



Alumni Achievement Awards Procedures

1. PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Achievement Awards Policy](#)

Strategic Plan Theme: [People and Culture](#)

2. PROCEDURAL DETAILS

2.1 Nominations for Alumni Achievement Awards

- 2.1.1 A call for nominations for Alumni Achievement Awards will be made by University Advancement once a year.
- 2.1.2 Alumni, community members, Council members and staff of the University may provide nominations for Alumni Achievement Awards. Nominations may not be accepted from nominees where there may be a conflict of interest.
- 2.1.3 Nominations will be submitted using the relevant nomination form.
- 2.1.4 Nominations received may be considered for subsequent years.

2.2 Initial review and shortlisting of nominations

- 2.2.1 University Advancement:
 - a) is responsible for the initial review of nominations to ensure:
 - i) all relevant criteria has been addressed; and
 - ii) all supporting documentation has been provided.
 - b) will forward completed nominations to the Alumni Achievements Awards Selection Committee/s for shortlisting.
- 2.2.2 The Alumni Achievement Awards Selection Committee/s will consist of:
 - a) Director, Alumni and Advancement Services (Chair) or nominee
 - b) Two representatives from each Faculty, being
 - i) the Pro Vice-Chancellor or nominee and
 - ii) A Senior Academic or Professional staff member nominated by the Pro Vice-Chancellor
 - c) Two previous Alumni Achievement Award recipients
 - d) Two high profile Alumni
- 2.2.3 The Alumni Achievement Awards Selection Committee/s will
 - a) assess nominees against the criteria;
 - b) ensure due diligence has been undertaken as per the *Achievement Awards Policy*;
 - c) forward a report on the recommended nominees to the Honorary Awards and Appointments Committee (HAAC) for consideration.
- 2.2.4 The HAAC will:
 - a) consider the report from the Alumni Achievement Awards Selection Committee/s;
 - b) obtain and consider additional information from the Alumni Awards Selection Committee, other persons or the Planning and Management Committee, if deemed necessary;
 - c) provide a report on the recommended nominees to the Vice-Chancellor.

2.3 Decision making process

- 2.3.1 The Vice-Chancellor will consider the report of HAAC.

2.3.2 To assist in their deliberations, the Vice-Chancellor may obtain and consider any necessary additional information.

2.3.3 The Vice-Chancellor will consider the report of HAAC and approve any Alumni Achievement Award he or she wishes to award, provisional upon confirmation of the willingness of the nominee to accept the award.

2.4 Notification of decision

2.4.1 University Advancement will write to the successful nominee(s) advising of the Vice-Chancellor's decision and will invite the nominee to accept the award.

2.4.2 Provisional upon confirmation of the willingness of the nominee to accept the award, the award will be presented according to section 2.5 below.

2.4.3 Where a nomination is unsuccessful, University Advancement will advise the nominator, in confidence, of the outcome.

2.5 Presentation of Alumni Achievement Awards

2.5.1 The awarding of Alumni Achievement Awards will be presented at the Alumni Achievement Awards Ceremony each year.

2.5.2 The Office of Corporate Relations will:

- a) coordinate all public relations and media services in relation to the awards;
- b) maintain a list of awardees; and
- c) manage the University's ongoing relationship with the awardee.

3. RESPONSIBILITIES

There are no additional responsibilities other than those set out under section 2.

4. SCOPE OF PROCEDURES

These procedures apply to all members of the University community (which includes Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, or contractor).

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Alumni

Graduates of Curtin University, Curtin University of Technology, the Western Australian Institute of Technology (WAIT) and other predecessor institutions who have had their award conferred by the University Council.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Alumni Achievement Awards webpage](#)

[Conflict of Interest Procedures](#)

Policy Compliance Officer	Erika Beazley , Director, Alumni and Advancement Services
Policy Manager	Vice President, Corporate Relations
Approval Authority	Honorary Awards and Appointments Committee
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	07/12/2016	Council	C 188/16	Attachment H to Item 8.1.4
Revised	Approved	26/03/2018	Honorary Awards and Appointments Committee	HAAC 05/18	Attachment A to Item 8 (Conditional upon Council meeting 9/05/2018 (C 73/18) approving proposed changes to the Achievement Awards Policy)