

## VICE CHANCELLOR'S AWARDS FOR EXCELLENCE IN RESEARCH AND RESEARCH TRAINING 2007

### 1 The Awards Scheme/ Background

The Vice-Chancellor has approved the presentation of Awards for Excellence in Research to recognise high quality research and research training within the University.

Up to thirteen awards, known as the 'The Vice-Chancellor's Citation for Excellence in Research', will be granted when applications are of an appropriate standard. The awards will serve three main objectives:

- i. To provide formal recognition within the University of outstanding achievement in research and research training,
- ii. To provide researchers with recognition useful for external and internal career development and, funding opportunities, and
- iii. To provide the University with an opportunity to obtain significant publicity for University research and researchers

Citations may be made for an individual **Staff Researcher**, for a **Research Degree Graduate** and for a **Research Supervisor**. One Citation for excellence in research may be made available to a staff member of the TAFE Division. Up to three Citations will be made available to **Research Teams**, to be judged from across the University. The recipients of the Citations will then be considered for the peak awards, called 'The Vice-Chancellor's Peak award for Excellence in Research'. One Peak award may be awarded in each of the categories of Staff Researcher, Research Degree Graduate, Research Supervision and Research Team. Citations and Awards will only be made if the nominations are judged by the Selection Committee to be of sufficient standing.

All awardees will receive a Citation certificate commemorating their achievement, and a prize of \$500 and a certificate. The Staff, Student Supervision, Research Degree Graduate and Research Team recipients of the Peak Awards for Excellence will receive an award for \$5,000 and a certificate. Prize money is to be used to further the research or related research, by staff and preferably by graduates if appropriate.

The announcement of the peak award winners for Staff, Student Supervision and Research Team will be made at the Vice-Chancellor's Awards event (Friday 7 December, 2007). A separate presentation will be held for the Research Degree Graduate winners.

**Citations: A Vice-Chancellor's CITATION for Excellence in Research may be awarded in each of the following categories:**

1. Staff Researcher
2. Research Degree Graduate
3. Research Supervision
4. Research Team

From applicants across the University, from the Faculties, Schools, Divisions, Institutes and Centres. One award for TAFE will be available for a Staff Researcher.

**Peak Awards: The Vice-Chancellor's PEAK AWARDS for Excellence in Research may be awarded in each of the following categories:**

1. Staff Researcher
2. Research Degree Graduate
3. Research Supervision
4. Research Team

The announcement of the peak award winners will be made at the Vice-Chancellor's Awards event.

## 2 Eligibility

- **Staff Researcher:** All higher education staff and TAFE staff who have been employees of Victoria University for a minimum of two years and who are actively involved in research are eligible to apply for these awards, irrespective of level of appointment, form of employment or length of experience.
- **Research Degree Graduates:** All Research Degree Graduates of the University whose Examiners' Reports have been received between 1 July 2006 and 30 June 2007 are eligible to apply.
- **Research Supervision:** All Research Supervisors of the University who are actively involved in research supervision of one or more research students and who have successfully seen at least two students through to satisfactory completion of a research degree (at this University) are eligible.
- **Research Team:** A Research Team is defined as a group of researchers producing a coherent set of research outcomes. The team must demonstrate significant group achievement and group synergies leading to outstanding outcomes. Applications are to be submitted by a Team Leader(s) on behalf of the team.

3. **Definition of Research:** For the purposes of these Awards, research is interpreted broadly and includes projects that have attracted internal and/or external funding, research that has led to publication and/or conference proceedings, research which has resulted in works or performances.

## 4. Nomination and Application Process

### Step 1: The nomination process

Nominations are called for by the VC requesting nominations for awards. Any staff member or student may nominate and must complete the nomination form (see website). It is expected that Nominees will seek the support of an appropriate person (e.g. Supervisor, Head of School, Associate Dean, Dean etc).

Where staff are eligible for more than one award category, they will be advised to seek guidance from the Staff College (and the Office of Research where applicable) as to the most appropriate category – it is normally expected that applicants will only submit in one category.

### Step 2: The application process

Eligible individuals or team applicants will write an application addressing the selection criteria. Specific criteria for each category are described later in this document. Applications must include a citation of no more than 80 words outlining the research contribution of the candidate. **This is intended to be used for publicity purposes and must be written in plain language.**

**Applications close: 20<sup>th</sup> August 2007 (SEND TO STAFF COLLEGE)**

## 5. Support for Applicants

The co-ordination and administration of the nomination process for these citations will be conducted by the Staff College. Nominees will be invited to consider their nomination and potential application. If they choose to apply, various forms of support will be available.

**Nominator:** The role of the nominator is to make clear what it is about the nominee's work that is exemplary. The nominator maybe asked to provide a reference as part of the applicant's submission.

**Staff College:** The role of the Staff College is to facilitate workshops designed to support applicants – these workshops will be listed on PD online. These sessions will cover information on the procedures and timelines as well as guidance on writing an application that covers the Vice-Chancellor's Citations and Awards requirements. The Staff College will also assist applicants in the preparation of their submission by providing advice and

feedback. This may involve assistance with addressing criteria, adhering to submission requirements and how to provide evidence and substantiate claims.

**Head of School:** The role of the Head of School is to ensure that the candidate/s is offered appropriate assistance to prepare the submission. This role may involve mentoring, reading and editing the submission/s and generally championing the candidate/s.

**The Offices for Research and Postgraduate Research:** The role of the Office for Research is to be available to offer guidance in the categories of Staff Researcher and Research Team, and the Office for Postgraduate Research in the categories of Research Supervision and Research Degree Graduate.

## 6. Research Awards Selection Process

The Research Awards Selection Committee may be comprised of:

- The Vice-Chancellor or nominee (Chair)
- Deputy Vice-Chancellor (Research and Region)
- Director, Office for Research
- Director, Office for Postgraduate Research
- One Associate Dean (Research and Research Training)

In considering nominations, the Panel will be cognisant of the focus of the Research and Research Training Functional Plan and the University Strategic Plan in moving research outside the bounds of the University and expanding outcomes such as commercialisation and impact on society. An important consideration will be the synergistic outputs and impacts of the Team.

### **Vice-Chancellor's Peak Award for Excellence in Research:**

Separate nominations for the Vice-Chancellor's Peak Award for Excellence in Research are not required because all recipients of a Citation will automatically be considered for the appropriate Vice-Chancellor's Peak Award.

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## SPECIFIC REQUIREMENTS FOR EACH CATEGORY

### Staff Researcher category

Nominations for the Vice-Chancellor's Citation for Excellence in Research for staff will be considered on the basis of an excellent recent (up to 3 years) research record involving substantial project(s), or an exemplary single project over a shorter time frame. To be eligible for an Award, a nominee must have been a staff member of Victoria University for a minimum period of two years. Each Staff Researcher submission is to be made by an individual researcher. It will be assessed on the basis of the degree to which the selection criteria below have been met.

### Application content

Each application must include:

- a) A nomination form signed by the nominee and supported by an appropriate person, and completion of a plain language citation.
- b) A statement, prepared by the nominee, of no more than four (4) A4 single sides, addressing the selection criteria for these awards.
- c) A curriculum vitae (max 2 pages).

### Selection criteria

1. **Research output:** Evidence of peer reviewed research output (eg. peer-reviewed journal publications, refereed conference proceedings etc) and its impact (eg. citations, adoption by community, industry, or government etc). Other research outputs, such as performances, works and portfolios, can be included with evidence outlining a selection process.
2. **Research support:** Amount of funding attracted, listing project, funding source and participants for each grant and/or contract research project.
3. **Research leadership:** Evidence of research leadership and/or collaboration activities.

*The page limit will be strictly administered. Submissions that do not adhere to the requirements (style requirements and/or addressing the criteria) will not be forwarded to the Panel for consideration.*

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## Research Team category

Applications for the Vice-Chancellor's Citation for Excellence in Research in the Research Team category will be considered on the basis of an excellent recent (up to 3 years) research record involving substantial project(s), or an exemplary single project over a shorter duration. To be eligible the team must demonstrate **significant group achievement and group synergies leading to outstanding outcomes**. A majority of the nominated Team must have been employed as full time staff members of Victoria University for a minimum period of two years. Each Research Team submission is to be made by a team leader or joint team leaders on behalf of a Team. It will be assessed on the basis of the degree to which the selection criteria below are met.

### Application content

Each application must include:

- a) A nomination form signed by the nominee and supported by an appropriate person, and completion of a plain language citation.
- b) A statement, prepared by the nominee, of no more than four (4) A4 single sides, addressing the selection criteria for these awards.
- c) The name of two confidential referees, at least one of which is to be external.
- d) A statement (not more than one single sided A4 page) outlining the development of the team, the role, and contributions of its members, the mode of collaboration, and the achievements of the team.
- e) Letters of support from the supporting Faculty/Faculties, arranged by the Team Leader(s)
- f) A curriculum vitae (not more than 2 single sided A4 pages) for each team member.

### Selection criteria

1. **Research output:** Evidence of peer reviewed research output (eg. peer-reviewed journal publications, refereed conference proceedings etc) and its impact (eg. citations, adoption by community, industry, or government etc). Other research outputs, such as performances, works and portfolios, can be included with evidence outlining a selection process.
2. **Research support:** Amount of funding attracted, listing project, funding source and participants for each grant and/or contract research project.
3. **Research leadership:** Evidence of research leadership and/or collaboration activities.

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## Research Supervision category

Applications for the Vice-Chancellor's Citation for Excellence in Research Supervision will be considered on the basis of an excellent recent (2-3 years) supervision of at least one full time research student in exemplary project(s). To be eligible a nominee must have been a staff member and a supervisor for a minimum period of two years. The application will be assessed on the basis of the degree to which the selection criteria below are met.

### Application content

For the purpose of this award each application must contain the following:

- a) A nomination form signed by the nominee and supported by an appropriate person, and completion of a plain language citation.
- b) A statement prepared by the nominee of not more than four (4) pages addressing the selection criteria.
- c) An individual and signed statement from up to three current or former research students supporting and giving examples of excellent practice on the part of the candidate against criteria listed above.
- d) A curriculum vitae (max 2 pages)

### Selection criteria

1. **Academic:** Use of supervisory training and mentoring strategies that have led to the academic advancement of the student, dissemination of quality research outcomes (ie. presentation and publication of research outcomes both internal and external to the University) and the facilitation and development of academic networks.
2. **Management:** Achievement of timely quality outcomes, including completions, regular and accessible contact with students, knowledge of administrative research management requirements.
3. **Support:** Encouragement and support of student(s), including career development, access to facilities, and contribution to development of research culture within the broader School and Faculty.

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## Research Degree Graduate category

Applications for the Vice-Chancellor's Citation for Excellence in Research in the Research Degree Graduate category will be considered on the basis of the production of a highly regarded thesis and publication of research outcomes. To be eligible a nominee must have been a research degree graduate of the University whose examiners' reports have been received between 1 July 2006 and 30 June 2007. The Office for Postgraduate Research will be requested to provide (a) all examiners' reports in full, and (b) a statement form regarding time-to-completion of the thesis. The application will be assessed on the basis of the degree to which the selection criteria below are met.

### **Content of the Application**

Each application to be considered for these awards must contain the following:

- a) A nomination form signed by both the nominee and a supervisor or other appropriate person, and completion of a plain language citation including the thesis title.
- b) A statement prepared by the Nominee of not more than three (3) single sided A4 pages addressing the selection criteria.
- c) Full examiners reports and a statement regarding time-to-completion of the thesis will be obtained from the Office for Postgraduate Research by Staff College.
- d) Comments from the Supervisor, up to one page, which indicate the significance of the research in its field and which place the examiners reports into perspective should be included.
- e) A curriculum vitae (max 2 pages)

### **Selection criteria**

1. **Thesis quality:** Highly regarded thesis as testified by the examiner's reports and time-to-completion.
2. **Publications:** Quality papers published in refereed journals, preferably of international standing, inclusion of work in national and international conference proceedings and impact of research findings demonstrated by industry/community adoption. Other research outputs, such as patents, performances, works and portfolios, can be included with evidence outlining a selection process.
3. **Professional and systematic approach to research** demonstrating a proven competence in research management and processes.

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