

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 [Vice-Chancellor's Awards for Excellence Policy](#).

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 [Register of Authorities and Delegations](#), 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
Author	Gillian Bromley Vice-President (People) and Chief People Officer
Enquiries Contact	Gillian Bromley Vice-President (People) and Chief People Officer <hr/> Administrative Division