

University of Waikato Staff Awards

Purposes, Processes and Criteria

Maintained by: Mike Bell, Secretary to Staff Awards Committee

Created: April 2010

Last Updated: August 2018



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

PURPOSES

Staff Awards are a mechanism by which the University:

- reinforces excellence and innovation in its core business;
- recognises outstanding contributions and excellence by individuals or collaborative teams; and
- encourages staff to aspire to excellence, develop high quality outputs, and foster innovation in support of the University's strategic goals.

Staff Awards cover the following five categories:

- Teaching Excellence
- Research Excellence
- Early Career Academic Excellence
- Health and Safety Excellence
- Staff Excellence

Staff Awards are overseen by the Staff Awards Committee which operates within terms of reference specified in the *Directory of Committees and Rules of Procedure* located in iWaikato.

NOMINATION PROCESS

Nominations are made using the Staff Excellence Awards Nomination Form located at www.waikato.ac.nz/pod/staffawards, accompanied by relevant supporting documentation.

Nominations for awards can be put forward by anyone – and should be supported by the nominated individual's or team's line manager(s). The completed nomination should be sent to the Secretary of the Staff Awards Committee.

Nominations for awards are normally called for on the first Friday in September with a deadline of the third Friday in October.

SELECTION PROCESS

Selection of award recipients will be based on merit as evidenced in the nomination.

The Staff Awards Committee recommends the award recipients to the Vice-Chancellor for consideration. The Vice-Chancellor approves awards as appropriate and additionally selects one of the recipients to receive the *Vice-Chancellor's Medal for Staff Excellence* for that year. The Staff Awards Committee, at its discretion, may recommend a nominee for a *Research Excellence Award* for a *Lifetime Research Achievement Award*.

The selection of recipients for Staff Awards normally takes place in early November.

NATURE OF AWARDS

Individual Staff Awards are comprised of a certificate and monetary component of \$3000. Team Staff Awards are comprised of a certificate and monetary component of \$1000 per member, up to a maximum of \$10,000.

The number of awards recommended in each category will be at the discretion of the Staff Awards Committee and there is an overall annual limit of ten awards. The Staff Awards Committee and Vice-Chancellor reserve the right to not make an award in any category.

AWARD ELIGIBILITY

The **Teaching Excellence Award** is made to academic staff with teaching responsibilities.

The **Research Excellence Award** is made to academic staff with research responsibilities.

The **Early Career Academic Excellence Award** is made to early career academics (staff within the first seven years of their academic careers following conferment of their PhD) in recognition of excellence in teaching, research and scholarship, as well as service and external activity.

The **Health and Safety Excellence Award** is made in recognition of sustained or specific contributions of excellence made in the areas of staff and/or student health, safety and wellbeing. All categories of staff are eligible for consideration for this award.

The **Staff Excellence Award** is made in recognition of sustained or specific contributions of excellence in student support, professional service, administration, management, leadership or technical service which goes “above and beyond” performance expectations associated with the role(s). All categories of staff are eligible for consideration for this award.

Only current employees of the University are eligible for an award.

VICE-CHANCELLOR’S MEDAL FOR STAFF EXCELLENCE

This supreme award for excellence recognises the most outstanding contribution by a person or team, across all recipients of the University awards in the year concerned. It includes an additional monetary component of \$1000.

PRESENTATION OF AWARDS

Staff Awards will be presented by the Vice-Chancellor at a special ceremony, normally in early December.

Recipients may invite family, friends and colleagues to the event. University staff will also be invited to attend to celebrate the success and achievements of the recipients. A list of recipients will be published in the *Official Circular*.

Archived lists of award recipients since 1989 may be found at www.waikato.ac.nz/pod/staffawards.