

This is a draft policy under development and is subject to review by Risk, Compliance and Audit. It should not be construed as an approved University policy and acted upon as such.
Any comments on this draft should be directed to the designated contact on the
[*draft policies webpage*](https://www.curtin.edu.au/about/governance/compliance-legal/draft-policy/)

Alumni Awards Procedures

# COMPLIANCE OBLIGATION SUPPORTED

[*Achievement Awards Policy*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/)

# PROCEDURAL DETAILS

This procedure covers the administration of the Alumni Awards which are presented at the Alumni Awards ceremony each year.

* 1. Per the [*Achievement Awards Policy*](#_COMPLIANCE_OBLIGATION_SUPPORTED), the criteria for the Alumni Awards are that the person:
1. is a graduate of the University; and
2. has demonstrated leadership, innovation and excellence in their career; and
3. has made a significant contribution to society.
	1. Award categories include:
4. John Curtin Lifetime Achievement Award
5. Community Service Award(s)
6. Global Impact Award(s)
7. Innovation Award(s)
8. Professional Achievement Awards
	1. Business and Law
	2. Health Sciences
	3. Humanities
	4. Science and Engineering
9. Young Achievement Award(s)
	1. Only one award may be awarded in the John Curtin Lifetime Achievement Award category each year.
	2. Four awards may be awarded in the Professional Achievement Award category each year, one for each of the subcategories.
	3. Up to two awards may be awarded in the following categories each year:
10. Community Service Award
11. Global Impact Award
12. Innovation Award
13. Young Achievement Award

# Nominations for Alumni Awards

* + 1. A call for nominations for Alumni Awards will be made by University Advancement once a year.
		2. Alumni, community members, Council members and employees of the University may provide nominations for Alumni Awards. Nominations will not be accepted from nominees where there may be a conflict of interest.
		3. Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.
		4. Nominations will be submitted using the relevant nomination form available from the [Alumni Awards webpage](#RelatedDocs).
		5. Nominations received may be considered for two years only.

# Initial review and shortlisting of nominations

* + 1. University Advancement:
1. is responsible for the initial review of nominations to ensure:
	1. all relevant criteria has been addressed;
	2. all supporting documentation has been provided; and
	3. due diligence on recommended nominees has been undertaken.
2. will forward completed nominations to the Alumni Awards Selection Committee/s for shortlisting.
	* 1. The Alumni Awards Selection Committee/s will consist of:
3. Manager, Alumni and Community Relations (Chair) or nominee
4. Two representatives from each Faculty, being
	1. the Pro Vice-Chancellor or Deputy Pro Vice-Chancellor and
	2. A Faculty Dean or Head of School nominated by the Pro Vice-Chancellor.
5. Four Alumni Award recipients.
	* 1. The Alumni Awards Selection Committee/s will:
6. assess nominees against the criteria; and
7. provide a report on the recommended nominees to the Honorary Awards and Appointments Committee (HAAC) for consideration.
	* 1. The HAAC will:
8. consider the report from the Alumni Awards Selection Committee/s and request additional information if deemed necessary; and
9. provide a report on the recommended nominees to the Vice-Chancellor.

# Decision making process

* + 1. The Vice-Chancellor will consider the report of HAAC and may request any additional information.
		2. The Vice-Chancellor may approve any Alumni Award and will advise University Advancement of these approvals.

# Notification of decision

* + 1. University Advancement will advise the successful nominee(s) of the Vice- Chancellor’s decision and will invite the nominee to accept the award.
		2. Where a nomination is unsuccessful, University Advancement will advise the nominator, in confidence, of the outcome.

# Role of University Advancement

* + 1. University Advancement will:
			1. coordinate all public relations and media services in relation to the awards;
			2. maintain a list of awardees; and
			3. manage the University’s ongoing relationship with the awardee.

# RESPONSIBILITIES

Responsibilities are as set out in Section 2.

# SCOPE OF PROCEDURES

These procedures apply to employees, students, adjuncts, University Associates, Council members, contractors and visitors in any location or campus offshore or within Australia.

# DEFINITIONS

(Note: Commonly defined terms are located in the [*Curtin Common Definitions*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/). 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.

# SCHEDULES

*Nil*

1. **RELATED DOCUMENTS/LINKS/FORMS**

Alumni Awards webpage

[*Achievement Awards Policy*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/#A)

[*Disclosure of Relationships and Interests Procedures*](https://www.curtin.edu.au/about/governance/compliance-legal/find-a-policy/#D)

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| --- | --- |
| **Policy Compliance Officer** | [Amy Barrett](https://staffportal.curtin.edu.au/staff/profile/view/amy-barrett-f084a4a5/) Manager, Alumni and Community Relations | University Advancement |
| **Policy Manager** | Vice-Chancellor |
| **Approval Authority** | Honorary Awards and Appointments Committee |
| **Review Date** | 1st April 2028 |

# 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 9Effective 12 May 2021 |
|  | Approved | 26/18/2024 | Honorary Awards and Appointments Committee |  HAAC 11/24 | Attachment A to Item 9.1 |