

## **ATEM Grants and Awards**

*Revised by Council in September 2003 and altered in May 2005 following the introduction of the new membership level, when the award of Fellow was excised from the process covered by this policy.*

### **AWARDS**

The Association for Tertiary Education Management Inc (ATEM) has established awards to recognise significant contributions made by:

- members to the Association; and
- members and non-members to the promotion and development of the profession of tertiary education administration and management.

An employee or person otherwise paid for by ATEM (including consultants) are not eligible for any Association Awards.

These awards are:

- ATEM Honorary Fellow
- President's Award
- Meritorious Service Award
- Certificate of Appreciation

This document outlines the criteria and nomination procedures for each award.

#### **Criteria for ATEM Honorary Fellowships**

The following criteria will be considered when deciding whether any person should be recommended for the award of an Honorary Fellowship of ATEM. A person receiving such an award is entitled to use the letters "HonATEMF".

To be considered for an Honorary Fellowship of ATEM, a person must have been active in tertiary education administration and management for a period of not less than 10 years. During this period, the person must have demonstrated significant commitment to the aims and objectives supported by ATEM and its predecessor, AITEA, and have been actively involved in advancing the profession of tertiary education administration and management, including the active support of other administrators and managers to improve their professional development.

The contribution made by the person to the development of the profession must be judged by the selection committee as having been significant to the development of the profession of tertiary education administration and management over an extended period of time.

The award of Honorary Fellow may be made to an ATEM member or non-member, and may be awarded to a person who meets the criteria but who is no longer working within tertiary education.

#### **Selection and Notification**

##### **ATEM Honorary Fellow**

Nominations for the award of Honorary Fellowships are initiated and supported by either the Council of ATEM or a Branch Executive Committee and must receive the endorsement of the President of ATEM.

Nominations close on 31 July each year and are considered by the ATEM Awards Committee and approved by Council at its meeting at the annual conference. Honorary Fellowships are presented at the Annual Conference.

## **PRESIDENT'S AWARD**

The President's Award is given to individual ATEM member who has made an outstanding contribution to the Association. This could reflect outstanding achievements in a single year, or to recognise ongoing, substantial Association involvement.

The Award is given at the discretion of the current President and will normally be presented at the annual Association Conference. The President may seek the advice of the Awards Committee, and/or Executive or Council members in deciding an Award.

Only one Award is made in any year, although the President can choose not to make an award.

## **MERITORIOUS SERVICE AWARD**

This is an award which recognises outstanding contributions by members to the Association. It is ATEM's highest award for service. The award will normally be presented at the annual Association Conference.

### **Eligibility**

Membership of ATEM for at least five years.

### **Guidelines**

Nominations may be made by the ATEM Executive or a Branch Executive.

No more than three Awards can be made in any one year.

Should the number of nominations from Branches exceed the number of awards that can be made in any one year, the Awards Committee will rank nominations after taking advice from Branch Presidents. Under these circumstances, some Branch nominations may not be accepted, but can be re-nominated in the following year.

### **Criteria**

Exemplary service to the Association over a sustained period of time through one or more of the following:

- office bearer at Association level;
- Chair or member of ATEM Committee; or
- Chair or member of ATEM educational program or project.

### **Nominations**

Nominations for the Meritorious Service Award should be made on the ATEM Awards Nomination Form, which is available from the ATEM Secretariat or from the ATEM website ([www.atem.edu.au](http://www.atem.edu.au)) and lodged with the Association Secretariat by 31 July each year.

Nominations will be considered by the ATEM Awards Committee, which will make recommendations to the Executive Committee which has delegated authority from Council to approve awards. If a member of the Awards Committee is a nominee for an award, that member

shall step down from the Committee until the current round of Awards is determined. The member standing down shall be replaced by a nominee of the President.

## **CERTIFICATE OF APPRECIATION**

The Certificate of Appreciation is awarded to ATEM members in recognition of specific services or tasks performed on behalf of the Association at the Branch and/or Council level.

### **Eligibility**

Membership of ATEM for at least five years, during which time the applicant will have been involved in ATEM activities for at least two years.

### **Guidelines**

Nominations are made by a Branch Executive or the Association Executive.  
The Association would normally confer no more than three awards in any one year.

Should the number of nominations for Certificates exceed the number of awards that can be made in any one year, the Awards Committee will rank nominations after taking advice from Branch Presidents. Under these circumstances, some Branch nominations may not be accepted, and these can be considered in the following year.

### **Criteria**

- Exemplary service to the Association as an office bearer at the Branch or Association level.
- Performance of a service or task within a Branch or across the Association which was beneficial to the Association, and/or to promoting the profession of tertiary education administration and management generally.

### **Nominations**

Nominations for the Certificate of Appreciation should be made on the ATEM Awards Nomination Form, which is available from the ATEM Secretariat or from the ATEM website ([www.atem.edu.au](http://www.atem.edu.au)) and lodged with the Association Secretariat by 31 July each year.

Nominations for Certificates to be awarded by the Association will be considered by the ATEM Awards Committee, which will make recommendations to the Executive Committee which has delegated authority from Council to approve awards. If a member of the Awards Committee is a nominee for an award, that member shall step down from the Committee until the current round of Awards is determined. The member standing down shall be replaced by a nominee of the President.

## **ATEM GRANTS**

### **PETER KARMEL INTERNATIONAL TRAVEL GRANT**

#### **Guidelines for Applicants**

This prestigious award is named for Peter Karmel, the first Patron of AITEA and then ATEM, Vice-Chancellor of Flinders University and the Australian National University, Chairman of the

Commonwealth Tertiary Education Commission, and Chair of the National Institute for the Arts. It is our belief that he has had more impact on the betterment of higher education in Australia than any person since the 1980s.

The Peter Karmel International Travel Grant is designed to facilitate comparative or cross-cultural studies of professional administrative activity. The Grant, while also having the aim of assisting an individual member's professional development, is intended primarily to contribute to the growth of a knowledge base for the occupation of tertiary education administration and management. To this end, projects should not normally be institution specific, but rather should have the potential to advance professional practice and the standing of the profession within tertiary education in general.

While the Travel Grant provide a unique opportunity for members to undertake an intensive period of professional development, ATEM expects that applicants will also ensure that their projects are linked clearly with ATEM's Strategic Directions Statement.

The value of the International Travel Grant is currently \$AUD7,500.

### **Eligibility**

ATEM members of at least three years consecutive standing are eligible to apply for a Travel Grant. It is expected that applicants would be at the stage of their career where the award of a Travel Grant would enable them to enhance their career development and their professional standing.

### **Guidelines**

An individual can only ever receive one international travel grant.

The Peter Karmel International Travel Grant should not normally be used to support conference attendance, unless the conference is related directly to the project and relevant professional contacts will be made by attending the conference. These contacts must be specified in the application.

The Travel Grant must normally be taken within one calendar year of the Grant being made and be completed by 31 July in the year in which a report will be made at the annual ATEM Conference.

### **Applications**

Applications should be submitted on the ATEM Awards and Scholarships application form which is available from the ATEM Secretariat (atem1@bigpond.com) or from the ATEM website (www.atem.org.au) .

Applications should be as complete and comprehensive as possible. The Awards Committee does not conduct interviews or seek additional information, so it is important that applications are complete when submitted.

Applications are considered by the ATEM Awards Committee and approved by the Council.

### **Criteria for Assessing Applications**

The following criteria are used to assess applications for International Travel Grants.

- Membership of ATEM for at least three years
  - Institutional support for the applicant, demonstrated by a written statement from the applicant's manager, indicating the value of the Grant to the professional development of the individual
  - Professional presentation of application
  - Relationship of the project to ATEM's Strategic Directions Statement
  - Contribution to the growth of a knowledge base for the profession of tertiary education administration and management as evidenced by expected outcomes of the travel.
- The Awards Committee has the right to not award a Travel Grant in any given year.

### **Reporting**

Successful applicants will be expected to prepare a written report for submission to the ATEM Council within three months of their return from their travel. This report will specify:

- itinerary of visits;
- contacts made;
- budget statement; and
- detailed findings of the project, specifying outcomes in terms of advancing the knowledge base of the profession.

A copy of this report will be forwarded to the chief executive officer (Vice-Chancellor or equivalent) of the applicant's institution by the ATEM Secretariat.

Successful applicants will also be expected to present a concurrent session at the next Association Conference at which time findings from the project are expected to be defined.

Reports to the ATEM Council are published on the ATEM web page.

### **MAURIE BLANK STUDY SCHOLARSHIP**

The Association for Tertiary Education Management Inc awards an annual scholarship to support members undertaking undergraduate or postgraduate study to further their professional development. The award of such scholarships is an indication of the value which the Association places on continuing education as a means of achieving personal professional development goals.

The value of the Scholarship is currently \$AUD1,500.

#### **Eligibility**

ATEM members of at least two years standing are eligible to apply for a scholarship.

#### **Guidelines**

Preference is given to applicants who do not yet hold any formal qualifications.

Applicants must be enrolled in a tertiary education course relevant to their professional development, and have completed at least one year of that course.

An individual member can only ever receive one study scholarship.

## **Applications**

Applications should be submitted on the ATEM Awards and Scholarships Application form which is available from the ATEM Secretariat (email [atem1@bigpond.com](mailto:atem1@bigpond.com)) or from the ATEM web site ([www.atem.edu.au](http://www.atem.edu.au)).

Applications must include a copy of previous academic results.

Applicants must ensure that the confidential referee's report form has been passed to the selected referee for completion prior to the deadline. Applicants are responsible for ensuring that this referee's report is received by the Association.

Applications are considered by the ATEM Awards Committee and approved by the ATEM Council.

## **Criteria for Assessing Applications**

The following criteria are used to assess applications for the Study Scholarship.

- Academic merit.
- Potential for continuing professional advancement in tertiary education, as indicated by the confidential report of a professional referee.
- Relevance of course to the applicant's professional development.

The Awards and Scholarships Committee has the right to not award a Scholarship in any given year.

Where there is no award of a Peter Karmel International Travel Grant, the Chair of the Awards Committee may elect to make more than one study scholarship available.

## **Reporting**

Successful applicants will be expected to provide to the ATEM Council a copy of their academic results for the year in which the Study Scholarship was provided.