The Vice-Chancellor’s Citations for   
Contributions to Student Service at Federation University

Nomination type and category

Individual   Team nomination

Contact details (for nominee or lead of the team)

|  |  |
| --- | --- |
| Title (e.g. Mr, Ms, Dr, Prof, etc.) |  |
| First and last name |  |
| Position title |  |
| School/ department/ faculty |  |
| Campus of the nominee |  |
| Email address |  |
| Telephone |  |
| Staff type (check (X) one box) | Academic staff  Professional/Technical/General staff |

Citation Title

Describe the discipline or field of work and distinctive contribution of the nominee (maximum 25 words). The description is to inform the broadest possible audience about the work of the nominee. Please avoid jargon in the citation.

Synopsis

Describe the distinctive contribution to student service and engagement and the resulting impact on students, in a maximum 75 words. Write in the third person. Should the nomination be successful, the synopsis will be used in communications such as the presentation ceremony for the Vice-Chancellor Awards, on the CLIPP FedUni website and in archival information.

Assessment criteria

Select ONE criterion for assessment as appropriate to your nomination.

1. Commitment to identifying student needs and providing end to end service to ensure student satisfaction.

2. Developing or contributing to a program, event, or initiative which promotes student-centred culture.

3. Ensuring the student voice is sought and included in decisions relating to University policy and procedure.

4. Dedication to removing barriers to student success and supporting students throughout their university journey.

Team nominations

Please list all members – if more than five members, a separate list may be attached. Names and titles must be accurate for publication purposes. Teams with more than five members must have a team name. The contribution of each member should be expressed as a percentage. The total of all members’ contributions to the activity or programme should not exceed 100 per cent.

|  |  |  |  |
| --- | --- | --- | --- |
| Team name |  |  |  |
| Title | First and last name | Percentage contribution | Staff type (A/G)  A - Academic or G - General Staff |
| Lead |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total | % |  |

Previous Engagement with the Vice-Chancellor’s Awards

If the nominee or the lead in a team nomination has previously received an Award or Citation, please indicate the type of award, the year in which it was received and how it differs from this nomination.

Nominee’s declaration

|  |  |  |
| --- | --- | --- |
| I/We (print name of nominee or team leader)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  accept nomination for a Vice-Chancellor’s Citation for Outstanding Contributions to Student Service | | |
| **Signature** |  | **Date** / / 20 |

Endorsement of nomination by Executive Dean of Faculty/Director

|  |  |  |
| --- | --- | --- |
| I (print name, title and faculty or section)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Support the nominees application  Confirm that the information in the nominees application is true and correct, and the nominee(s) referred to in this form are currently staff members or associates of the institution | | |
| **Signature** |  | **Date** / / 20 |

Completed Nominations

Completed nominations must be submitted electronically to CLIPP via Moodle by the closing date.

|  |  |
| --- | --- |
| Email: | [clipp@federation.edu.au](mailto:clipp@federation.edu.au) |
| Moodle: | http://moodle.federation.edu.au/mod/assign/view.php?id=2114125 |