



Professional Services Staff Awards Guidelines

Purpose

These awards are an opportunity to recognise and celebrate Professional Services staff who have shown outstanding contribution or commitment to the School.

Eligibility

All Professional Services staff at salary band 9 and below are eligible to be nominated. There are no minimum services requirements; applications are welcome for part-time and casual staff and staff on variable hours. For clarity, professional services staff in Academic departments and research centres are included.

Any LSE staff member is eligible to nominate an individual or team for a VIP award.

Nominations should be submitted directly to HR, and they do not need to go through Heads of Department, Centres, Units or Divisions.

Nominations must be made using the provided nomination form and must be limited to 300 words. Fully completed nominations must be submitted by the deadline advertised.

It is possible to nominate someone who has left employment at the School during the academic year.

Nominations Process

An individual/team must be nominated by another LSE member of staff in order to be eligible for an award. Self-nominations will not be accepted. However, nominators are permitted to work alongside those they are nominating on the development of the nomination.

Categories

Nominations will be taken in the following categories:

- **Rising Star**

This award recognises an individual in the early stages of their career who has substantially grown in their current role within a relatively short period of time, having initiated, coordinated and/or achieved a significant activity.

- **Unsung Hero**

Awarded to an individual who consistently performs to an exceptional standard or goes above what is expected in their role, but whose work may not always be visible to many.

- **LSE Citizenship, Team**

Awarded to a team who markedly and consistently show high standards in their work, whilst maintaining positive and inclusive working relationships and demonstrating commitment to the School's core principles and expected behaviours.

- **LSE Citizenship, Individual**

Awarded to an individual who markedly and consistently show high standards in their work, whilst maintaining positive and inclusive working relationships and demonstrating commitment to the School's core principles and expected behaviours.

- **The Director's Award**

This is awarded by the Director and the recipient is selected from among the nominations received for awards in the other categories.

Judging Process

- The awards will be chosen by a judging panel made up of a representative cross-section of staff and chaired by Andrew Young, Chief Operating Officer.
- The panel will reserve the right to co-opt additional members as required.
- The panel will reserve the right to request additional evidence in support of a nomination or make any necessary enquires.
- The panel reserves the right to:
 - a) decide not to make an award in any of the categories
 - b) move applications into a different category of award
 - c) award more than one award in any category

Awards

An awards event will be planned at a date advertised where nominated individuals will be invited to receive their awards.

General

The decision of the judging panel and/or chair of the panel is final and absolute.

The awards are not contractual nor do they form part of the School's formal contribution pay process.

Receiving a nomination, being shortlisted or receiving an award does not provide any indication of the formal employment relationship or contract between the School and the individual. It is recognised that individuals who are not employed by the School but still are part of the Professional Services Staff community (such as contractors) may be put forward; however, in doing this does not alter their employment status nor confer any rights.