# EXCELLENCE IN ENGAGEMENT AWARDS PROCEDURES

## PURPOSE

The Excellence in Engagement Awards recognise and encourage *outstanding* engagement by CQUniversity staff and students with the community. The categories available for nomination within these Awards are Engaged Learning and Teaching, Engaged Research and Innovation, Engaged Service and Engaged Service Learning. Details specific to Award conditions and selection criteria for each of these categories are set out below.

## EXCELLENCE IN ENGAGEMENT AWARDS ("CQUniversity Opal Awards")

### 1 Engaged Learning and Teaching; Engaged Research and Innovation; and Engaged Service

The categories of Engaged Learning and Teaching, Engaged Research and Innovation and Engaged Service are **open to all current CQUniversity staff** members. Within these three categories, there will be a maximum of 10 finalist projects and one overall winning project per category, per annum. An Excellence in Engagement Award in each of these categories consists of:

- a CQUniversity Engagement Opal Pin for each member of the winning project per category;
- a CQUniversity Engagement Grant of $2,500 for each of the three overall winning projects which can be used to further the current engagement project or to establish a new engagement project (subject to approval).
- recognition of excellence by:
  - citation on CQUniversity's Engagement website;
  - publication in UniNews; and
  - CQUniversity Opal Awards Category Winner certificate.

All finalists within these three categories will receive a *CQUniversity Opal Award Category Finalist* certificate acknowledging their contribution.

### 1.1 Conditions of the Grant

The grant is to be used in an appropriate manner (as approved) which will further the development of engagement related activities relevant to CQUniversity. Examples include: engagement related projects; increasing scholarships and/or research grants in industry and community specific areas; job time release to enable building and development of new and existing industry and community relationships and/or programs.

The integrity of the award will be maintained by careful application of the eligibility criteria.

Grants are held by the Community and Engagement Office and are released after the appropriate Head of Department and Pro Vice-Chancellor (Community and Engagement) have approved the plans or methods of expenditure. A condition of the Award is that the grant is used within one year of its presentation. Any extension on the 12 month period would require the approval of the appropriate Head of Department and Pro Vice-Chancellor (Community and Engagement).


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### 1.2 Selection Criteria

All current CQUniversity staff, including temporary and casual staff, can nominate their project for the Excellence in Engagement Awards under the categories of Engaged Learning and Teaching, Engaged Research and Innovation and Engaged Service. Nominations can also be made on behalf of current staff members.

In all cases, the Excellence in Engagement Awards for Engaged Learning and Teaching, Engaged Research and Innovation and Engaged Service are given for demonstrated outstanding contributions to engagement by working collaboratively with community groups and/or organisations to achieve mutually agreed goals that build capacity, improve wellbeing, and produce sustainable outcomes in the interests of the community and CQUniversity.

The Excellence in Engagement Awards Committee will evaluate nominations according to the following criteria:

- Evidence of the positive impact of the engagement activity on the community and CQUniversity;
- Evidence of learning, reflection and growth by the participant/s through their involvement in engagement;
- The extent to which the engagement activity is aligned with the University's mission, vision and strategy; and
- Supporting documentation provided by relevant community group or organisation.

## 2 Engaged Service Learning

The category of Engaged Service Learning is **open to all current CQUniversity students**. Every CQUniversity student who submits an eligible application within this category will receive recognition of excellence by:

- CQUniversity Opal Awards certificate;
- citation on CQUniversity's Engagement website; and
- publication in CQUniversity's UniNews.

### 2.1 Selection Criteria

All current CQUniversity students can nominate their project for the Excellence in Engagement Awards under the category of Engaged Service Learning. Nominations can also be made on behalf of current students.

In all cases, the Excellence in Engagement Award for Engaged Service Learning is given for demonstrated outstanding contributions to engagement by working collaboratively with community groups and/or organisations to address a genuine community need (through volunteer service) that is connected to the curriculum of the student's academic study with CQUniversity - achieving mutually agreed goals that build capacity, improve wellbeing, and produce sustainable outcomes in the interests of the community and other stakeholders.

The Excellence in Engagement Awards Committee will evaluate nominations according to the following criteria:

- Evidence of the positive impact of the engagement activity on all stakeholders;
- Evidence of the direct connection of the service learning activity to the student's academic study with CQUniversity;
- Evidence of learning, reflection and growth by the participant/s through their involvement in engagement; and


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- Supporting documentation provided by relevant community group or organisation/s, including confirmation of volunteer service activity.

## 3 Nomination Procedures (All Categories)

3.1 Nominations will be called for by the Office of the Pro Vice-Chancellor (Community and Engagement) and must be prepared on the relevant nomination form. This form can be accessed from the CQUniversity IMPortal.

3.2 Nominations are to be accepted by the individuals involved with the nominated project.

3.3 Nominations should be supported by two or more referees and include a statement, or other evidence, from the referee affirming that the nominated project's contribution is outstanding and exemplary of engagement. Student referee support should also include confirmation of the volunteer service.

3.4 Nominations must address the relevant selection criteria outlined in Section 1.2 or Section 2.1 above.

3.5 Nomination forms should be accompanied by a report addressing the relevant selection criteria. This report would ideally include a brief overview of the project (executive summary), detailed description of the project and a breakdown of the benefits to all stakeholders. The report should be no more than four A4 pages in length, be presented single-sided and affixed with one staple only (please do not bind nominations). Any publications and other materials seen as supporting the nomination can be forwarded along with the nomination. Such documentation will normally be retained by the selection panel.

3.6 Completed nomination forms (and all associated documentation) should be returned by the closing date to the Executive Officer (Community and Engagement).

## 4 Review of Nominations (All Categories)

4.1 Nominations will be reviewed by a panel comprising the Pro Vice-Chancellor (Community and Engagement) (Chair), or nominee, one elected Representative from each of the Regional Engagement Committees and the University Secretary.

Members of the Excellence in Engagement Awards selection panel will absent themselves from the decision-making process should there be a recognisable conflict of interest. A member need only absent herself or himself from consideration of that specific nomination, not from the entire review process.

4.2 The panel should provide a brief summary detailing supportive evidence for their selection. If required, the panel may call on nominees to support their nomination through discussion / presentation to the selection panel during the selection process.

4.3 The Excellence in Engagement Awards selection panel will forward its recommendations directly to the Vice-Chancellor and President.

## 5 Notes for Referees (All Categories)

5.1 In support of a nomination, referees should provide a signed statement, or other evidence, to the Excellence in Engagement Awards selection panel affirming that the nominated project's contribution is outstanding and exemplary of engagement. If refereeing a student nomination, please confirm their volunteer service.


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5.2 Any publications, reports, and other materials seen as supporting the nomination can be forwarded along with the nomination form. Such documentation will normally be retained by the selection panel.

5.3 Referees should note that the Excellence in Engagement Awards selection panel may wish to clarify or confirm, with other persons deemed appropriate, any aspects of the nomination.

### 6 Outcomes

All nominations will receive formal advice from the Office of the Vice-Chancellor and President as to whether they have been successful or not.

### 7 Presentation

The Excellence in Engagement Awards will normally be presented at the annual Staff Awards Ceremony typically hosted at a CQUniversity campus.

The Executive Officer (Community and Engagement) will provide advice concerning the arrangements for the presentation of the Awards to recipients.

## RESPONSIBILITIES

The Vice-Chancellor and President retains the right not to approve the granting of these Awards should the quality or number of nominations be insufficient.

The Executive Officer (Community and Engagement) will have responsibility for the printing and distribution of nomination forms; the design and production of Award citations; and all publicity concerning the Awards.

## RECORDS

All records relevant to these procedures are to be maintained in a recognised University recordkeeping system.

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| Approval Authority | Vice-Chancellor and President |
| Administrator | Pro Vice-Chancellor (Community and Engagement) |
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| Amendment History | Pro Vice-Chancellor (Community and Engagement) 3 May 2011, Pro Vice-Chancellor (Community and Engagement) 31 July 2012; Vice-Chancellor and President 9 August 2012. |
| Date of Next Review | 26 July 2013 |
| Related Documents | Excellence in Engagement Awards Nomination Form |


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