



LA TROBE
UNIVERSITY

Alumni Awards

Nomination form

NOMINATION INFORMATION: ALUMNI AWARDS

A) AWARD CATEGORIES

1) DISTINGUISHED ALUMNI AWARD

A La Trobe alumnus or alumna, including students of one of its antecedent institutions, who has, over an extensive and sustained period of time, demonstrated:

- I. Outstanding professional achievements
- II. Significant community service achievements
- III. Inspirational leadership within their fields of expertise
- IV. Outstanding personal qualities

2) YOUNG ACHIEVER AWARD

A La Trobe alumnus or alumna, **35 years or younger**, who is an early career achiever in what would normally be considered a relatively short period of time.

B) SELECTION CRITERIA

DISTINGUISHED ALUMNI AND YOUNG ACHIEVER AWARD

Nominees for an alumni award must be graduates (undergraduate or postgraduate) of La Trobe University (or an antecedent institution) who have, over an extensive and sustained period of time, demonstrated professional and personal success in **ALL FOUR** of the following areas:

1) Outstanding professional achievements

- a. Recognised as a leader/expert in their field
- b. Significant achievement(s) throughout their career
- c. Evidence of ethical and/ or innovative sustainable approaches used.

2) Significant community service achievements

- a. Support of, and significant involvement in the community in a voluntary capacity
- b. Dedication of significant personal/professional time for charitable/community support activities.

3) Inspirational leadership within their fields of expertise

- a. Mentoring employees / younger people inside or outside their organisation
- b. Advocacy of access and diversity within their organisations and across their field
- c. Encouraging corporate philanthropy and community support
- d. Providing leadership within and across their respective industries.

4) Outstanding personal qualities

- a. Engaging in, or enabling personal philanthropy
- b. Providing inspiration and leadership to others through personal examples and role modelling
- c. Success in the face of adversity.

C) NOMINATION PROCESS

DISTINGUISHED ALUMNI AND YOUNG ACHIEVER AWARD

Please note:

- **nominators** do not need to be a graduate of La Trobe University
- **nominators** must act as one of the two referees for the nominee

- 1) Complete the nomination form
 - a. Select category of award
 - b. Complete nominee information
 - c. Complete nominator information
 - d. Complete a written submission (submissions longer than two (2) pages will not be considered)
 - e. Attach resume of nominee (resumes longer than six (6) pages will not be considered)
 - f. Complete details of two referees (one referee must be the nominator)
- 2) Complete checklist – **incomplete nominations with not be accepted**
- 3) Submit to the Alumni and Advancement Office as specified in section I.

D) CONFIDENTIALITY

This award process must remain confidential from the nominees until a decision has been made by the Awards Selection Committee (and for Honorary Degrees, Academic Board).

The information on the nomination form will be used by La Trobe University in connection with the administration of the award only. All information will remain confidential.

E) SELECTION COMMITTEE

La Trobe University has established a Selection Committee which will consider all nominations received by the advertised closing date. Please note that under no circumstances will late applications be accepted.

The Selection Committee is Chaired by either the Senior Deputy Vice-Chancellor and Vice-President (Academic) or the Deputy Vice-Chancellor (Research), who is assisted by a number of senior La Trobe staff.

The Selection Committee will rank all nominations against the above nomination criteria and make a recommendation to the La Trobe University Council for endorsement.

Once approved by Council, the successful candidates and their nominators will be informed.

F) RECIPIENTS

La Trobe University will award no more than five Distinguished Alumni Awards and one Young Achiever Award each year

G) CLOSING DATE

Nominations for awards will close on the **1 April 2020**

H) MORE INFORMATION

For more information on the nomination process please contact the Alumni and Advancement Office at alumni@latrobe.edu.au or phone +61 (0) 3 9479 2011 or 1300 737 133

I) SUBMITTING NOMINATIONS

Please email or post completed nomination form and associated documentation to:

Email: alumni@latrobe.edu.au

OR

Post to:

La Trobe University Alumni Awards
Alumni and Advancement Office
La Trobe University
VICTORIA 3086

NOMINATION FORM

Category (Tick one)

- Distinguished Alumni Award
- Young Achiever Award

Nominator information

Name	
Relationship to nominee	
Address	
Email address	
Telephone (home)	
Telephone (work)	
Telephone (mobile)	
Organisation	
Position title	
Organisation address	

Nominee information

Name	
Address	
Email address	
Telephone (home)	
Telephone (work)	
Telephone (mobile)	
Organisation	
Position title	
Organisation address	

List of referees

List details of referees who may be contacted to support this application. Nominators must act as one of the two referees for the nominee.

Referee One

Name	
Position title	
Organisation	
Contact number	
Email address	
Specific achievements known to the referee	

Referee Two:

Name	
Position title	
Organisation	
Contact number	
Email address	
Specific achievements known to the referee	

Submissions

Please attach the following:

- **Written submission** - a summary of why the nominee should be considered for the La Trobe University Alumni Award.

Please base your nomination on the stated selection criteria and be sure to highlight the individual's particular contribution. Clarity and brevity are encouraged.

Please note, submissions longer than two (2) pages will not be considered

- **Resume** – a resume OR if this is not available please provide details of the nominee's career history and significant achievements (awards, publications etc.).

Please note, resumes longer than six (6) pages will not be considered.

Nomination checklist

Please confirm that all items have been included and return to:

Email: alumni@latrobe.edu.au

OR

Post to:

La Trobe University Alumni Awards
Alumni and Advancement Office
La Trobe University
VICTORIA 3086

- Nominator information
- Nominee information
- Written submission - maximum of two (2) pages
- Resume of Nominee - maximum of six (6) pages
- Referees for Nominee (two referees to be provided)
- One original unbound copy of the completed nomination form
- Submit by email or by post