

University Recognition Committee Charter

Section 1 - Purpose

(1) The role of the University Recognition Committee is to oversee QUT's staff awards program, the Vice-Chancellor's Awards for Excellence and to recommend award recipients to the Vice-Chancellor and President in accordance with the <u>Vice-Chancellor's Awards for Excellence Policy</u>.

Section 2 - Accountability

(2) The University Recognition Committee is a management committee accountable to the Vice-Chancellor and President for fulfilling its responsibilities.

Section 3 - Responsibilities

- (3) The University Recognition Committee undertakes the following responsibilities:
 - a. considers nominations for Vice-Chancellor's Awards for Excellence for recommendation to the Vice-Chancellor and President for approval.
 - b. determines the relevant award categories, guidelines and nomination procedures each year.
 - c. considers the number of awards to be granted, the recipients of the awards, and the nature of the awards to each recipient.
 - d. provides advice to the Vice-Chancellor and President on policy and procedural matters relating to the awards.
 - e. provides relevant information to staff (and where relevant students).

Section 4 - Delegations

(4) The University Recognition Committee recommends award recipients to the Vice-Chancellor and President to approve Vice-Chancellor's Awards for Excellence (refer to <u>Register of Authorities and Delegations</u>, delegation VC100).

Section 5 - Membership

- (5) Membership categories:
 - a. Vice-Chancellor and President or nominee as Chair;
 - b. Vice-President (People) and Chief People Officer ex officio;
 - c. Executive Director, Marketing and Communications ex officio;
 - d. The following members are nominated by the Vice-Chancellor and President:
 - i. a Deputy Vice-Chancellor;
 - ii. a Vice-President;
 - iii. an Executive Dean;

- iv. an Aboriginal and/or Torres Strait Islander staff member (where the University Recognition Committee does not otherwise include a member who has identified as Indigenous Australian);
- v. one academic staff member;
- vi. one professional staff member; and
- e. Two previous awards for excellence recipients nominated by the Chair (normally one academic and one professional staff member).

Section 6 - Meeting frequency

(6) University Recognition Committee meets annually, or as needed.

Section 7 - Procedures

(7) University Recognition Committee operates in accordance with Council Procedure 1 - Committee Operations.

Section 8 - Secretariat

(8) A nominee of the Vice-President (Administration) and University Registrar is secretary, on recommendation of the Vice-President (People) and Chief People Officer.

Status and Details

| Status | Current |
|---------------------|---|
| Effective Date | 7th September 2022 |
| Review Date | 30th November 2023 |
| Approval Authority | Vice-Chancellor and President |
| Approval Date | 7th September 2022 |
| Expiry Date | To Be Advised |
| Responsible Officer | Gillian Bromley Vice-President (People) and Chief People Officer |
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