



Professional Services Awards

FAQ's

What is the University of Reading Professional Services Award Scheme?

The Awards aim to celebrate and recognise the contributions that colleagues in professional and support roles make to the University and its strategic ambitions, as well as boosting cohesion among all staff. The scheme resulted from ongoing dialogue between the Vice-Chancellor and the University's Professional Services Working Group.

Who can make nominations?

Any employee of the University from any grade (both permanent and fixed term contracts) can make a nomination.

Can I nominate myself?

Yes, you can; your nomination must also be accompanied by a second recommendation from another University employee which can be done through the 'any other evidence' section of the form.

Can I nominate someone in my team?

Yes, you can nominate any colleague.

What are the criteria for nominations?

Employees must be in a Professional Services role (including professional or support roles in academic Schools such as Henley Business School) and should have at least one year's service by the closing date for the nominations. Winners must be employed by the University in the month the award is made.

How do I nominate someone?

Through the nomination form on the Professional Services Awards [web page](#).

What categories can I nominate someone for?

- Community
- Excellence
- Sustainability
- Engaged University

The action or actions the colleague is being nominated for must have occurred in the twelve months preceding the opening date for nominations.

Can I nominate someone for more than one category?

Yes you can; however, an individual can only win in one category each year.

Can I nominate more than one person?

Yes you can. There is no limit on how many people you can nominate.

How many winners will there be?

Four in total each year, one per category.

Will I find out if I have been nominated?

Yes, you will receive an email from the Professional Services Awards team informing you of the nomination and what you were nominated for.

How will I find out if I have won?

You will receive an email from the Professional Services Awards team and be announced at an awards ceremony in June 2024.

Who chooses the winners?

Nominations are judged by a committee of Professional Services Working Group members. The committee members will be chosen every year and will administer the following year's awards.

What do you win?

A lump sum of £750 (minus tax), which will show on your pay slip following the winners announcement.

Are the winnings subject to tax?

Yes, they are. As the winnings are paid as part of the winner's salary it will be subject to normal tax, NI and pension deductions.

What happens if a nominated colleague leaves the University before the award is made?

The nominee will be informed that they have been nominated, but they will no longer be eligible for the award.

Can Academic Services staff be nominated for this award?

No, this award is just for Professional Services staff, with the exception of those working in professional and support positions within academic Schools, such as administrative or marketing roles. Academic Services staff can be nominated for existing [annual award schemes](#). The introduction of this new awards scheme for Professional Services staff creates equal opportunities for staff across the University, allowing us to recognise the value of all our colleagues.

How are the awards funded?

The prizes come out of the Vice-Chancellor's Endowment Fund so does not impact other savings targets or budgets.

What will the assessment criteria be?

The assessment criteria can be found on the Professional Services Awards [web page](#).