

Vice-Chancellor's Staff Excellence Awards

2024 Vice-Chancellor's Award for Outstanding Research Mentor

1 Award of \$5,000 - Nominations due by 4:00pm, Wednesday 19 June 2024

Guidelines for nomination

This award recognises an outstanding individual who has mentored and guided the research career development of junior researchers/research staff. * **This award should be nominated by a mentee or mentees of the nominee.**

The award seeks to honour an individual for their outstanding contributions as a mentor, involving:

- a sustained record of effective mentoring,
- exceptional skills in the provision of support and the sharing of knowledge,
- commitment to the advancement and progression of their mentees' careers,
- demonstrated mentoring and sponsorship of early and mid-career researchers/ research staff within ECU,
- mentorship role within their School that extends beyond that which is needed to conduct and maintain their own research,
- evidence that mentoring has led to direct benefits for the mentees.

The award is aligned with the University's research priority to build its research capacity and culture.

One award will be made annually. Award recipients will receive \$5,000 and a certificate presented by the Vice-Chancellor.

Eligibility Criteria:

These awards will be nominated by a mentee or mentees, however a single nomination, which may be from multiple mentees, is preferred.

Current full-time or part-time ECU academic staff members who have been employed with ECU for a minimum of 2 years and are active in research and research teams are eligible for the award.

All nominees will demonstrate:

- ECU's values of Integrity, Respect, Rational Inquiry, Courage and Personal Excellence;
- Involvement in effective mentoring and leadership above the normal expectations of the nominee's role.

** HDR Supervision and Research Training for Honours and Postgraduate students is explicitly excluded.*

Expectations of Award Recipients:

Please note, as a condition of entry all successful nominees for the Outstanding Research Mentor Award may be requested by the Deputy Vice Chancellor Research (DVCR) to display their nomination on the university website as an ECU research exemplar.

Mentee Statements:

Nominations will be assessed in relation to the following mentee(s) statements:

1. Relationship to Mentor.
2. Specific characteristics of nominee making them a great mentor.
3. Actions of nominee to provide mentorship/sponsorship to more junior staff.
4. Direct benefit to mentee of the nominee's mentorship/sponsorship actions.

Nominations:

In conjunction with People and Culture, Research Services will call for nominations on an annual basis.

Any queries should be directed to the Director, Research Services.

Nomination guide and structure:

Nominations for Outstanding Research Mentor should comprise of the following:

1. **Nominee's details** – complete via the online portal.
2. **Nominator details** – complete via the online portal.
3. **Nomination Summary** - must be written in the third person and is a requirement of the nomination. The word limit is strictly 50 words and should be written in a way to demonstrate impact of the research. Should the nomination be successful, the summary will be used in appropriate communications highlighting the recipient's success, for instance in the award ceremony certificates and on the ECU website.
4. **Mentee Statement** addressing **all** Selection Criteria (3 to 5 pages);
 - *What has been your relationship to the mentor? How long has this been for?*
 - *What are the specific characteristics of this person that makes them such a great mentor?*
 - *Describe the most important actions this person has taken to provide mentorship and/or sponsorship to more junior staff*
 - *What has been the direct benefit to you / other mentees because of this mentorship and sponsorship actions of this person?*

Nominations should avoid using acronyms or the use of discipline-specific language or jargon. It is important that all nominations are able to be fully read and understood by those not expert in this field.

Formatting requirements

Please ensure that all documents are A4 page size, fonts are 11 point Arial or Calibri, margins are at least 2cm all around, there is clear definition between paragraphs, and page numbers and section headings are included. The documents should be combined and saved in one single PDF document.

Submitting the nomination

The nomination should be submitted via the **online nomination form** at www.ecu.edu.au/staff-awards, by the due date with the statement uploaded to the online form in **one (1) single pdf attachment**.

Award Selection Committee:

The committee will assess nominations and decide on winners. It will comprise the following, none of whom may be nominees or nominators:

- Deputy Vice-Chancellor (Research) or nominee as Chair;
- Chair, Academic Board or nominee;
- One ECU Professor elected by the Academic Board;
- Director, Research Services; and
- Executive Officer, Research Services (non-voting).

Nominated and elected committee Members will have a term of three years commencing 1 January.

The Award Selection Committee has the authority to seek further evidence from such persons it deems necessary to evaluate the nominations.

The Award Selection Committee reserves the right not to recommend an award if, in its assessment, there is no nomination of sufficient merit.

The Executive Officer shall present the nominations and any other relevant information to the Vice-Chancellor's Award Selection Committee.

The Vice-Chancellor will review the recommendations from the Awards Selection Committee and decide upon the winners. The Vice-Chancellor's decision will be final.

The winners will be formally advised of the outcome. A copy of the certificate will be filed in the respective personnel files.

Presentation of Awards:

The Vice-Chancellor will host an event to provide a formal and public recognition of the respective achievements and excellence of ECU's staff.

Successful recipient(s) may be asked to present at various public events. Event photography may be utilised to promote the awards.

Method of Payment:

Nominated staff must choose a preferred option for payment as part of their nomination prior to the event. An email will be sent prior to the event in November to request the preferred option for payment:

- Cash lump sum payment (paid through the payroll system and subject to income tax at the employee's marginal tax rate); or
- Payment credited directly to their UniSuper Superannuation Account as a pre-tax contribution. If nominees select this option they may wish to seek personal financial advice as there are caps on the amount they can contribute to their super each financial year that, if exceeded, may result in additional tax implication; or
- Nominated ECU project /research/school account to be paid into an ECU account of choice. The prize monies must be used for work related expenditure and cannot be redistributed among team members for personal use.

- Nominees are advised to consult their respective Finance Manager (for School Staff) or Business Manager (for Service Centre Staff) before electing to nominate an ECU account. There are limitations for the time period in which prize monies are to be spent and this will vary from area to area. These funds will be allocated to their School in January of the following year and must be used by the end of that year.
- Work related expenditure does not normally attract Fringe Benefits Tax (FBT). However, if FBT does apply to the expenditure, it will form part of the award amount so the team members would only be eligible to spend the net-of-FBT amount. Nominees are advised to consult their respective Business Manager or School Finance Team if unsure.

For team-based nominations, prize monies will be divided between team members equally unless specified at the time of nomination to the People and Culture Executive Officer.

Research Services Responsibilities:

On an annual basis Research Services in conjunction with PCSC shall:

- Advertise the awards including inviting members of the University to identify and encourage suitable nominations;
- Arrange for the panel to consider the nominations;
- Prepare all meeting Minutes and recommendations;
- Invite the winners to participate in activities where they can share their expertise; and
- Report on the outcomes of the VC Excellence in Research by ECR award to the Deputy Vice-Chancellor (Research) and then provide outcomes and necessary details to the Vice-Chancellor.
- Confirm and document the final decision by the Vice-Chancellor.