

Alumni Awards Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Achievement Awards Policy](#)

2. PROCEDURAL DETAILS

2.1 Alumni Awards

2.1.1 The Alumni 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) 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 following:
 - i) Business and Law
 - ii) Health Sciences
 - iii) Humanities
 - iv) 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) Innovation Award
 - iv) Young Achievement Award

2.2 Nominations for Alumni Awards

2.2.1 A call for nominations for Alumni 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 Awards. Nominations may not be accepted from nominees where there may be a conflict of interest.

2.2.3 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.

2.2.4 Nominations will be submitted using the relevant nomination form.

2.2.5 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 Awards Selection Committee/s for shortlisting.
- 2.3.2 The Alumni Awards Selection Committee/s will consist of:
- a) Manager, Alumni and Community Relations (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) Four Alumni Award recipients
- 2.3.3 The Alumni 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 Awards Selection Committee/s;
 - b) obtain and consider additional information from the Alumni Awards Selection Committee, other persons or the Senior Executive Team, 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 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 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 Awards

- 2.5.1 The awarding of Alumni Awards will be presented at the Alumni Awards Ceremony each year.
- 2.5.2 University Advancement 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 Awards webpage](#)

[Conflict of Interest Procedures](#)

Policy Compliance Officer	Jysae Hooper , Manager, Alumni and Community Relations University Advancement
Policy Manager	Vice-Chancellor
Approval Authority	Honorary Awards and Appointments Committee
Review Date	1 st April 2024

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)
	Approved	25/03/2019	Honorary Awards and Appointments Committee	HAAC 01/19	Attachment B to Item 1 (Conditional upon Council meeting 15/05/2019 (C 62/19) approving proposed changes to the Achievement Awards Policy)
	Approved	29/03/2021	Honorary Awards and Appointments Committee	HAAC 07/21	Attachment C to Item 9 Effective 12 May 2021