

Alumni Awards Policy

Section 1 - Background and Purpose

(1) To ensure coordinated management of all processes relating to the identification, application, notification and awarding of Alumni Awards at La Trobe University.

Section 2 - Scope

(2) This Policy applies to all:

- a. Schools, campuses, divisions and organisational units of the University
- b. Alumni Awards

Section 3 - Policy Statement

(3) La Trobe University takes great pride in the achievements of its alumni and presents a select number of awards each year to those who have demonstrated significant personal, community and/or professional achievement.

(4) These awards also honour inspirational leadership and exceptional human qualities. The two categories of Alumni Awards presented are:

- a. Distinguished Alumni Award : awarded to eminent La Trobe University alumni who have demonstrated significant accomplishments in their personal and professional life, or for service to their community, state or nation. The expectation is that they will be nationally or internationally recognised.
- b. Young Achiever Award: presented to alumni under the age of 40. It is awarded to those who have achieved significant career success within a relatively short period of time.

Section 4 - Procedures

General

(5) The Alumni and Advancement Office (AAO) is responsible for the co-ordination of the nomination, application and notification processes relating to the awarding of Alumni Awards at La Trobe University.

(6) The AAO and University Events are responsible for the management of the University Dinner which the alumni awards are presented.

(7) The University Council is the University committee with responsibility for the approval of the Alumni Awards.

Identification of a Potential Alumni Award Nominations

(8) The call for nominations is initiated each year by a special message to all alumni through the alumni e-news and an eDM (electronic Direct Mail), as well as internal communications channels to staff members including staff news.

This communication directs alumni and staff to the [alumni awards section](#) of the La Trobe [Alumni and Advancement Website](#), which provides a context for the nominations process, selection criteria and an [online nomination form](#).

(9) The AAO also complete research to identify alumni who should be nominated for an award. The AAO is also happy to investigate recommendations by other members of the University community.

Nomination Process for Alumni Awards

(10) Nominations are made by a nominator, [on-line](#), and may be submitted at any time during the year. Nomination packs can also be downloaded from the alumni website and be posted into the AAO. A specific nomination period will also be promoted to the Alumni and University community in the first quarter of each year, with nominations for both Alumni Awards and Honorary Degrees closing simultaneously in May each year.

(11) Nominators are typically a fellow alumnus, the Provost or a University staff member.

Selection Committee Review of Nominations

(12) The nominations received are catalogued and processed by the AAO and copies of these nominations are collated and distributed to members of the Alumni Awards Selection Committee - Terms of Reference for this committee is available upon request. The AAO will exclude any nominations that do not meet the selection criteria before they are reviewed by the Alumni Awards Selection Committee.

(13) The role of the committee is to assess nominations and to make recommendations to the Council. The Chancellor is the Chair of the Committee. As such her role at the meeting is to ensure that selections are made according to the selection criteria.

(14) The AAO provides a briefing note on the nominations to assist the Chancellor and the committee members in the selection process.

(15) The terms of reference dictate that no more than eight awards are to be presented each year to ensure standards are high level and to indicate that the award recipients are being inducted into a very elite and selective group. It also ensures a manageable number of presentations at the event.

Council Review of Proposed Recipients

(16) The Alumni Awards Selection Committee via the AAO and Governance will then seek approval from the Council. This will either be at the next Council meeting or for out of session by circular resolution.

Notification of Outcomes of Nominations

(17) Once the University Council has approved the selected nominees a formal letter of congratulations is sent to each award recipient. These letters will be prepared by the AAO and signed by the Chancellor. The letters include:

- a. media release form
- b. confirm date of University Dinner featuring Alumni Awards
- c. pre written bio for use in the University Dinner program

(18) Letters are also sent to the unsuccessful nominators and nominees which are prepared by the AAO and signed by the Chief Advancement Officer.

(19) Announcements are made on the [Alumni and Advancement Website](#), Alumni News and UniNews. Media and Communications are also informed in preparation for the University Dinner.

Liaison with Alumni Award Recipients

(20) AAO communicates with the award recipients and work with University Events on the management and delivery of the University Dinner featuring the alumni awards.

Management of University Dinner featuring Alumni Awards

(21) Management of the University Dinner featuring alumni awards is the responsibility of the AAO and University Events team.

(22) The Senior Management Team are required to provide input into the guest list and attendance at the event.

Section 5 - Definitions

(23) For the purpose of this Policy:

- a. Distinguished Alumni Award: awarded to eminent La Trobe University alumni who have demonstrated significant accomplishments in their personal and professional life, or for service to their community, state or nation. The expectation is that they will be nationally or internationally recognised
- b. Young Achiever Award: presented to alumni under the age of 40. It is awarded to those who have achieved significant career success within a relatively short period of time.

Status and Details

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