

## **STAFF APPRECIATION AND RECOGNITION (STARS) PROCEDURE**

### **1 INTRODUCTION**

A key aim of UWS is to become an “employer of choice”. The drive for an engaged workforce needs to build on good people management and development policies, effective leadership, recognition and the active support of line managers.

### **2 OBJECTIVES OF PROCEDURE**

The Staff Appreciation & Recognition Procedure (STARS) has been designed to recognise staff through a nomination process from colleagues and students. Through this, it aims to establish a more collegial culture within the University which recognises and appreciates the accomplishments of others.

The scheme is open to all staff as individuals or as teams, who are directly employed by UWS.

### **3 PROCEDURE**

There are 6 award categories that staff can be nominated for – see Appendix 1.

Nominations are made by completing a STARS Nomination Form - See Appendix 2.

Completed nomination forms are sent to the Department of People and OD, Witherspoon Building, Paisley Campus.

On receipt of the nomination form, the Department of People and OD will contact the nominee to obtain their consent to being nominated.

All nominations will be requested by an agreed and published date each year. Any nominations received after this date will be progressed in the following year.

Following the closing date, an Award Panel will consider all nominations. The Award Panel will consist of up to 10 members, normally made up of 2 members of staff, 2 students, 2 recognised Trade Union Representative (1 from Professional Support Services staff and 1 from Academic staff) and a People and OD Representative. The Award Panel will be chaired by the Head of Employee Relations, Performance & Reward.

Having considered all the nominations, the Award Panel will shortlist a maximum of 5 in each of the categories, and select the one that they believe demonstrates the most outstanding contribution to the University as the Winner of each category. The others shortlisted will receive Highly Commended awards.

Awards will be presented at an annual lunch event. Winners in each category will be presented with an award consisting of an engraved plaque and **£200** (net of tax and NI, non-pensionable). If a team wins an award each individual will receive **£200** up to a total team maximum of £3,000. Should the team number exceed 15 individuals, the total sum of £3,000 will be divided amongst each team member equally.

Other nominations which are shortlisted in each category (“Highly commended”) will also be presented with a smaller engraved plaque and £100 (net of tax and NI, non-pensionable). If a team is shortlisted for an award each individual will receive £100 up to a total team maximum of £1,500. Should the team number exceed 15 individuals, the total sum of £1,500 will be divided amongst each team member equally.

Both nominee and nominator of those applications shortlisted for an award will be notified in writing and invited to attend the ceremony at which the awards will be presented.

All those shortlisted will be invited to be accompanied by a guest.

The decisions made by the award panel will be informed only by the details provided on the Nomination form.

There is no right of appeal.

All individuals or teams nominated will receive a letter of appreciation from the University.

The following shows the timetable to be followed:

<b>Nominations requested</b>	Launch in November with reminders in January and February
<b>Closing date for nominations</b>	End of February
<b>Shortlisting</b>	April
<b>Award ceremony</b>	June

Procedure Author – Sharon Forsyth, Reward Adviser	Procedure Owner – Director of People and OD
Parent Policy Statement - People and OD	Public Access or Staff Only Access - Public
Version 1 – May 2018	Changes and Reason for Changes – Reviewed in accordance with relevant timescales and change to policy template

## **STARS Awards Categories and Criteria**

### **i) Outstanding teaching**

To recognise those individuals or teaching teams who, in the view of their peers and/or students, have significantly enhanced the student learning experience in the current academic year, either through innovative teaching methods or the content of their teaching. This should have, in turn, led to successful learning outcomes for students. Those nominated for this award should have shown the ability to motivate and engage students to help them achieve specific learning objectives, demonstrating enthusiasm, knowledge and a genuine passion for their subject area.

### **ii) Outstanding research & enterprise**

To recognise those individuals or research teams who, in the view of their peers and/or students, have carried out research that is ground-breaking in the application of new approaches or methods of enquiry. It includes research that is innovative in method or target population as well as enterprise activities, which have had a major positive impact on the reputation of UWS and which have contributed significantly to strengthening the links between research and teaching. Activity in this area should also have had a positive influence on research informed teaching within the subject area.

### **iii) Outstanding service to students**

To recognise outstanding service provided by staff to students, and will be an individual or team who embraces the ethos of best practice and who:

- Delivers on promises
- Thinks about how best to meet students' needs
- Treats students with respect, acting positively on feedback to provide an excellent service and striving for continuous improvement
- Is flexible and pro-active in order to improve services and performance
- Builds good working relationships, effectively communicating, sharing ideas and information
- Has a professional and forward-thinking approach and is not afraid to tackle difficult issues
- Looks to adopt changes that improve services to students, either directly or indirectly

### **iv) Outstanding service to colleagues**

To recognise outstanding service provided by staff to their colleagues, either within or outwith their own department/school, and will be an individual or team who embraces the ethos of best practice and who:

- Delivers on promises
- Thinks about how best to meet their colleagues' needs
- Treats colleagues with respect, acting positively on feedback to provide an excellent service and striving for continuous improvement
- Is flexible and pro-active in order to improve services and performance
- Builds good working relationships, effectively communicating, sharing ideas and information
- Has a professional and forward-thinking approach and is not afraid to tackle difficult issues
- Looks to adopt changes that improve services to staff either directly or indirectly

**v) Outstanding leadership**

To recognise a person who has led either an individual or team to exceed all expectations in terms of performance and service delivery, as viewed by those who work for that individual. This person:

- Is instrumental in improving team performance and the department/school/
- Supports and develops the team and maintains a vibrant working environment
- Is an effective and frequent communicator with staff
- Fosters a culture of enthusiasm, energy and creativity in their staff
- Enhances staff morale by being supportive on an equitable basis to each individual

**vi) Outstanding team**

To recognise a team of staff who have worked together to deliver outstanding results in their work area. It is expected that a team would normally consist of no more than 10 to 12 colleagues. This will be a team which:

- Has team members who are committed and work well together
- Builds effective and strong working relationships with others
- Co-operates with others in their own department and across other departments
- Works flexibly and creatively to deliver excellence in their area

The nominator must state the names of those individuals within the team they are nominating. Consideration will only be given to those names listed in the nomination form.

**STARS Nomination Form**

**SECTION 1**

Who are you nominating:  
(A team should be < 10 colleagues)

\_\_\_\_\_

\_\_\_\_\_

Their Job Title(s):

\_\_\_\_\_

Their Department/School:

\_\_\_\_\_

**SECTION 2**

Your name:

\_\_\_\_\_

Your Job Title (if applicable):

\_\_\_\_\_

Relationship to Nominee(s):  
(e.g. student, colleague)

\_\_\_\_\_

If you are not a member of staff, please provide details of how you can be contacted:

E-mail:

\_\_\_\_\_

Student ID (if applicable):

B \_\_\_\_\_

**SECTION 3**

Under which award category do you wish to nominate the above individual/team? **(Please select one only)**

Outstanding teaching

Outstanding research & enterprise

Outstanding service to students

Outstanding service to colleagues

Outstanding leadership

Outstanding team

PTO/

**SECTION 4**

Please explain, in as much detail as possible, what the employee or team has done and how it made a difference to your particular experience at UWS. The Judging Panel will use this information to make decisions on each nomination so please provide as much information as you can (please continue on a separate sheet if necessary):

Thank you for your nomination.