



---

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**

#### **Award categories 1-10 & 12**

For these categories, there will be one prize of £1,500 for each award.

Where a team wins an award in categories 1-10 or 12, the £1,500 prize will be shared equally between members of the team.

#### **Award category 11**

This is the only category for which there will be one prize of £3,000, to be shared equally between members of the team. For the purposes of this award, a 'team' will be defined as two or more people.

#### **General note**

All prizes are subject to income tax, pension and national insurance deductions.

### **Judging process and timeline**

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

The closing date for nominations is Monday 31 July 2017 at 23.59. The shortlist will be released via internal email communications on 4 September 2017.

Winners will be announced on Thursday 23 November 2017 at a gala dinner and awards ceremony in The Courtyard at Falmouth Campus.

### **Award Categories**

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

1. Service Excellence
2. Outstanding Student Experience
3. Outstanding Innovation or Research
4. Outstanding University-Industry Partnership
5. Internal Collaboration of the Year
6. External Collaboration of the Year
7. Cornish Initiative of the Year
8. Manager of the Year
9. Rising Star
10. Unsung Hero
11. Outstanding Team

#### **FXU Students' Choice Award:**

12. Most Inspirational Member of Staff (student nominations only)



- 
- 1. Service Excellence**

The award for Service Excellence recognises consistently high levels of service given to staff, students or visitors to the University.
  - 2. Outstanding Student Experience**

This award recognises an exceptional contribution to ensuring that our students have a great experience during their time at the University.
  - 3. Outstanding Innovation or Research**

Nominations for this award category should identify a project that has had a significant impact on the University's standing and reputation for innovation or research.
  - 4. Outstanding University-Industry Partnership**

This award recognises a partnership project that exemplifies our 'do it with partners' approach, establishing innovative projects with industry professionals.
  - 5. Internal Collaboration of the Year**

The University recognises the value and importance of inter-departmental working in enabling us to achieve our objectives. This award acknowledges a project which exemplifies this approach.
  - 6. External Collaboration of the Year**

Collaborative working is key to our success and this award identifies a project which has made an impact by developing partnerships within the Creative Industries and beyond.
  - 7. Cornish Initiative of the Year**

We are committed to helping to grow Cornwall by working with local partners to recruit and keep creative talent in Cornwall. This award is for initiatives that have helped us to deliver this goal.
  - 8. Manager of the Year**

The individual who is nominated for this award should demonstrate how they have helped deliver the University's strategic goals through exceptional leadership and management capabilities.
  - 9. Rising Star**

The award for Rising Star is for an individual that has demonstrated knowledge, enthusiasm and dedication within the first 2 years of their employment.
  - 10. Unsung Hero**

This award recognises the fantastic contribution of those who work behind the scenes to ensure that colleagues and students receive the best possible experience of working and studying with us.
  - 11. Outstanding Team**

Our success is built on the strength of our people working together and this award goes to a team whose collective effort has delivered first-class results.
  - 12. Most Inspirational Member of Staff**

Nominations for this award are made by students – the people who are taught, motivated and inspired by the hard work and commitment of our staff.



---

## **1 Completing a Nomination Form**

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

- Award Category**      You must select the award category that you are nominating the team or individual for.
- Summary of Role**      To provide the panel with context about the nominee(s), write a brief summary of the nominee's/team's role and/or core responsibilities.
- Case**      Write an 'elevator pitch' for your nomination.
- Nomination**
- Remember that you need to grab the judges' attention, so clearly 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 work place 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.

## **2 Submitting a Nomination Form**

- 2.1**      Nominations must be submitted through the SharePoint Nomination Form. If you do not have access to SharePoint, please call 01326 213770.
- 2.2**      You may nominate yourself, a colleague or a team.
- 2.3**      Each nomination must be made by an individual; it is not possible to submit a nomination as a team.
- 2.4**      You may nominate an individual or a team for one or more than one award.
- 2.5**      If you are submitting multiple nomination forms, you must submit a separate form for each nomination.
- 2.6**      When you submit a nomination, a notification will be sent to the nominee(s) confirming that you have nominated them for a Staff Excellence Award, and the category that you have nominated them for.
- 2.7**      Full details of nominations are strictly confidential and will be visible to the judging panel only.

## **3 Terms and Conditions**

- 3.1**      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.
- 3.2**      The nominee must agree to take part in any publicity related to the event including photography, filming, web and social media campaigns.
- 3.3**      The judging panel reserves the right to seek further information regarding nominations, to assist with the shortlisting process.
- 3.4**      The judging panel's decision is final.
- 3.5**      If you nominate an individual or team who is shortlisted for an award you will receive an invitation to attend the awards ceremony.
- 3.6**      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.



---

## **4 Frequently Asked Questions**

FAQs will be added here as they arise.

- 4.1**      **Q: Will the nominee(s) know that I have nominated them?**  
A: Yes, they will receive an email notification confirming that they have been nominated by you, and the category that you have nominated them for. Full details of the nomination are strictly confidential and available only to the judging panel (i.e. Summary of Role, Case and Nomination).
- 4.2**      **Q: Who has won in previous years?**  
A: Details of previous years' winners can be found at [www.falmouth.ac.uk/staffawards](http://www.falmouth.ac.uk/staffawards)
- 4.3**      **Q: How many nominations does it normally take to win?**  
A: All nominations are considered by the Judging Panel equally. Previous winners have been from both single and multiple nominations. The Judging Panel are made aware of nominees who were nominated in previous years and whether or not they were shortlisted.
- 4.4**      **Q: Who is on the Judging Panel?**  
A: The Judging Panel consists of Professor Anne Carlisle, Professor Geoff Smith, Professor Alan Murray, Peter Cox, FX Plus Senior Representative (TBC) and the FXU President, Falmouth.
- 4.5**      **Q: When will the shortlist be announced?**  
A: The shortlist will be announced on 4 September through internal email communications.
- 4.6**      **Q: If a team wins, will the prize be split between the team?**  
A: Yes, prizes will be split equally between the team. Prizes are subject to income tax, pension and national insurance deductions.
- 4.7**      **Q: How do I find out more about my nomination?**  
A: If you would like more information about why you have been nominated, contact the person who nominated you directly. It is their choice whether they share further information in part or in full.