

<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0464.05</b>	
Title:	<b>Staff Excellence Awards</b>		
ITPNZ Standard:	<b>4 Staff Selection, Appraisal and Development</b>		
Chief Executive Approval:	Approval Date: <b>15 Feb 2016</b>	Effective Date:	<b>15 Feb 2016</b>
Previous Policy Number:	<b>na</b>	Review Date:	<b>as required</b>
Contact Authority:	<b>Director: Organisational Development</b>	Status:	<b>Current</b>

**Purpose** To provide policy and procedures for the purpose, criteria, nomination and selection of Staff Excellence Awards.

**Background** This policy is intended to provide clear and consistent guidelines for staff and Evaluation Panels.

**Policy and Procedures** **Awards**  
All Otago Polytechnic staff (employees and contractors) and staff of joint venture partners are eligible for nomination and receipt of staff awards.

There are five areas for the excellence awards which are:

- |                                        |                                                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Excellence in Teaching              | Up to three \$2,000 development grants. These awards recognise excellence in living the brand values through teaching and learning, inclusive teaching and flexible learning. |
| 2. Excellence in Research & Enterprise | Up to three \$2,000 development grants. These awards recognise excellence in research, emerging researcher or excellence in research supervision.                             |
| 3. Excellence in Service Provision     | Up to three \$2,000 development grants. These awards recognise excellence living the brand values in student support, staff support, sustainable practice and innovation.     |
| 4. Excellence in Leadership            | Up to three \$2,000 development grants to recognise excellence in living the brand values of Otago Polytechnic through leadership.                                            |
| 5. Excellence in Sustainable Practice  | Up to three \$2,000 development grants to recognise excellence in living the brand values of Otago Polytechnic through sustainable practice.                                  |
| 6. Excellence in Health & Safety       | One \$2000 development grant to recognise excellence in living the brand values of Otago Polytechnic through Health and Safety                                                |

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 the individuals' development.

*Note:* As with any use of Polytechnic funds, the way the grant is used must be documented and appropriate evidence of use of resources, including any receipts, should be submitted for reimbursement.

- The same award cannot be received by the same staff member in two consecutive years.
- The award may be made individually or jointly. No award will be made if, in the view of the Evaluation Panel, none is justified.
- Recipients of Excellence Awards will have their name recorded on a Polytechnic Honours Board.
- 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: Organisational Development approval the award may be carried over.
- All information about the awards, including closing dates will be publicised on Insite. The Award recipients will be published on Insite including who the previous recipients and current holders of the awards are.
- Work areas are to discuss the awards in staff meetings and managers are to be proactive in nominating staff who have demonstrated excellence in their daily work, demonstrating the inclusion of brand values. Nominations should include clear evidence of the area of excellence with appropriate supporting documentation such as student feedback, peer evaluation or manager support.

Note: General criteria are included in Appendix 1 as a guide.

- Nominations close on 30 November. Nomination forms are attached as Appendix 2.
- 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.
- Nominations are to be submitted to the Director: Organisational Development.
- Nominations will be evaluated by an Evaluation Panel convened for that purpose. Membership of the Panel is listed under each category. A member of the Evaluation Panel cannot make a nomination for the award of which s/he is a member of the Panel.
- 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.
- All decisions of the Evaluation Panels are final.

## 1. Excellence in Teaching

Up to three \$2,000 development grants. These awards recognise excellence in learning and teaching by academic staff members.

### *Purpose of the awards*

To recognise:

- Excellence in teaching in Otago Polytechnic's education 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.

#### *Evaluation Panel membership*

- Director: Quality or nominee
- Director: Teaching and Learning or nominee
- Academic staff member nominated by Academic Board
- OPSA representative
- Director: School Success or nominee
- Director: Organisational Development or nominee
- Staff Capability team representative

#### *Nominations*

Nominations must be supported by:

- a) Student feedback on teaching and courses
- b) Course success and retention rates,
- c) Peer feedback
- d) Evidence in relation to flexibility, inclusiveness, experiential learning and capability development.

*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).

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's office.

## **2. Excellence in Research & Enterprise**

Up to three \$2,000 development grants. These awards recognise excellence in research, emerging researcher and excellence in research supervision.

#### *Purpose of the awards*

To recognise:

- a) A staff member's research activities and accomplishments undertaken at Otago Polytechnic. The contribution should be in support of the Research and Enterprise Strategic Framework (available on Insite).
- b) Awards may recognise established researchers, or emerging researchers, or groups of researchers.

*Note:* Associate Professors and Professors are ineligible for Research & Enterprise Awards.

#### *Evaluation Panel membership*

- Director: Quality or nominee
- Director: Organisational Development or nominee
- Academic staff member nominated by Academic Board
- Director: Research and Enterprise or nominee
- OPSA representative
- Professor nominated by the Professorial Group

### 3. Excellence in Service Provision

Up to three \$2,000 development grants. These awards recognise excellence in service provision to internal and external customers.

#### *Purpose of the award*

To recognise:

- a) In a tangible way, outstanding accomplishments and exceptional individual achievement of members of Otago Polytechnic general staff in the pursuit of the Polytechnic's objectives and mission.

#### *Evaluation Panel membership*

- Director: Organisational Development or nominee
- Director: Quality or nominee
- Director: School Success or nominee
- Director: Learning Environment or nominee
- Staff Subcommittee Convener or nominee
- OPSA representative

### 4. Excellence in Leadership

Up to three \$2,000 development grants to recognise excellence in living the brand values of Otago Polytechnic through leadership.

#### *Purpose of the award*

To recognise

- a) A staff member's excellence in leadership in line with Otago Polytechnic's values.
- b) Demonstrated evidence of outstanding leadership which exhibits vision, inspiration, trust and accomplishment and is consistent with Otago Polytechnic values.
- c) Demonstrated ability to lead beyond the level expected, or anticipated in their normal job role.

*Note:* Leadership Team members are ineligible for this award. This award is not intended for excellence in teaching. It is to acknowledge leadership in areas other than teaching.

#### *Evaluation Panel membership*

- Chief Executive
- Director: Organisational Development
- Director: Quality
- One member of the Staff Subcommittee
- One other member of Leadership Team

## 5. Excellence in Sustainable Practice

Up to three \$2,000 development grants to recognise excellence in living the brand values of Otago Polytechnic through sustainable practice.

### *Purpose of the awards*

To recognise:

- a) Excellent practice in integrated learning and teaching of sustainability
- b) Consistent role modelling of organisational values including sustainable practice
- c) Innovative ways to design waste out of our system
- d) Engagement with communities to develop, influence and support sustainable practice

### *Evaluation Panel membership*

- Director: Organisational Development or nominee
- Director: Sustainability or nominee
- Sustainable Practice Advisor
- OPSA Representative
- Innovation Facilitator

## 6. Excellence in Health & Safety

One \$2000 development grant to recognise excellence in living the brand values of Otago Polytechnic through Good Health and Safety practices

### *Purpose of the awards*

To recognise *Good Health and Safety practices that can be evidenced by;*

- Significant Hazard ID and resolution or
- Going above and beyond the call of duty to be proactive or respond to a H&S Situation (e.g. responding to and managing an emergency)

### *Evaluation Panel membership*

- Director: Organisational Development or nominee
- Health and Safety Manager
- 3 H&S Representative representing H&S Committee

### **Referral Documents**

- Appendices
- 1 Award Guidelines
  - 2 Nomination Forms
  - 3 Awards Timeline
  - 4 List of recipients of each award

Approved by Chief Executive  
Date: 15 February 2016



## Award Guidelines

### 1. Teaching

In evaluating nominees, the panel will consider:

Advancing Polytechnic's strategy for teaching and learning – through evidence of an outstanding learner experience -

- teaching that is student centred, engages and inspires students, and promotes effective learning consistent with the brand values of Otago Polytechnic
- proactivity in his/her professional development as a teaching practitioner
- positive influence on the teaching practices and/or the professional development of colleagues with respect to teaching and learning
- teaching and learning strategies that are consistent with the learning outcomes being taught
- acknowledgment of the diversity of students from different backgrounds and with different needs
- encouragement of student autonomy and acknowledgement of the experience of the student
- enthusiasm for subject(s) and for learning
- support for students to build confidence and capability
- contribution to preparing students for life long learning
- assessment strategies that are appropriate for the learning outcomes and are used to build student capability and confidence
- maintenance of currency in terms of both subject area/discipline and in teaching practice
- sharing of teaching methods and ideas with colleagues either internally or externally.

#### *Inclusive Teaching*

- teaches at a level and pace that acknowledges everyone's ability, without jeopardising the learning of others
- teaches in a manner that is affirming and welcoming of diversity, and conveys respect, fairness and confidence in students with regard to their background
- takes into account a student's impairment (if appropriate/ relevant) and makes appropriate adjustments
- employs a wide range of teaching strategies, eg use of small group work; 'hands-on' tasks; demonstrations; use of visual aids – whiteboards, videos; speed and volume of speech
- demonstrates an openness to trying alternative methods of teaching practice.

#### *Flexible Learning*

- projects/initiatives that advance understanding of best practice in flexible learning, which increases learner choice and independence
- demonstrated evidence of the effectiveness of the flexible learning initiative in formal and informal evaluations
- the degree of creativity, imagination or innovation present in the flexible learning initiative
- evidence of the sustained effectiveness of the initiative with particular regard to student engagement.

## 2. Research & Enterprise

In evaluating nominees, the Panel will have regard to the following; consistent with the brand values of Otago Polytechnic:

- originality
  - originality and innovativeness of ideas
  - inventiveness in research methodology
  - interpretation and potential outcomes of the research
- publication of research primarily through refereed journals with a high international standing and presentation of invited conference papers and the display/exhibition of creative work
- relatedness and usefulness of the research outcomes in assisting profession/industry/community
- reputation - the contribution the researcher has made to the Polytechnic, professional and/or national activities
- applicability
  - relevance and impact of research to Tertiary Education Strategy
  - relevance to profession/industry community
- external support - evidence from stakeholder/profession/industry which supports and recognises the quality of the research.

### *Research Supervisor*

- supervision of students that engages and inspires students/colleagues and provides an outstanding learner experience
- supervision promotes effective research methods
- the supervisor is proactive in his/her own professional development as a researcher
- the supervisor is a positive influence and mentor on the research development of students/colleagues
- supervision strategies used are consistent with the institutional strategic goals
- supervision style and strategies acknowledge the diversity of students/colleagues from different backgrounds and with different needs
- encouragement of student/colleague autonomy with acknowledgement of the experience of the student
- enthusiasm for topics and for research
- support for students/colleagues to build confidence and capability
- contribution to preparing students continuing/higher levels of research
- supervision strategies are appropriate for the research topic and intended outcomes and are used to build student/colleague capability and confidence
- supervisor demonstrates maintenance of currency in terms of both subject area/discipline and in research practice
- sharing of research methods and ideas with colleagues either internally or externally.

### *Emerging Researcher*

- commitment to pursuing a research pathway and achieving a research grading
- teaching responsibilities on a degree level programme
- enthusiasm for subject(s) and for research
- proactivity in own professional development as a researcher
- individual development plan aligns with and enhances the Group Research Plan and Research Strategic Plan
- successful research grant application (internal or external)
- experience and understanding of the ethics application process
- ability to identify and maximise research opportunities, eg. exhibition/conference to journal article; vice versa.

### 3. Service Provision

In evaluating nominees, the Panel will consider:

- the nature of the accomplishment(s) in relation to the brand values of Otago Polytechnic and the impact on the organisation
- leadership
- support from Head of School or Manager
- contribution to provision of quality service to support the Polytechnic
- contribution to service provision that provides for an outstanding learner experience.

### 4. Leadership

In evaluating nominees, the Panel will consider:

- demonstrated evidence of outstanding leadership which exhibits vision, inspiration, trust and accomplishment and is consistent with the brand values of Otago Polytechnic
- demonstrated ability to lead beyond the level expected, or anticipated in their job role
- having followed through an activity, process, event or task to completion
- having overcome obstacles or barriers in achieving the goal
- demonstration of capacity to add further value to the Polytechnic
- contribution to an outstanding learner experience.

### 5. Sustainable Practice

In evaluating nominees, the Panel will consider:

#### *Sustainable Practice*

- demonstrated evidence of the effectiveness of the leadership in sustainable practices
- degree of practicality, creativity, imagination and/or innovation demonstrated in sustainable practices
- breadth of impact of the leadership in sustainable practices.

#### *Innovation*

- demonstrated evidence of the effectiveness of the innovation
- the degree of creativity, imagination and innovation and breadth of impact.

### 6 Health and Safety

In evaluating nominees, the Panel will consider:

*Good Health and Safety practices that can be evidenced by;*

- Significant Hazard ID and resolution or
- Going above and beyond the call of duty to be proactive or respond to a H&S Situation (e.g. responding to and managing an emergency)



## STAFF EXCELLENCE - NOMINATION FORM

*for: (tick applicable award)*

- |                                                             |                                                              |
|-------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Excellence in Teaching             | <input type="checkbox"/> Excellence in Research & Enterprise |
| <input type="checkbox"/> Excellence in Service Provision    | <input type="checkbox"/> Excellence in Leadership            |
| <input type="checkbox"/> Excellence in Sustainable Practice | <input type="checkbox"/> Excellence in Health and Safety     |

**This is a nomination for:**

**Nominee:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Nominators:** \_\_\_\_\_ **School:** \_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

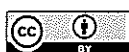
Attached: *(Nominee)*

- CV
- customer feedback
- peer feedback
- student feedback

**TO: DIRECTOR: ORGNISATIONAL DEVELOPMENT 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: Organisational Development to call for nomination for Staff Excellence Awards
Mid September	Director: Organisational Development 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: Organisational Development
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: Organisational Development's Assistant to prepare letters for Chief Executive signature to advise recipients of awards.



## List of Recipients (2015)

### Excellence in Teaching

Tom Clark  
Lisa Muir

### Excellence in Service Provision

Erin Marlow  
Ange Meikle  
Sidra Siddiqui  
Katie Wise  
Rachel Owen (Highly Commended)  
Michelle Watt (Highly Commended)

### Excellence in Research & Enterprise

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

### Excellence in Leadership

Emma Collins  
Joanne Greatbanks  
Clive Humphries

### Excellence in Sustainable Practice

Lisa Burton  
Andrew Last

### Excellence in Health and Safety

Stuart Hewson

## List of Recipients (1997-2014)

### Excellence in Teaching

- 2014 Brian Turner, Richard Nyhof, Roydon Cullimore  
2013 John Stocks, Kimberley Smith, Steph Mann  
2012 Caro McCaw, Jude Roddick, Bachelor of Culinary Arts Team (Stephen Ellwood, Daniel Pfyl, David Gillespie, Tony Heptinstall, Richard Mitchell, Svend Tolsen, Adrian Woodhouse)  
2011 Megan Gibbons, Daniel Pfyl, Matthew Thompson  
2010 Jane Venis, Jenny Rudd (inclusive), Karole Hogarth and Raewyn Lesa (flexible)  
2009 Adain Summerfield, Maxine Alterio, Peter Bilous  
2008 Ches Pritchard  
2007 Judy Magee  
2006 Karen Magrath  
2005 John Cleary  
2004 Mike Wilson  
2003 Dave Bremer  
2002 Andrew Sewell  
2001 Lynn Taylor  
2000 Sandy Elkin, Ben Nemeschansky  
1999 Linden Cowell, Phebe Blitz  
1998 Willie Campbell  
1997 Terry Marler

### Inclusive Teaching

- 2009 Steven Holmes  
2008 Rachel Byars  
2007 Adrian Woodhouse  
2006 No Award  
2005 Peter Brook, Jo Wakelin  
2004 Terry Hayden  
2002 Craig West, Janice Henderson

### Excellence in Flexible Learning

- 2009 Rachel Gillies  
2008 Leigh Blackall, Carolyn MacIntosh  
2007 David Bremer

### Excellence in Innovation

- 2009 no award  
2008 Pat Maguire, Cookery Team (Julie Feary-Law, Mick McHugh, Steve Ellwood, David Gillespie, Adrian Woodhouse, Tony Heptinstall)  
2007 No Award

### Excellence in Sustainable Practices

- 2014 Chris Fersterer, Troy Williams  
2009 Megan Gibbons  
2008 Jeanette O'Fee  
2007 Samuel Mann

### Excellence in Service Provision

- 2014 Hayden Parsons, Jesan Thaker, Heather Cadogan, Lorraine Gourley  
2013 Cathy Morris, Helen Munro, Jan Jodczyk  
2012 Gary Smith, Paula Booth, Contact Centre (Brent Hopkins, Wendy Napier, Peter Sigmund)  
2011 Catherine Lindsay, Stuart Terry, Outdoor Leadership Team  
2010 Anna James, Trudie Aicken-Davies, Christine Hughes, Michael Nol, Shelley Griffiths, Sue McNamara  
2009 Pam Thompson, Sally Smith  
2008 Irene Cron  
2007 Blair Allen  
2006 Kerry Jane, Michael Rowlands  
2005 Michelle Barron, Blair Walkinshaw  
2004 Pauline Mumm  
2003 Mona Cromb, Susie Scott  
2002 Kerry Van Der Lem  
2001 Barbara Emmitt, Terry Schwass  
2000 Helen Grant, Glenice Mayo  
1999 Mike Waddell  
1998 Pat Jackson  
1997 Barbara Kerr

### Excellence in Leadership

- 2014 Andy Westgate, Mat Blair, Joy Gasson, Emma Bilous  
2013 Heather Day, Mark Bolland, Steev Peyroux  
2012 Johanna Zellmer, Chris Williamson  
2011 Graham Burgess, Lesley Gill, Roger Southby  
2010 Margo Barton, Vet Programme Managers (Francesca Matthews, Marie Hennessy, Barbara Ker), Emma Hogg, Kim Thomas, Kitty Keogh, Sherry Lilley  
2009 Merrolee Penman  
2008 Jacquie Hayes, Geoff Simons  
2007 No Award  
2006 Kris Bennett  
2005 Mereana Roberts

### Special Staff Awards

- 2001 Jasper Team (Michael Collins, Rachel Ellis, Ngarie Harper and Gayle Reihana)

### Excellence in Health & Safety

- 2014 Alvar Del Castillo, Ben Fentiman  
2013 Ian Barker  
2012 Heather Cooper



### **Excellence in Research & Enterprise**

2014 Hannah Joynt, Jean Patterson, Matt Galloway,  
Johanna Zellmer

### **Excellence in Research**

2013 Ella Lawton, Hayden Croft, Najif Ismail  
2012 Michael Morley, Patricia Haden  
2011 Scott Eady, Kerry Ann Lee  
2010 Neil Emmerson, Sally Baddock  
Qassim Saad (emerging)  
2009 Alison Bramwell  
2008 Susan Ballard, Deborah Davis  
2007 No Award  
2006 Francis Cua  
2005 Lesley Gill, Annemarie Jutel  
2004 Leoni Schmidt  
2003 Maxine Alterio  
2001 Graham McGregor  
2000 Samuel Mann  
1999 Rob Garrett  
1998 No Award  
1997 Lawrence Ewing

### **Research Supervisor**

2009 No Award  
2008 Leoni Schmidt

### **Emerging Researcher**

2009 Alexandra Kennedy  
2008 No Award



