

ESE Values - Internal Awards and Recognition Scheme

Purpose

Originally created in November 2020 and changed in March 2022, the Internal Awards and Recognition Panel aims to recognise the contributions ESE staff make to the Department in line with our values:

Supportive | Excellence | Integrity | Innovative | Inclusive | Inspiring

Eligibility

Any ESE staff member who has worked for the Department in the period under consideration is eligible to be nominated or to self-nominate for a values award whilst teaching assistants can be awarded the TA-award.

Awards and timetable

In 2019 we collectively chose our departmental values during the away day. With the Values Awards we will recognise any ESE staff member supporting us in 1.) enhancing our department's culture and 2.) enabling the Department of Earth Science and Engineering to be the best place to study, research, teach and work. Awards will also be given to exemplary GTAs or UTAs and annually, the contributions of teams will be recognised by a Team award.

VALUES AWARD	Values Awards are awarded to members of staff who have proven one or more of our values in a sustained contribution, in their day-to-day work or who have made a one-off significant contribution to a specific project or task across the dates of this award period.
TEACHING ASSISTANT AWARD	The Teaching Assistant Awards are awarded to GTAs or UTAs who have gone above and beyond what might normally be expected in their role to the benefit of their colleagues, supervisors or the students they are supporting.
TEAM AWARD	The Team Awards are awarded to a team of colleagues who have gone above and beyond what is expected of them consistently over the course of a year.

There will be two rounds of awards per year. See details in the table below.

Period	Type of award	Max no. of awards	Value of award	Deadlines
	Values Award	6	£750	<ul style="list-style-type: none"> Launch 1 Feb

01/09 to 31/01	Teaching Assistant Award	2	£100 Amazon voucher	<ul style="list-style-type: none"> • Close 28/29 Feb • Decisions made and communicated by 31 March • Awardees recognised at the next All Staff meeting
01/02 to 31/08	Values Award	6	£750	<ul style="list-style-type: none"> • Launch 1 October • Close 31 October • Decisions made and communicated by 30 November • Awardees recognised at the next All Staff meeting
	Teaching Assistant Award	2	£100 Amazon voucher	
	Team Award (for the full year)	1	Up to £1,000 towards a team event, training etc. This depends on the size of the team.	

Process

At the launch of each round, an online nomination form will be circulated via the Head of Department.

Whilst most applications will likely come via a nomination, we also welcome self-nominations as some colleagues' activities may not have the same visibility as others. Line Managers are encouraged to reflect on their team members, introverts and extroverts alike, before nominating.

Statements of no more than 200 words should clearly explain how the nominee has met the criteria of one or more ESE values during the award period.

These statements will be considered by the Internal Awards and Recognition Panel against the criteria set out above. The number of Departmental awards in the table shows the maximum number of awards available in each period. The Panel may make no or fewer awards where insufficient nominations meet the published criteria. Each award period is considered independently, hence it is possible that some colleagues making consistently excellent contribution may receive two awards in a single year. Course leaders might be contacted and asked for feedback if the Panel cannot judge from the statements alone whether the nominated students are meeting the criteria for the Teaching Assistant Award.

Nominees and colleagues who are nominated, will be informed by the dates set in the Awards timetable.

Where a member of the Panel has been nominated, their nominations will be discussed without them.

Any procedural questions can be addressed to anyone on the panel.

The following examples in the table below might help writing the nominating statement, but it is a non-exhaustive list.

SUPPORTIVE	<p>Ambition Providing a supportive community where everyone collectively supplies encouragement and help to each other.</p> <p>Keywords for example:</p>
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	<ul style="list-style-type: none"> • Encouraging • Caring • Sympathetic • Reassuring <p>Examples of Positive Behaviour:</p> <ul style="list-style-type: none"> • Care about mental health and wellbeing of other ESE members, staff and students. • Supply a safe and non-judgemental space to discuss wellbeing if needed. • Approach work and colleagues with a positive and optimistic mindset. • Show interest and care for colleague's work.
EXCELLENCE	<p>Ambition</p> <p>Striving for quality in everything we do, taking pride in our work, delivering impact through our commitment while balancing with realistic expectations and care for everyone's wellbeing. However, excellence should never be driven at the cost of any of the other values, or mental health, or poor behaviour under stress.</p> <p>Keywords for example:</p> <ul style="list-style-type: none"> • Impact • Accountability • Effectiveness • Dedication <p>Examples of Positive Behaviour:</p> <ul style="list-style-type: none"> • Recognise impressive performance. • Take ownership for goals and ensure they are in service of the Department and College's mission. • Take personal responsibility for the quality of work and make the best use of time by planning and prioritising tasks. • Challenge myself and my colleagues to make a positive difference through the work we do.
INTEGRITY	<p>Ambition</p> <p>Acting in a principled way, being honest and open, checking, challenging and changing our practices and behaviours when necessary.</p> <p>Keywords for example:</p> <ul style="list-style-type: none"> • Transparency • Ethics • Trust • Authenticity <p>Examples of Positive Behaviour:</p> <ul style="list-style-type: none"> • Listen carefully and respond honestly. • Ask for guidance to help make the right decisions. • Speak up when seeing that something isn't right.

	<ul style="list-style-type: none"> • Tackle bullying or disrespectful behaviours. • Admit mistakes and resolve them.
INNOVATIVE	<p>Ambition Encouraging and supporting original and creative thinking across the department's activities (research, departmental functions, EDI, wellbeing etc.).</p> <p>Keywords for example:</p> <ul style="list-style-type: none"> • Originality • Creativity • Inventive • New ideas <p>Examples of Positive Behaviour:</p> <ul style="list-style-type: none"> • Challenge the status quo and seek better ways of getting work having an impact. • Seek to understand the need for change and find opportunities to create solutions. • Actively search for innovations and different options and opportunities. • Seek out opportunities to develop knowledge and skills. • Be open to interdisciplinary solutions.
INCLUSIVE	<p>Ambition To actively work together ensuring that we do not exclude any members of our community in any respect.</p> <p>Keywords for example:</p> <ul style="list-style-type: none"> • Open minded • Accessibility • Diversity • Equality <p>Examples of Positive Behaviour:</p> <ul style="list-style-type: none"> • Treat everyone with respect and dignity. • Take responsibility for own behaviour and impact on others. • Seek out, listen to, and learn from different perspectives. • Consider and respond to the needs of others.
INSPIRING	<p>Ambition To be a positive role model for the community.</p> <p>Keywords for example:</p> <ul style="list-style-type: none"> • Exemplary • Motivating • Respectful • Encouraging <p>Examples of Positive Behaviour:</p>

	<ul style="list-style-type: none"> • Being considered a positive role model. • Transmit enthusiasm and strong interests. • Positively impact and influence others.
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The panel

The role of the panel will be to review applications and award prizes. The panel aims to be inclusive and diverse. It will include representatives from across the staffing levels in the department. Individuals aim to commit to serve two years on the panel with a minimum of one year for PhD students and research staff on short term contracts.

Current panel (July 2022)

- Academic Staff Representative – John Cosgrove
- Learning and Teaching Staff Representative – Valentin Laurent
- Technical Staff Representative – Katharina Kreissig
- Research Staff Representative – Oscar Calderon (Fellows) and Diego Mesa (Associates)
- Professional and Operational Staff Representative – Samantha Symmonds
- PhD Student Representative - Mahmoud EIYamani

Other opportunities for recognition

These awards are in addition to the academic promotions, job level review and pay review processes. If a contribution cannot be awarded, recommendations will be made to the pay review panel. In addition, this panel will also consider nominating candidates for college staff recognition awards or support nominations. Furthermore, there are open nominations within ESE to award three PhD students per year (Janet Watson and John Archer) and within the faculty to award GTA's.

