

WESTERN SYDNEY UNIVERSITY



VICE-CHANCELLOR'S EXCELLENCE AWARDS 2020 Excellence in Professional Service

SECTION 1 - NOMINEE DETAILS

INDIVIDUAL NOMINATION

INDIVIDUAL DETAILS

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

TEAM NOMINATION

TEAM NAME	
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TEAM LEADER DETAILS

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

TEAM MEMBER DETAILS

NAMES <small>(if insufficient space, please attach a list)</small>	SCHOOL / UNIT	EMAIL ADDRESS	STAFF ID

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 - NOMINATOR DETAILS

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

Please provide a summary of the nomination (maximum 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.

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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

Provide at least one (1) example which is evidence based that illustrates the outstanding nature of the contributions of this nominee. Your statement should demonstrate how the nominee has achieved excellence beyond that which is required in their position/job requirements. (Maximum 750 words)

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Provide at least one (1) example of an innovative idea, introduced by the nominee and provide details of how this has impacted on the University. (Maximum 750 words)

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SECTION 6 - REFEREE REPORTS

Attach a minimum of two (2), maximum of six (6) signed referee reports to support the nomination.

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 provided as **1 combined PDF document in the following order**. Any additional (separate) documents will not be considered as part of the nomination.

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

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

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

Please ensure the PDF attachment is clearly titled as the Category and Nominee Name e.g. **[Excellence in Professional Service_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