

Provost's Awards for Public Engagement December 2013/January 2014 – guidance for nominators

These awards recognise the hard work that people at UCL put in to sharing their research, teaching, and learning with public groups outside the university. To get an idea of the kind of activities we're talking about, have a look at our website: <http://www.ucl.ac.uk/public-engagement>

Nominations must be submitted by 5pm on Friday 13 December.

What is Public Engagement?

As public engagement is a developing field, there are several different definitions. The Public Engagement Unit supports UCL staff and students involved in activities like:

- Taking part in dialogue about the direction of our research and teaching.
- Supporting communities with our expertise.
- Creating opportunities for people outside the university to contribute their research and knowledge to our programmes.
- Creating knowledge in collaboration with communities and interest groups outside the university.
- Nurturing a society in which the next generation wants to take part in research, teaching and learning.
- Telling public groups about our work.

We use the definition of public engagement developed by the National Co-ordinating Centre for Public Engagement (<http://www.publicengagement.ac.uk/what>):

“Public engagement describes the many ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.”

And a definition of ‘public’ developed from that provided by HEFCE:

“The 'public' includes individuals and groups who do not currently have a formal relationship with an HEI through teaching, research or knowledge transfer.”

This definition includes, for example, communities or individuals with an interest relevant to your research, but would typically exclude students at other universities, or contacts in industry such as law firms or constructors.

You can find UCL's Public Engagement Strategy, which was developed by a cross-section of UCL staff, here:

<http://www.ucl.ac.uk/public-engagement/publicengagementstrategy>

What are these awards for?

Other methods of recognition exist within UCL for working with prospective students, community volunteering, and promoting particular academic subjects or higher education in general. Work with schools, or work that is intended to recruit students to UCL or higher education more generally is not covered by the Public Engagement Awards.

In 2014, UCL Museums and Public Engagement and UCL Communications and Marketing will launch the new Communication & Culture Awards. If your public work is based in these areas, it might be more appropriate for you to be nominated for the Communication & Culture awards.

Public engagement for the purposes of these public engagement awards is characterised by being based in UCL research, teaching, or learning.

Who and what is eligible?

UCL staff and postgraduate research students are eligible for the prize. Honorary staff, and individuals not currently working for or studying at UCL, are not eligible. If you're uncertain of the eligibility of an individual, or into which prize category they should be entered, please do get in touch with us at publicengagement@ucl.ac.uk or call Hilary Jackson on 020 7679 2489 (within UCL: 32489).

Nominations are particularly welcome for people who have been unsuccessfully nominated in the past. Individuals cannot win twice in the same category.

Please make clear when the work took place. The judges will particularly focus on work in the last year, but will also take into account previous years' activities.

Who can make a nomination?

Nominators can be UCL staff and students, or members of the public from outside UCL who have benefited from the nominated person's engagement work.

How should I answer the questions?

1) Information about the nominated person and the nominator

Please give the nominated person's name, course (if student) or job title (if staff), department, institute or research centre (as appropriate), and contact details.

In addition to this information, we will also ask for the nominator's name and contact details, as well as their relationship with the nominated person. Typical answers to the last question might be 'I am the nominated person's line-manager', or 'I am the nominated person's student'.

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We also request a short description of the main purpose of the nominated person's job if they are UCL staff (40 words max). This is to help the panel understand what was carried out above and beyond the duties required by their job. The panel will take into account the proportion of public engagement that the person is required to undertake as part of their day-to-day role when considering nominations. Staff of the UCL Department of Museums and Public Engagement are not considered for these awards.

Please check with the nominated person to ensure that they have been nominated in the correct category. Please note the eligibility restrictions detailed on page 1 of this document.

Please note that the nominated person will be informed of the nomination and given the opportunity to withdraw the nomination if they wish.

2) Please describe the public activity for which you wish to nominate this person

Give as much information as you can, as concisely as you can, in this answer. Remember that the panel can only judge based on the information given in your nomination. Please include:

- A description of the activities the person has been involved in
- Whether the nominated person has instigated activities or taken part in activities organised by others
- What public audiences have been involved in the activities

Please remember to keep the completed document to no more than 2 sides of A4 paper (in 10pt Calibri). Nominations longer than 2 sides of A4 will not be considered.

The judges make their choice based only on the information on the form. Nominations with relevant, full answers are more likely to secure a prize.

3) How, in terms of public engagement, has the described activity benefited the wider community or contributed to UCL?

You might find it useful to consider the following areas when thinking about the effects of the nominated person's public activities:

	Staff or student	Public groups
Attitudes	Has the nominee's work changed the attitudes of staff and students to public engagement and public groups?	Are the attitudes of the audiences involved likely to have altered as a result of the nominee's work? (Towards research; towards the subject at hand, etc.)
Audience	Has the nominee's work raised staff and	Has the nominee's work raised awareness

focus/ awareness	students' awareness of the skills required to carry out public engagement, or their awareness of the processes, possibilities and requirements of high quality public engagement?	among the public of UCL research and culture, or of its aims as an institution?
Skills	Have UCL staff and students gained public engagement skills as a result of the nominee's work?	Has the audience gained skills that enable them to change their own lives and communities?
Empowerment	Have this person's actions led to UCL staff being encouraged and empowered to carry out public engagement work?	Have public groups involved been empowered? Have they had the opportunity to influence UCL research, teaching or culture? To influence society, culture or government?

4) *What makes this individual stand out as someone committed to academic-public engagement?*

This question is designed to help the panel understand the wider value of this individual's work and its strategic value.

How do the judges choose the winners?

A panel of experienced judges, including academics and support staff from across UCL, will choose prize-winners taking into account a summary of the guidance above, as well as the following questions:

- Did the activities have a strong focus on an audience's needs?
- How effective were the public engagement activities described?
- Were the activities described innovative or did they involve dialogue, providing support for, or creating knowledge in collaboration with, communities?
- Did the work described involve audiences with whom UCL doesn't usually engage?
- Has the individual's work helped to create a culture among their colleagues of engaging with the public?
- Has the individual's work allowed others at UCL to learn about, and gain experience in, public engagement?
- Has the individual used their initiative in organising or taking part in public engagement activities?

How will prizes be awarded?

Personal prizes are awarded to the individual winners (alongside their monthly salary if staff, as a cheque or bank transfer if students). It's important to note that the £1000 award may be taxed before arriving with the winners.

I have another question. How can I contact the organisers?

The Provost's Awards for Public Engagement are organised by the UCL Public Engagement Unit. If you wish to contact us for any reason, please email the Unit at publicengagement@ucl.ac.uk or call 020 7679 2489 (within UCL: 32489).

Please note that no correspondence will be entered into regarding the selection process once the deadline has passed on Friday 13 December.