**WESTERN SYDNEY COMMUNITY FELLOW AWARDS 2019**

**PURPOSE AND GUIDELINES**

**Purpose**

The title of Western Sydney University Community Fellow is awarded to individuals who make an **outstanding contribution to the Western Sydney region**. This title is awarded and celebrated at Western Sydney University graduation ceremonies throughout the year.

**Guidelines**

**1. Eligibility**

* The Western Sydney University Community Fellow is awarded to individuals external to the University who meet the selection criteria.
* Self-nominations will not be accepted.
* Current Staff of Western Sydney University are NOT eligible for nomination. The Community Fellow Award is an honorary award that which cannot be conferred upon a current university staff member.

**2. Selection Criteria**

To be eligible for the Western Sydney University Community Fellow award:

* An individual must be nominated by either a Western Sydney University academic or professional staff member, OR by an external partner to the University.
* The nominee's contributions to the community will have had a demonstrable impact on social, economic, cultural, environmental and/or technological development in the Western Sydney region.
* The nominee does not need to reside in the Western Sydney region.

**3. Nomination Process and Submissions**

1. The Vice-Chancellor will invite, through a University wide email, all academic and professional staff of the University to nominate individuals in the community who meet the selection criteria for this award.
2. External partners to the University will also be invited to submit nominations. Information regarding the nomination process will be disseminated to community through various forums and networks internal and external to the University.
3. Nominations should be submitted online using the Community Fellow Nomination Form.
4. Once nominations close, the Office of Engagement will review nominations to ensure that (i) all selection criteria have been addressed and (ii) the nominees are of good standing. Once the quality check and vetting of nominations is completed, the Office of Engagement will convene a review panel to assess and prepare recommendations for endorsement by the Senior Deputy Vice-Chancellor.
5. Following endorsement by the Senior Deputy Vice-Chancellor, the final recommendations will be forwarded by the Office of Engagement to the Office of Governance Services who will seek the Board of Trustees approval.

**4.   Notification to successful nominees:**

1. The Chancellor will contact all awardees after the Board of Trustees approval, inviting them to accept the nomination.
2. Once accepted, the Office of Marketing and Communications will liaise with the recipient to arrange a suitable graduation ceremony for the conferral of the title.
3. The Office of Marketing and Communications will invite the recipient's nominator and the recipient's guests to attend the conferral.
4. Briefing notes will be provided to the recipient by the Office of Marketing and Communications**.**
5. The Community Fellow will be gowned on the day in a bachelor's degree academic gown (on loan) and a community stole (complimentary).
6. Framed Western Sydney University Community Fellow certificate will be presented to the recipient at the ceremony.
7. Announcements about award recipients will be included on the University website and in the program which will be distributed at the graduation ceremony.