

CBGL Professional Staff Excellence Awards: Guidelines for 2024

Purpose

The Award is to recognise teams or individuals who demonstrate excellent achievement in their endeavours, commitment to quality and continuous improvement, and delivery of exceptional levels of customer or student-centred service, aligned with college priorities and mission.

Awards

Two awards will be made for **CBGL Professional Staff Excellence**.

Awards may be for an Individual or Team, and may be awarded to two Individuals, or two Teams, or one of each. If no applications are deemed to show 'excellence' then the College will not award a winner.

Individual Award winners, and each member of a Team will receive a Certificate and a prize of \$150 in the form of a gift certificate.

Nominations

Staff cannot nominate themselves for an Individual Award but may do so for a Team. Applications may be from staff or non-staff associated with the University who have direct experience of the nominee's excellence in one of the categories.

Nominations for the awards must be made on the [nomination form](#) for Professional Staff Excellence Awards.

Eligibility

Nominees must be professional staff members employed by the University in continuing or contract positions, or employed casually in the current year, and be working for the College in a dedicated or shared role.

Teams to be nominated should include at least two members who meet the criteria above.

Eligibility of previous recipients

Award recipients will not be eligible to be nominated in the year following their professional staff excellence award.

Award Criteria

The Award will be awarded to teams or individuals who demonstrate excellent achievement in one or more of the following areas:

- Demonstration of excellence in endeavours
- Commitment to quality and continuous improvement
- Delivery of exceptional levels of customer or student-centred service

Nominators must make a case for the staff member/team they are nominating that addresses the criteria for the Award, for excellence in the current calendar year. Applications should make a case for the quality of outcomes achieved, for example through evidence of system changes and positive customer or supervisor feedback or feedback from other stakeholders. Specific examples of excellence will assist the panel in deciding in each category. The application should not exceed **one page** in total.

Assessment of Awards

Nominations will be assessed by a panel consisting of the Director of College Services (DoCS), Dean (People and Resources), and two (2) Academic staff appointed by the DoCS. The DoCS may co-opt other panellists.

Submission of Nominations

Nominations for the 2024 BGL Professional Staff Excellence Awards will close on **cob Friday 22 November**.

Fill out the online form in the link provided and hit the submit button <https://staff.flinders.edu.au/colleges-and-services/bgl/awards-in-professional-support-excellence-nomination>

For further information please contact melinda.pike@flinders.edu.au