

**Shared Connections Day – Professional & Technical Services Awards**

**Terms of Reference**

**Purpose:**

The Professional & Technical Services Awards will be presented on the annual Shared Connections Day. The awards provide the university with an opportunity to highlight and acknowledge excellence within Professional & Technical Services.

**Terms of Reference:**

1. With the exception of contractors, nominations are open to all Professional & Technical Services staff. The Professional & Technical Services Awards are only open to members of Professional & Technical Services directorates and are separate and distinct from the Thank You Awards and the Research Day Awards which, respectively cover the entire institution, including the Research Institutes.
2. There are five award categories and themes:

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| **Category** | **Theme** |
| Team of the Year Award | Togetherness / Comradeship |
| Innovation Award | Ways of Improving work and processes |
| Outstanding Contribution Award | Support given outside normal working remit |
| Strategic Endeavour Award | Work that embodies / manifests Strategy 2030 |
| Outstanding Customer Service | Excellence in Operations |

1. Nominations can be made by any member of staff via the form located on the Shared Connections Day Website <https://apps.powerapps.com/play/e/default-f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa/a/97e68935-9e3b-4ae4-b2a6-5c906d9466f6?tenantId=f66cbc6b-cdf7-4261-bd73-43db3b9ee2aa>
2. The nomination form will contain a scoring matrix that will be used to determine which of the nominees will be presented with the award. The form has been designed with logic and scoring at its core. As shown in appendix 1. There will be a winner and runner up in all categories.
3. In the event of a tie a panel consisting of three members of the SGUL governing body and leadership will adjudicate and determine which of the tied nominees will be presented with the award.
4. The award will consist of a certificate and a prize, which will be determined by the Shared Connections Working Group.

**Reports to**

The sub-group reports to the Shared Connections Working Group and will raise any issues or concerns in that forum.

**Membership:**

Chair: Sue David – Associate Director of Information Services (Library)

Members:

Rotating membership.

**Review:**

Annual review to ensure currency.

**Appendix 1**

