

WESTERN SYDNEY UNIVERSITY



VICE-CHANCELLOR'S EXCELLENCE AWARDS 2020 Excellence in Leadership - Professional Staff

SECTION 1 - NOMINEE DETAILS

INDIVIDUAL NOMINATION

STAFF ID		CONTACT NUMBER	
FIRST NAME		LAST NAME	
POSITION/TITLE		LENGTH OF SERVICE	
SCHOOL/UNIT			
EMAIL ADDRESS			

SECTION 2 - ACCEPTANCE OF NOMINATION BY NOMINEE

I/We hereby give permission for Western Sydney University to use my/our photograph/s in official University business, including websites, newsletters, newspapers and promotional material. It is agreed that the use of the photographs/s shall in no way be used in any other forum other than for official University business.

NAME:		SIGNATURE:	
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SECTION 3 - PLEASE COMPLETE ONE OF THE FOLLOWING OPTIONS (A or B)

A - NOMINATOR DETAILS

STAFF ID		CONTACT NUMBER	
FIRST NAME		LAST NAME	
POSITION/TITLE		EMAIL ADDRESS	
SCHOOL/UNIT			

B - ENDORSEMENT OF NOMINATION BY SUPERVISOR

STAFF ID		CONTACT NUMBER	
FIRST NAME		LAST NAME	
POSITION/TITLE		EMAIL ADDRESS	
SCHOOL/UNIT			

SIGNATURE:		DATE:	
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Please provide a summary of the nomination (max 100 words) (include reference to the exceptional qualities/ initiatives and/or service this staff member/team has provided/delivered).

Please note: if the nomination is successful, this summary will be included in the award booklet. This should be written in the third person.

SECTION 4 - STATEMENT OF SUPPORT (DVC & VP / VP / PVC / DEAN OF SCHOOL / EXECUTIVE DIRECTOR OR DIRECTOR)

Please state reasons for supporting this nomination, include reference to alignment to Securing Success (max 500 words).

NAME: _____

POSITION: DVC & VP / VP / PVC / DEAN OF SCHOOL / EXECUTIVE DIRECTOR OR DIRECTOR

SIGNATURE: _____

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SECTION 5 - SELECTION CRITERIA

Please provide a brief summary (max 750 words) demonstrating:

Excellence in;

- Key aspects of personal and interpersonal capability when leading staff. For example, self regulation, decisiveness, commitment and having a high ethical and professional standard, rising to challenges and the ability to work productively with a diverse range of people;*
- You should provide letters/emails/materials to support your statement (if available). You should provide examples of the nominee demonstrating excellence in problem solving, demonstrating transparency, accountability and responsibility.*

Leading staff;

- Leading organisational development / change / innovation*

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Provide a brief summary demonstrating a high level of understanding and competence in University operations and administration.. (Maximum 500 words)

SECTION 6 - REFEREE REPORTS

Please attach a minimum of 2, maximum of 6 signed referee reports to support this nomination.

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SECTION 7 - SUPPORTING DOCUMENTATION & CHECKLIST

You may include three (3) to five (5) supporting documents as evidence of the achievements of the nominee(s). The documents need to be relevant and clearly support the nomination.

APPLICANT CHECKLIST

ALL nominations, including attachments, **MUST** be combined as **1 PDF document in the following order**. Any additional (separate) documents will not be considered as part of the nomination.

- Signed Nomination Form
- Signed Referee Reports (minimum of 2, maximum of 6)
- All supporting documents (as per section 7)
- I confirm the nominee/s have completed ALL mandatory WHS online training

Please submit your application (as 1 PDF document only) via email to vcxawards@westernsydney.edu.au including the following information:

Email title: [Award Category] e.g. Excellence in Leadership - Professional

Please ensure the PDF attachment is clearly titled as the Category and Nominee Name

e.g. **[Excellence in Leadership - Professional_First_Name_Surname]**

CLOSING DATE/TIME: MONDAY 12 OCTOBER 2020 AT 5:00PM

NOTE: This nomination will be acknowledged within two (2) business days.
If you do not receive a formal acknowledgement within this timeframe,
please email vcxawards@westernsydney.edu.au