



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0464.08
Title:	Staff Excellence Awards	
Classification:	Workforce	
Chief Executive Approval:	Effective Date: 1 November 2018	Review Date: 1 April 2019
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive People, Performance and Development	

Purpose

To outline criteria, nomination and selection processes of Staff Excellence Awards.

Policy

Awards

1. All Otago Polytechnic staff (employees and contractors) and staff of joint venture partners are eligible for nomination and receipt of staff awards.
2. There are eight (8) areas for the excellence awards which are:
 - i. Excellence in Teaching
 - ii. Excellence in Research & Postgraduate Supervision
 - iii. Excellence in Service Provision
 - iv. Excellence in Leadership
 - v. Excellence in implementation of the Māori Strategic Framework
 - vi. Excellence in Sustainable Practice
 - vii. Excellence in Safety & Wellbeing
 - viii. Community Service Award – *new award for 2018*
3. The awards are given in the form of a development grant. This is in addition to any other professional development which the staff member has. It may be used flexibly; however, the primary purpose is to assist in development.

Note: As with any use of Polytechnic funds, the way the grant is used must be in accordance with all other Otago Polytechnic policies, documented and appropriate evidence of use of resources, including any receipts, should be submitted for reimbursement.
4. The same award cannot be received by the same staff member in two consecutive years.
5. The award may be made individually, jointly, or to a team.
6. No award will be made if, in the view of the Evaluation Panel, none is justified.
7. Recipients of Excellence Awards will have their name recorded on a Polytechnic Honours Board.
8. Awards are presented at the February staff meeting. Awards are expected to be used by the end of the year following the year in which the award is given. In exceptional circumstances with Director: People and Culture approval the award may be carried over.

Nominations

9. Nominations should include clear evidence of the area of excellence in line with the appropriate framework or policies and provide appropriate supporting documentation such as student feedback, peer evaluation and manager support.
10. Nominations close on 30 November each year.
11. Nomination forms are attached as Appendix 1.
12. Nominations must be accepted by the Nominee prior to submission by signing the Nomination Form. Nominees should attach current Curriculum Vitae to the Nomination Form, where appropriate.
13. Nominations are to be submitted to the Director People and Culture.
14. Nominations will be evaluated by an Evaluation Panel convened for that purpose.

Panel Decisions

15. Membership of the Panel is listed under each category. Any panel member can nominate an appropriate replacement if unavailable.
16. A member of the Evaluation Panel cannot make a nomination an award for which they are a panel member.



17. At the conclusion of the Panel's evaluations the Chief Executive is to be advised of all nominations and the successful recipients. This process must be completed no later than 15 December each year.
18. All decisions of the Evaluation Panels are final.

Criteria

i. Excellence in Teaching	
Up to three development grants	\$2000 each
Purpose:	<p>To recognise:</p> <ul style="list-style-type: none"> • Excellence in teaching in Otago Polytechnic's programmes that closely aligns with the aspirations of the Learning and Teaching Strategic Framework • Provision of an outstanding learning environment which is truly inclusive of all learners, and especially Māori and Pacific Island students and students with disabilities • Excellence in blended or online learning design and delivery that supports individual learner needs builds capability and work readiness and embeds experiential learning.
Nominations must be supported by:	<ul style="list-style-type: none"> • Student feedback on teaching and courses • Course success and retention rates, • Peer feedback • Evidence in relation to flexibility, inclusiveness, experiential learning and capability development.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive Learning and Teaching Services • Deputy Chief Executive Learner Experience or nominee • Director: Learning and Teaching Development or nominee • Academic staff member nominated by Academic Board • OPSA representative • Director People and Culture or People and Culture team representative
<p>Notes: Recipient(s) of the Excellence in Teaching Awards may be asked to be an Otago Polytechnic nominee(s) for the National Teaching Excellence awards (applications close 31 March each year).</p> <p>There is some work involved in preparing a portfolio for the national awards so prospective applicants need to factor this into their commitments. Support for the portfolio preparation is available from the Director: Quality.</p>	

ii. Excellence in Research & Postgraduate Supervision	
Up to three development grants	\$2000 each
Purpose:	<p>To recognise:</p> <ul style="list-style-type: none"> • A staff member's research activities and accomplishments and postgraduate supervision undertaken at Otago Polytechnic. • Awards may recognise <ul style="list-style-type: none"> ○ established researchers, or group of researchers ○ emerging researchers, ○ Postgraduate Supervision.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive Learning and Teaching Services • Director Research and Postgraduate Studies • Director Learning and Teaching Development or nominee • Director People and Culture or nominee • Academic staff member nominated by Academic Board • OPSA representative • Professor nominated by the Professorial Group
<p>Notes: Associate Professors and Professors are ineligible for Research & Postgraduate Supervision Awards.</p>	



iii. Excellence in Service Provision	
Up to three development grants	\$2000 each
Purpose:	To recognise: <ul style="list-style-type: none"> • Excellence in service provision to internal and external customers. • Outstanding accomplishments and exceptional individual or team service provision by members of Otago Polytechnic general staff.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive People, Performance and Development • Director People and Culture • Director Learning and Teaching Development • Director Student Success • Director Business Services • Staff Subcommittee Convener • OPSA representative

iv. Excellence in Leadership	
Up to three development grants	\$2000 each
Purpose:	To recognise: <ul style="list-style-type: none"> • A staff member's excellence in leadership Demonstrated evidence of outstanding leadership which exhibits vision, inspiration, trust and accomplishment and is consistent with Otago Polytechnic values. • Demonstrated ability to lead beyond the level expected, or anticipated in their normal job role.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Chief Executive • Deputy Chief Executive People, Performance and Development • Deputy Chief Executive Learner Experience • Deputy Chief Executive Learning and Teaching Services • Director People and Culture • One member of the Staff Subcommittee.
Notes: Executive Leadership Team members are ineligible for this award. This award is to acknowledge leadership in areas other than teaching.	

v. Excellence in implementation of the Māori Strategic Framework	
Up to three development grants	\$2000 each
Purpose:	To recognise: <ul style="list-style-type: none"> • Fostering excellence in Māori participation and success in learning • Kai Tahu / Māori Leadership • Development or delivery of quality courses and programmes in Te Ao Māori, or where Māori values are understood and recognised • Research outcomes that benefit, meet priorities and link to development aspirations of Kai Tahu / Māori.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Chief Executive • Deputy Chief Executive Māori Development and Kaitohutohu • Deputy Chief Executive People, Performance and Development • Deputy Chief Executive Learning and Teaching Services • One other member of Executive Leadership Team

vi. Excellence in Sustainable Practice	
Up to three development grants	\$2000 each
Purpose:	To recognise: <ul style="list-style-type: none"> • Excellent practice in integrated learning and teaching of sustainability • Consistent role modelling of organisational values of sustainability • Innovative ways to design waste out of our system • Engagement with communities to develop, influence and support sustainable practice.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive People Performance and Development • Director People and Culture or nominee • Sustainable Practice Advisor • OPSA Representative

vii. Excellence in Safety & Wellbeing	
Up to three development grants	\$2000 each
Purpose:	To recognise: Good Health and Safety practices that can be evidenced by; <ul style="list-style-type: none"> • Safety & Wellbeing Leadership and/or contribution • Significant Hazard ID and resolution or • Proactively responding to a Safety & Wellbeing situation (e.g. responding to and managing an emergency).
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive People, Performance and Development • Director People and Culture or nominee • Safety and Wellbeing Manager • 3 H&S Representatives representing H&S Committee

viii. Community Service Award – new award for 2018	
One only development grant	\$2000
Purpose: This award is given to an individual staff member in recognition of significant voluntary service in the community. This award is Otago Polytechnic's way of acknowledging and honouring a staff member who has made, or makes, their community a better place to live through their service, dedication and passion.	To recognise: A staff member who has made service a central part of their lives and demonstrated excellence across the following criteria: <ul style="list-style-type: none"> • Has served the community for a sustained period of 5 years or more • Is recognised within their service area/s as demonstrating attributes pertaining to service, diligence, honesty and trustworthiness • Is recognised as a role model within the community as a volunteer or office holder • Has had a positive impact on their community • Lives the OP vision of "Our people make a better world" • Demonstrates the OP values of: Accountability, Caring, Courage and Empowerment.
Evaluation Panel membership:	<ul style="list-style-type: none"> • Deputy Chief Executive People, Performance and Development • Director People and Culture or nominee • Director Marketing & Communications

Referral Documents

- Appendix 1: Nomination Form
- Appendix 2: Awards Timeline
- Appendix 3: List of recipients of awards (2015/2016/2017)

Approved by Chief Executive
Date: 1 November 2018




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STAFF EXCELLENCE - NOMINATION FORM

for: (tick applicable award)

- Excellence in Teaching
- Excellence in Research & Postgraduate
- Excellence in Service Provision
- Excellence in Leadership
- Excellence in implementation of the Maori Strategic Framework
- Excellence in Sustainable Practice
- Excellence in Safety and Wellbeing
- Community Service Award

This is a nomination for:

Nominee: _____ **Designation:** _____

Nominators: _____ **School/College:** _____

Brief description of the capability and effectiveness of the nominee that demonstrates excellence in the nominated area. Please attach appropriate evidence including customer, peer and student feedback where applicable.

Nomination accepted: _____

Attached: (Nominee)

- CV
- customer feedback
- peer feedback
- student feedback

Send to: Director People and Culture by 5.00 pm on 30 November 20XX



TIMELINE FOR STAFF EXCELLENCE AWARDS

March	SMT discuss awards at service areas/school/college meetings
March - September	Formal Leaders identify staff for awards (at least 3)
Mid September	Director: People and Culture to call for nomination for Staff Excellence Awards
Mid September	Director: People and Culture to organise convening of Evaluations Panels for Staff Awards
17 October	Reminder to staff and students for nominations for Staff Awards
30 November	Final date for submission of nominations to Director: People and Culture
30 November	Evaluation Panels convened
15 December	Date by which Evaluation Panel decisions are to be made and notified to the Chief Executive
Mid January	Awards printed
Mid January	Director: People and Culture's Executive Assistant to prepare letters for Chief Executive signature to advise recipients of awards.

Appendix 3

List of Recipients (2015/2016/2017)

Excellence in Teaching

2017 Anna Askerud
2017 Tania Allan-Ross
2017 Kevin O'Neill
2017 Nick Moss

2016 Business Administration Team (Julie Notman & Anne McLeod)
2016 Matt Galloway
2016 Jenny Rudd

2015 Tom Clark
2015 Lisa Muir

Excellence in Service Provision

2017 Kyla McBride
2017 Melissa Wright
2017 Sherie Bell

2016 Emma Morey
2016 Kathryn van der Vliet
2016 De-Arn Bucholz

2015 Erin Marlow
2015 Ange Meikle
2015 Sidra Siddiqui
2015 Katie Wise

Excellence in Research & Enterprise

2017 Graham Fletcher
2017 Jane Venis
2017 Jean Ross

2016 Emma Collins
2016 Mary Butler
2016 Clive Humphreys
2016 Rachel Allan

2015 Michelle Beevors
2015 Lesley Gill
2015 Alex Kennedy
2015 Inna Piven (Emerging)
2015 Marion Wassenaar (Emerging)

Excellence in Leadership

2017 Brendon Timmins
2017 Mark Bolland

2016 Jasmine Lamorie
2016 Katie Wise
2016 Rob Cloughley

2015 Emma Collins
2015 Joanne Greatbanks
2015 Clive Humphries

Excellence in Sustainable Practice

2016 FDI Team (Mark Lane, Tim Lynch, Ashleigh Hayward, Timothy McRobie, Lorraine Hook, Kelsi Ferguson, Anna Soo)
2016 Kim Thomas

2015 Lisa Burton
2015 Andrew Last

Excellence in Health and Safety

2017 Colin Armstrong
2017 Audrey Campbell

2016 Sherry Lilley, Mereana Rapata-Hanning, Jean Ross

2015 Stuart Hewson

Excellence in Implementing the Maori Strategic Framework

2017 Rachel Dibble
2017 Shaun Tahau
2017 Jade Morgan

2016 Mereana Rapata-Hanning
2016 Rebecca Swindells
2016 Catherine Lindsay

