

Alumni Achievement Awards Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Achievement Awards Policy](#)

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 the Office of Advancement once a year, timed so that a Council resolution to award an Alumni Achievement Award may be made in time to allow presentation at a relevant annual event.
- 2.1.2 Community members, Council members and staff of the University may provide nominations for Alumni Achievement Awards.
- 2.1.3 Nominations will be submitted using the relevant nomination form.

2.2 Initial review and shortlisting of nominations

- 2.2.1 The Office of 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) Manager, Alumni Relations (Chair)
 - 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 Executive Committee of Council.
- #### 2.3 Council deliberation and resolution processes
- 2.3.1 The Executive Committee will consider the report of HAAC.
 - 2.3.2 To assist in its deliberations, the Executive Committee may obtain and consider additional information it considers necessary.

- 2.3.3 The Executive Committee will provide a report to Council on the recommended nominees and the Committee's deliberations.
- 2.3.4 Council will consider the report of the Executive Committee and confer any Alumni Achievement Award it wishes to award, provisional upon confirmation of the willingness of the nominee to accept the award.

2.4 Notification of decision

- 2.4.1 The Vice-Chancellor will write to the successful nominee(s) advising of Council'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, the Vice-Chancellor 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 and the Western Australian Institute of Technology (WAIT) who have had their award conferred by the University Council.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

Nomination Form

Policy Compliance Officer	Erika Beazley , Manager, Alumni and Community Relations Office of Advancement
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