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 Alumni Achievement Awards

   2.1.1 The Alumni Achievement Awards are:
   (a.) Lifetime Achievement Award
   (b.) Community Service Award(s)
   (c.) Global Impact Award(s)
   (d.) Innovation Award(s)
   (e.) Professional Achievement Awards
   (f.) Volunteer Leadership Award(s)
   (g.) Young Achievement Award(s)

   2.1.2 The frequency of the awards are:
   (a.) Only one award may be awarded in the Lifetime Achievement Award category each year.
   (b.) Four awards may be awarded in the Professional Achievement Award category each year, one for each of the four faculties:
       i) Faculty of Business and Law
       ii) Faculty of Health Sciences
       iii) Faculty of Humanities
       iv) Faculty of Science and Engineering
   (c.) Up to two awards may be awarded in the following categories each year:
       i) Community Service Award
       ii) Global Impact Award
       iii) Volunteer Leadership Award
       iv) Young Achievement Award
       v) Innovation Award

   2.2 Nominations for Alumni Achievement Awards

   2.2.1 A call for nominations for Alumni Achievement Awards will be made by University Advancement once a year.

   2.2.2 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.

   2.2.3 Nominations will be submitted using the relevant nomination form.

   2.2.4 Nominations received may be considered for two years only.

2.3 Initial review and shortlisting of nominations

   2.3.1 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.
2.3.2 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 Deputy Pro Vice-Chancellor and
      ii) A Faculty Dean or Head of School nominated by the Pro Vice-Chancellor
   c) Two previous Alumni Achievement Award recipients
   d) Two high profile Alumni

2.3.3 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.

2.3.4 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 may approve any Alumni Achievement 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

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<th>Policy Compliance Officer</th>
<th>Jysae Hooper, Manager, Alumni and Community Relations</th>
<th>University Advancement</th>
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REVISIION HISTORY

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