



## DEVELOPING EXCELLENT PRACTICE SDF MEMBER OF THE YEAR 2024



### GUIDANCE NOTES

The SDF would like to recognise an SDF member for their individual contribution. The judging panel will be looking for passion for excellence, someone who demonstrates their work influences and serves others as a role model, someone who champions the role of developing others in the wider Higher Education community.

### OVERVIEW

The SDF Developing Excellent Practice Award reflects the Festival of Learning and Development overarching theme 'Transform, Empower and Balance: Moving towards an adaptive mindset in times of disruption', taking place from 11th - 13th November 2024.

Nominations and shortlisted entries will be featured during the Festival, with the winner being announced on 12th November 2024.

### HOW TO ENTER

Submissions must be completed in the SDF Member of the Year *online form* by 3pm on Thursday 26th September 2024 and confirmation sent by email to [A.Viva@sdf.ac.uk](mailto:A.Viva@sdf.ac.uk).

- Use the relevant sections of the form to describe why the individual should be considered for the award.
- Provide evidence of demonstrable behaviours that the individual has role modelled in the workplace. Please provide examples of their behaviours or actions.
- Identify potential learning points for other colleagues.

### JUDGING CRITERIA

The SDF Developing Excellent Practice Award seeks to recognise Learning and Development/ Academic Development / Organisational Development individuals in the broadest sense that have made a significant and positive difference to other individuals, teams, groups or the institution as a whole. The judging panel, which will comprise of representatives from the Advance HE and SDF Council, will look for examples individuals that:



1. Demonstrates the **SDF values** in the performance of their roles formally and informally.
2. Provides a significant contribution to developing excellent practice.
3. Shows evidence of collaboration either within or external to the institution.

## **RULES OF ENTRY**

To enter:

- the individual being nominated must be a member of the Staff Development Forum. If you are not a member, [please read this guidance to become a member](#).
- the individual must be nominated by a colleague in their own institution or another, as long as you both are within the higher education sector.

We expect to draw up a shortlist of entries, based on information provided on the application form by 18th October 2024. No feedback will be provided to entries that are not shortlisted. The judges' decision is final.

Nominees should be registered to attend the Festival. The winner of the award will be announced on 12th November 2024. We aim to promote the winner's press release amongst the SDF membership.

## **SDF VALUES & SAMPLE BEHAVIOURS**

Collaboration:

- work together to bring the best expertise and share knowledge with others
- provide opportunities for colleagues to connect to understand challenges
- deliver an inclusive culture/community where everyone feels included

Innovation:

- approach & embrace new challenges
- use technology & innovation to encourage learning and development
- seek feedback from others to make a greater impact & implement change

Sharing practice

- promote a culture of sharing practice, trust, and continuous learning
- support their colleagues by sharing their ideas, initiatives, feedback
- encourage the sharing of ideas and allow everyone the opportunity to speak up