

WESTERN SYDNEY UNIVERSITY



VICE-CHANCELLOR'S EXCELLENCE AWARDS 2020

Citation for Meritorious Service to the University During the COVID-19 Pandemic

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: _____



SECTION 5 - SELECTION CRITERIA

Provide at least one (1) example of how the nominee has demonstrated outcomes above and beyond their normal operational activities. (Maximum of 750 words)

- 1. made a significant contribution to positive student outcomes during a novel situation;*
- 2. made a significant contribution to the effective operation of University administration during a novel situation, resulting in an outstanding level of professional service provided to the University's students or staff; or*
- 3. introduced an innovative idea, to provide support and benefit to University staff and or students during a difficult and novel situation.*

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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