



Anglia Ruskin
University

**Anglia Learning
& Teaching**

Vice Chancellor's Annual Awards

Awards Guidance 2019

Awards Guidance

The Vice Chancellor's Awards seek to publicly celebrate and reward outstanding contributions made to the achievement of our ambitions. Our Strategy (Designing our Future, 2017–2026) describes our ambitions – we want:

- an outstanding and inclusive educational experience for our students;
- transformative research and innovation;
- impactful community engagement and leadership;
- vibrant university communities of students, staff and the wider ARU community;
- distinctive and people-facing approaches to solving challenges;
- a high-quality and sustainable infrastructure;
- effective, efficient and sustainable use of resources.

To be considered for an Award, nominations will demonstrate a positive, 'can-do' attitude which helps us to realise one or more of the ambitions above. Nominations will describe activities which are ambitious, imaginative and collaborative and include evidence of demonstrable impact.

The Awards apply to all who work here and we positively encourage nominations from individuals and teams whose work might not be as visible as others', but whose contribution is none the less essential to our success.

Every academic year, up to eight awards will be made, each with a monetary value of £2000*. The Awards may be taken in cash or used, subject to agreement, to purchase equipment, make charitable donations, etc. Successful nominees will also receive a framed certificate to celebrate their achievement.

Eligibility Criteria

Every one of us, in all roles, has a part to play in our success. The Awards will be interpreted in the broadest of senses to include colleagues from all support services as well as academic staff subject to the following criteria:

1: Nominated individuals must meet one of the eligibility criteria below:

- Those employed by Anglia Ruskin must have been employed for the full year preceding the date of the call for nominations. For this cycle of Awards, nominees must have been employed by us for the period **1 January 2018 to 31 December 2018** inclusive.
- Those working within our community, but not employed by Anglia Ruskin, must demonstrate a sustained working relationship with us for the year prior to the date of the call for nominations (for this call, between 1 January 2018 to 31 December 2018) **and** must demonstrate that this working relationship is ongoing and will continue for the foreseeable future.

2: An Award can be made to individuals, or to teams. **Each** individual in a team nomination must meet one of the eligibility criteria described above. Where an Award is made to a team, one framed certificate will be provided for each campus represented by the nominated team members.

3: Individuals nominated for individual awards or within team awards must have completed their probation.

4: Normally, the activity for which an individual or team is nominated for a VC Award should not have been supported by any other form of University funding. Eligible activities must be recent (within the last year) and/or sustained over a number of years.

5: An individual or team may be nominated once only within each Award cycle. There will be a three-year time limit on making a new nomination for those who have gained an Award.

6: An individual or team who gains an award may not be nominated again for essentially the same activity.

Applying for an Award

A full application for a Vice Chancellor's Award consists of a nomination, a supporting statement and appendices evidencing impact (if desired).

The Nomination

Nominations may be made either by:

- a) self-nomination
- b) nomination by a colleague or relevant group such as the Students' Union, community group or local business (in this case, please ensure that the individual, or appropriate team leader, has agreed to be nominated).

The nomination must consist of a statement of no more than **500** words – one side of single-spaced A4 – describing what an individual (or team) did to make an excellent contribution to our ambitions and Corporate Objectives. Nominations may attach appendices of up to 3 sides of A4, which contain evidence of impact such as data and graphs; quotations from others; feedback etc.

Nominations must clearly indicate the objectives of the work undertaken, and the impact. Therefore the nominated activity should be at a stage where the impact of it is known and evidence can be provided. The nomination should not be just a description of work in progress which can only be assumed to have made a difference.

The Supporting Statement

In addition to the nomination, a supporting statement of no more than **500** words, from a relevant person (usually the Dean of Faculty, Director of Service or their nominee) or group (e.g. customer, community group), must be submitted. Please ensure that you submit your nomination as soon as possible to your supporter to give them time to write their statement of support. Supporters are required to 'Verify, Validate and Extend' the nomination.

Verify: Firstly, given the nominee's or team's role, can they be confident that the evidence in this nomination can have been produced by this particular nominee or team and that all contributors to the activity have been listed as team members;

Validate: Given the evidence presented, does this evidence truly support a claim for excellence by this nominee or team;

Extend: What further evidence of the excellence of the ambition, imagination, and collaboration of this nominee or team can they add to the nomination.

For multi-disciplinary team applications, the Dean of Faculty or Director of Service of each faculty/service involved must approve the application, but only one needs to write the supporting statement and sign the claim.

Forms for nominations and supporting statements are available from the Anglia Learning & Teaching website at arul.ink/alt-vca.

Appendices

The panel members are particularly interested in nominations where the full impact of the nominated activity can be evidenced. For example, such evidence might include student or staff quotations, scanned copies of photographs or press reports, or – if possible – through graphs and metrics. Up to 3 sides of A4 appendices may be included with the nomination. Appendices do not count in the word count.

Support in Developing an Application

Anglia Learning & Teaching offers support to colleagues who wish to make an application for a VC Award. Please call Dr Jaki Lilly on ext. 2783 to discuss your application, or to arrange a meeting.

Selection Process

The initial selection will be made by a broad-based selection Panel to represent the potentially wide range of nominations. The selection Panel will include:

A Deputy Vice Chancellor; the Director of Student Services; the Head of Learning and Teaching; the Director of Human Resources; a Director of another Support Service; and a Dean of Faculty (if necessary panel members may nominate a suitable replacement).

The Panel's recommendations will be forwarded to the Vice Chancellor for approval. The Vice Chancellor's decision will be considered final and no further correspondence will be entered into.

Successful nominees will be notified in May, and the Awards will be made in the summer at an event to be confirmed.

Submitting an Application

A full application (nomination and supporting statement) should be emailed to Anglia Learning & Teaching, alt@anglia.ac.uk, with 'Vice Chancellor's Award' in the subject line.

The full application **must not** exceed the word count (**1000 words**, excluding words pre-existing on the proforma). Appendices, of **up to 3 sides of A4**, which give details of the evidence of impact, **are not** counted in the word count.

Closing Dates

There are **two** closing dates.

One, the latest date by which your **Dean of Faculty / Director of Service** must receive your application for approval: **Friday 5 April 2019**

and two, the latest date for submission to **Anglia Learning & Teaching: Friday 12 April 2019.**

It is the nominee's responsibility to ensure that their nomination is submitted to Anglia Learning & Teaching (alt@anglia.ac.uk) in time.

Further information

Our website has information on the activities of individuals and teams who have won a Vice Chancellor's Award since the inception of the scheme in 2008. For inspiration, please see the past winners' pages at arul.ink/alt-vca.

Please contact Dr Jaki Lilly, jaki.lilly@anglia.ac.uk, ext. 2783, if you have any further queries.

* The panel reserves the right to increase the monetary value of the award for successful team nominations.

Contact **Anglia Learning & Teaching**

Call: 01223 698 638

Email: alt@anglia.ac.uk

Web: www.anglia.ac.uk/alt

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