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| [Imperial College London](http://www3.imperial.ac.uk/) | **Department of Electrical Engineering**  **Scheme Owner: HoD** |
| **EEE - Celebrating great contributions.** | |

**The Department would like to recognise and say ‘thank-you!’ for the excellent work that is carried out throughout the year by our staff. Staff members may nominate their colleagues for awards in the following categories:**

1. **Teamwork/Collaboration award**

This award is to recognise a team effort in the Department. This can include anything as long as it meets the definition of a team and it must be a substantial contribution. A ‘team’ must include 3 or more people and may cover a collection of individuals from different areas who have worked together collaboratively, including external and cross-college staff. This could be within teaching, research or project management but not limited to those areas e.g. a collaboration to create a breakthrough in a research area, a team working together in innovation in teaching or creating an environment of positive support and collaboration.

1. **Colleague Appreciation award**

This is in recognition of staff who make a particular effort and go out of their way to help and support their colleagues. This could be a one-off event i.e. going above and beyond what is expected to make their colleagues life easier, or a sustained effort such as creating a positive and happy environment, or someone everyone turns to for support or solutions

1. **Rising Star Award**

This category is for staff who have begun their career/ changed role within the department in the last 2 years and is not age specific. This award recognises an individual member of staff who has created or grasped an opportunity to substantially develop and grow in their role within the last 12 months.

1. **Department award for Citizenship and Community**

This award recognises an individual who has been a good citizen within the department, and/or made an exceptional contribution benefitting the department or wider college community. This may include:

* Leading new initiatives relating to sustainability
* Producing or developing workable ideas, improvements or innovations
* Influencing and enhancing an area of department working culture
* Managing new initiatives in Outreach
* Making an exceptional contribution to creating social connections
* Making an exceptional contribution to the department culture and community

1. **Inspiration award**

This is to nominate a colleague who has inspired you throughout the year, either through the activities they have carried out at work or outside of Departmental life or their ability to juggle demands in both. This could be anything from their dedication and passion to a certain cause i.e. equality, diversity, or their sustained effort to make improvements within their community i.e. climate change or their leadership on a project/across a new team, or the positivity that they bring to the Department. The criteria is that they must have inspired you in some way to do things better/differently etc.

In all categories, the panel will consider how the nominees uphold the College values of respect, collaboration, integrity, innovation and excellence.

**Process**

A call will be circulated for nominations twice a year, once in early November and again in May.

To remove barriers to receiving recognition, any staff member within the Department will be able to nominate any other member of staff, and individuals/teams will also be able to self-nominate or nominate the team that they work within for the Teamwork/Collaboration award.

Nominations will be submitted online and managed by Anna McCormick.

Nominations will be considered twice yearly by a review committee, membership for which is as follows:

**Eric Yeatman, Co-Chair of the Panel**, Head of Department

**Alice Ashley-Smith**, **Co-Chair of the Panel,** Department Operations Manager

**Amine Halimi**, technical services representative

**Emma Rainbow,** professional staff representative

**Ed Stott,** teaching fellow staff representative

**Zahid Durrani**, academic representative

**Spyros Giannelos,** Post-doc representative (member of the EEE Post-Doc Committee)

**Anna McCormick,** professional staff representative (member of EDCC)

Awards will be announced at the Christmas party and at the Summer BBQ.

**Rewards**

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| **Award** | **Possible rewards** | **No. per year** |
| Team/Collaboration Award | * John Lewis Voucher (£50 each team member) | 2 prizes annually |
| Colleague Appreciation award | * John Lewis Voucher (£100) | 2 prizes annually |
| Rising Star award | * John Lewis Voucher (£100) | 2 prizes annually |
| Dept award for Citizenship and Community | * John Lewis Voucher (£100) | 2 prizes annually |
| Inspiration award | * John Lewis Voucher (£100) | 1 prize annually |

**Best Practice Guidelines**

In terms of best practice, we will implement the following procedures to ensure that the nomination and award process is fair, balanced and transparent:

* The composition of the nominations judging panel is important, and various staff groups must be represented in this. Staff from different job levels and families will be included to promote a balanced discussion.
* The panel will be briefed on confidentiality to ensure they do not reveal details of the nominations to staff outside the judging process.
* If a panel member is nominated, then that member has to leave the room while his/her nomination is reviewed and discussed to ensure impartiality in the process.
* When announcing the awards to staff, the nomination citation must be read to show why the person has received the award, but the name of the nominator is not announced to ensure the process remains anonymous.