedback received from a wide range of staff, in particular those members of Faculty of Business general staff. In addition, a number of similar programs operating at Australian Universities provided inspiration and ideas, some of which have been incorporated into the Faculty General Staff Awards scheme. In particular:

- The Faculty of Engineering, The University of New South Wales
- Australian National University
- Queensland University of Technology
- University of Newcastle
- University of Wollongong
- James Cook University