Recognising Excellence:

The University Plan 2011-2014, outlines the University’s aspiration to enhance the diversity of its student and staff profile. The University of Melbourne’s Diversity and Inclusion Awards recognise and reward a variety of programs and initiatives which demonstrate innovation and excellence in furthering diversity and social inclusion at the University of Melbourne.

In 2013, the University will make up to three awards of $5000 to programs and initiatives that have made an outstanding contribution towards assisting the University in achieving its goals and aspirations within this priority area.

Applications must clearly demonstrate distinctiveness, coherence and clarity of purpose, breadth of impact and the positive contribution made by programs and initiatives towards achieving the University’s diversity and inclusion agenda. Activities to be considered may include recruitment and retention efforts, teaching, student support, research, community outreach activities, or other initiatives. These may be activities that support the access, participation and success of, for example:

- Indigenous Australians;
- people with a disability;
- women in disciplines, professions or roles in which they are under-represented;
- people with family or carer responsibilities;
- people from culturally/linguistically diverse backgrounds;
- people who identify as lesbian, gay, transgender or bisexual;
- students from financially disadvantaged backgrounds;
- students from low socio-economic areas; and/or
- students from rural or remote areas.

Eligible Applicants:

The Awards are open to all current University of Melbourne students and staff engaged in projects, services and initiatives dedicated to supporting diversity and inclusion for students and staff at the University of Melbourne. Students and staff (individuals and teams) may be enrolled or employed full-time or part-time at the University of Melbourne. Sessional and casual staff may also apply. The nomination of programs involving professional staff members of the University is encouraged.

Award recipients may utilise Award funds to extend or further develop the project or service for which the Award is given, or to support the career development of the individuals involved in the University program. Award funds will be paid directly to the relevant University organisational unit for use by the recipients.

Areas for recognition:

Success in enhancing diversity and inclusion within the University can be demonstrated in many ways. Nominations should be based on demonstrated leadership in one or more of the following areas:

- activities or programs (including teaching and research) that encourage, attract, recruit or support students from diverse backgrounds, and/or assist in ensuring the success of these students;
- diversity and inclusion based activities or programs that attract, recruit, retain or develop staff within the University community;
- collaboration with campus or community groups in the development and implementation of programs or activities committed to promoting diversity and inclusion within the University community.
Nomination process:

Nominations may be made by current students, academic or professional staff of the University of Melbourne. Nominations can be submitted by individuals or groups involved in the development and delivery of programs and initiatives. A letter of support from the ‘nominator’ is included as a reference in the application process (maximum one A4 page, see below).

All nominations require endorsement from the relevant Dean of Faculty or Head of Division. In the event that the nominator is the Dean of Faculty or Head of Division, please provide an additional reference from an appropriate senior source.

Selection Criteria:

The Office for Student Equity administers the University of Melbourne Diversity and Inclusion Awards. The Pro Vice-Chancellor, Equity and Student Engagement will chair the Selection Committee. Applications will be assessed against the following criteria:

1. **Distinctiveness, coherence and clarity of purpose**
   Extent to which the program or initiative directly targets identified needs and has clear objectives and systematic approaches to coordination, implementation and evaluation within the context of diversity and social inclusion at the University of Melbourne.

2. **Contribution and outcomes toward furthering the University’s diversity and inclusion goals and aspirations**
   Extent to which the program or initiative promotes and supports diversity and inclusion by improving access, participation and outcomes for both students and/or staff.

3. **Breadth of impact**
   Extent to which the program or initiative has led to widespread benefits for students, staff, the institution, and/or wider community, consistent with the purpose of the program.

All three selection criteria will be given equal consideration by the Selection Committee. In assessing nominations, the Selection Committee will also take into account:

- the degree of creativity, imagination and innovation;
- evidence of the sustained effectiveness of the program;
- contribution toward key institutional priority areas (applicants are encouraged to refer to the University’s Social Inclusion Plan 2012 – 2014 prior to completing their applications).¹

Please note that selection panel decisions are final. Successful Award recipients will be notified prior to the University’s Diversity Week celebrations, with Awards formally presented by the Pro Vice-Chancellor, Equity and Student Engagement, at the University’s annual Social Inclusion Forum to be held on Friday 6th September 2013.

The portfolio of documentation for application (essential information for nominees)

Nominees prepare a written application, consisting of the following:

1. An **application form**, completed by the nominee(s) and signed by the nominee(s), nominator (if a separate person), and Dean of Faculty/Head of Division. Forms can be downloaded from: http://equity.unimelb.edu.au/initiatives/diversity_and_inclusion_awards

   A core component of the application form is the **written statement**, prepared by the nominee, or jointly by the nominees. The written statement must include:

   a. A **synopsis** of 150-200 words. The synopsis should provide a ‘snapshot’ of your application and cover a description of the program or initiative, the program’s contribution to diversity and social inclusion, and the program/initiative’s impact.

   b. Following the synopsis, the three **selection criteria** (see Page 2 of these guidelines) should then be comprehensively addressed individually, in the order shown, and with supporting evidence.

The written statement, in total, is **limited to six A4 pages** (minimum 11 point type in Arial, Times New Roman or similar font).

2. **Two references**:
   - One from the nominator(s); and
   - One from the nominee’s Head of Department, School, Dean of Faculty or Head of Budgetary Division.

   Referees should address the selection criteria (Page 2), from the perspective appropriate to their position. Each reference is to be a maximum of one A4 page in length (minimum 11 point type in Arial, Times New Roman or similar font). The references are provided to the nominee for inclusion in their application. Where the nomination is for a team, the references should apply to the team. In the event that the nominator is the Dean of Faculty or Head of Division, please provide an additional reference from an appropriate senior source.

3. **Supporting material** is optional only, and limited.

   Selection is based primarily on the written statement addressing the selection criteria, with consideration also given to the references. However, nominees may also include two exemplary samples of related material supporting their claims against the selection criteria. The relevance of any such material must be made clear in the written statement. These examples must be readily accessible, and may be in the form of: a website (URL); media files in accessible format (e.g. .MP3,.MOV); or the equivalent of up to ten pages of material (in PDF format).

**Submission of the application**

Application documentation must be submitted electronically in both a PDF and DOC format (only one copy requires signatures) by the below due date. Please email applications and refer any questions or queries to: office-studentequity@unimelb.edu.au or Margot Eden, Manager- Equity and Student Engagement (03) 8344 6388.

Any documents not available in electronic format may be submitted in print form, and must include a copy of the application form for the purpose of identification and processing. These can be sent to:

Margot Eden, Manager, Equity and Student Engagement  
Office for Student Equity  
Level 4, Raymond Priestly Building  
The University of Melbourne, 3010

**Applications are due in to the Office for Student Equity by 12.00 midday, Friday 9th August, 2013.**

Applications will be acknowledged via email within five working days.