CBGL Awards in Professional Support Excellence: Guidelines for 2023

Purpose

The purpose of the College's Professional Staff Excellence Awards is to:

•   Recognise staff leadership in key priority areas of the college
•   Recognise and reward excellence in customer service and innovation
•   Reward behaviours that align with college priorities and mission

Award Categories

Awards will be made in two categories:

- **CBGL Service Excellence Award – Individual**

- **CBGL Service Excellence Award – Team**

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

One award in each category will be made each year. If no applications are deemed to show 'excellence' then the College will not award a winner.

Nominations

Staff cannot nominate themselves for the CBGL Service Excellence Award – Individual, but may do so for the Teams award. 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 for an award in the year following their award.

Award Criteria

Nominators must make a case for the staff member/team they are nominating that addresses the criteria for the Award specified below, for excellence in the current calendar year. This section of the application should not exceed **one page** in total. Specific examples of excellence will assist the panel in deciding in each category.

The Award for teams or individuals 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

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. Note – this award cannot be self-nominated.

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 2023 BGL Professional Staff Excellence Awards will close on **cob Friday 24 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