

The first section covers 'About the Nominator, Supervisor and Endorser' and will appear as follows:

VICE-CHANCELLOR'S EXCELLENCE AWARDS FOR PROFESSIONAL STAFF

Welcome to the nominations for the Vice-Chancellor's Excellence Awards for Professional Staff.

These Awards recognise individuals and teams who have made an outstanding contribution to Monash, going above and beyond the requirements of their roles, demonstrating significant and sustained achievement in a given activity, program or initiative.

ELIGIBILITY FOR PROFESSIONAL AWARDS

Prior to completing this form, please review the eligibility criteria and general nominations guidelines listed on the Vice-Chancellor's Excellence Awards website to confirm eligibility of your nominee.

[View eligibility for Professional Awards here.](#)

[View general Nominations Guidelines here.](#)

- I have reviewed the Professional Awards eligibility criteria and the general Nominations Guidelines.

ABOUT THE NOMINATION

Is this an individual or a team award nomination? Please note: the team could be a working group, a committee, or a project team for example.

- I'm nominating an individual
 I'm nominating a team

Please bear in mind that if you are nominating a team, you will be presented with the above 'nominee' section for each member of the team.

The Selection Criteria section includes four questions:

[View Award Themes and Selection Criteria here.](#)

[View Nominations Process here.](#)

Professional Excellence (maximum 500 words)

Please describe the achievements of the nominated individual or team in relation to the Award Themes and outline how the nominee/s has/have demonstrated going above and beyond the requirements of their role/s.

Impact (maximum 300 words)

Please describe the positive impact the nominee/s achieved and the extent their contributions benefitted staff, students or the broader Monash community.

Culture (Impact 2030) (maximum 300 words)

Please describe how the nominee/s has/have aligned with the value/s of discovering, learning, purposeful, collaborative, honest and/or fair.

NOMINATION HIGHLIGHTS (maximum 100 words)

Please provide a succinct summary of the reasons for this nomination. This abridged format will be used for promotion of the Awards, including the Awards website, other communications and may be provided to the nominee.

You may also wish to prepare supporting information as per the below question:

ADDITIONAL DOCUMENTATION (OPTIONAL)

You may wish to submit additional documentation to support the nomination, for example testimonials, photos or graphics demonstrating how the nominee/s has/have gone above and beyond the requirements of their role/s.

Please note: Additional documentation **must be** combined into one attachment of no more than **five** A4 pages