

STAFF EXCELLENCE AWARDS

The Staff Excellence Awards highlight the achievements of our staff. They recognise our rich and diverse staff community, and the personal contributions of staff to the success of Falmouth University.

Eligibility

Staff from Falmouth University and FX Plus are eligible to nominate and receive Staff Excellence Awards.

Prizes

There will be one prize of £1,500 for each award (this prize is subject to income tax, pension and national insurance deductions).

Where a team wins an award, the prize will be shared between members of the team.

The winners will be announced on Thursday 19 November 2015 at a gala dinner and awards ceremony at Merchants Manor, Falmouth.

Judging process and timeline

The closing date for nominations is Monday 17 August 2015.

The judging panel, consisting of representatives from across the University and FX Plus, will meet to produce a shortlist for each award category.

The shortlist will be announced through Notes from the Vice-Chancellor in September 2015.

The winners will be announced at the awards ceremony on *Thursday 19 November 2015*.

Award Categories

There are ten categories, designed to showcase talent across all staff groups:

1. Service excellence
2. Exceptional contribution to the student experience
3. Outstanding student support
4. Outstanding innovation in teaching
5. Outstanding contribution to research, enterprises and innovation
6. International collaboration of the year
7. Best employer engagement initiative
8. Best team
9. Rising star
10. Unsung hero

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Completing a Nomination Form

You must complete all parts of the form. Notes have been provided for each of the sections.

Part A You must select the award category that you are nominating the team or individual for.

Part B Write a brief summary of the nominee's role/core responsibilities.

Part C Write a mini 'elevator pitch' for your nomination, see examples [here](#).

Part D

- Remember that you need to grab the judges' attention, so explain why the nominee deserves the award - don't just say that they are wonderful.
- State what action the individual or team took. This can be in the format of supporting or encouraging others, completing a task, generating a workable solution or any other behaviour that is relevant to the award.
- Clearly describe the result of the above. What impact did the actions or behaviour have in the workplace or University?
- All information must be tailored to the specific award category.
- Additional supporting material (including links to websites) cannot be considered by the judging panel.

Part E For team nominations, list all members of the team in this section.

Part F

- A testimonial from another colleague or relevant stakeholder is optional unless this is a self-nomination.
- If this is a self nomination, you must complete Part F.

Submitting a Nomination Form

1.2 Nominations must be submitted by completing the attached Staff Awards nomination form and sending to vcoffice@falmouth.ac.uk no later than **Monday 17 August 2015**.

1.2 You may nominate yourself, a colleague or a team for more than one award.

1.3 If you are submitting multiple nomination forms, you must submit a separate form for each nomination.

1.4 If you are submitting a self-nomination, this must be supported with one relevant testimonial in Part F.

1.5 As a courtesy, please inform any member of staff you wish to nominate before you submit the nomination form.

Terms and Conditions

2.1 By submitting a nomination, you acknowledge and agree that the event organisers may contact you and/or your nominee in relation to such a nomination.

2.2 The nominee agrees to take part in any publicity related to the event.

2.3 The judging panel reserves the right to seek further information regarding nominations, to assist with the shortlisting process.

2.4 The judging panel's decision is final.

2.5 Due to venue size restrictions, the number of invitations to the dinner for team nominations may be restricted, depending on the number and size of shortlisted teams.

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Nomination form

Complete all sections of this form and return to vcoffice@falmouth.ac.uk no later than **Monday 17 August 2015**

Name of Nominee(s)/Team

Job Title(s)

Department(s)

If your nomination is for a team, ensure that you list all team members (continue in Part E overleaf).

Is this a self-nomination?

If this is a self-nomination, ensure that Part F overleaf is completed.

Yes

No

Part A

Award category:

Select which one of the following ten categories applies to your nomination:

Part B

Summarise the main areas of the nominee's job:

Part C

In 40 to 50 words, set out the case for this nomination:

Part D

In a maximum of 300 words, provide specific information in support of this nomination:

Nominated by (your name)

Job Title

Department

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Part E

Is this nomination for a team?

Select which one of the following ten categories applies to your nomination:

Yes No

For team nominations, please write the name, job title and department for all members of the team.

This information will be used to inform the guest list for the awards evening, should the team be shortlisted.

Part F

Testimonial

A testimonial is optional, unless this is a self-nomination. A testimonial may be included from colleagues and/or relevant stakeholders. If this is a self-nomination, this section must be completed.

I do not wish to submit a testimonial with this nomination

Name

Job Title

Department

Supporting statement

Declaration

I have read and understand the Nomination Form Guidelines and Terms and Conditions.

Please send completed forms to vcoffice@falmouth.ac.uk

Closing date: **Monday 17 August 2015**