



CHANCELLOR'S AWARD FOR INSTITUTIONAL EXCELLENCE
United Arab Emirates University

Participation Report in Distinguished Career Excellence Category

First Cycle 2014/2015

Employee Name:

Submission date:

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A. Table of Definitions

The table below shows the definition of the abbreviations and words mentioned in the report:

Abbreviations/ words	Definition

B. Introduction

C. Criteria

1. Performance and Achievement

First Sub-Criterion: Employee productivity, including the extent of accuracy and speed of delivery compared with deadlines

Job Titles filled by the employee inside the university	Time period for filling the post	Tasks associated with the title which the employee excel in achieving it and completing the task in time	Performance indicator shows the volume of production and the time period for measuring (Such as 100 restriction document in 2009)	Implementation time / planned time and the time period for measuring	Performance indicator of the accuracy (Such as the number of errors) and the time period for measuring

Second Sub-Criterion: Achievements made by the employee, which exceeded the work assignments

Job Title which was occupied by the employee at the university	Projects or large initiatives that had an impact on the performance level and was not of the fundamental tasks of his career	Completion Date

Third Sub-Criterion: Superior efforts made by the employee to achieve a particular goal / achievement

Job Title which was occupied by the employee at the university	Example of one of the applications done by the employee with double effort (large work volume, distinctive work quality, large execution time(	Completion Date	The impact of these tasks on the employee's achieving his/her professional objectives

Fourth Sub-Criterion: How could the employee accomplish his/her achievements and the nature of the obstacles and difficulties that surpassed to achieve his achievements

Job Title which was occupied by the employee at the university	Example of achievements done by the employee and the obstacles and difficulties the he/she faced	Completion Date	Obstacles and difficulties faced by the employee	Solutions invented the employee by to overcome these difficulties

Fifth Sub-Criterion: Personal effort of the employee in the fulfillment of achievements and participation of others in the fulfillment of these achievements

Job Title which was occupied by the employee at the university	Personal initiatives and efforts made by the employee to achieve his accomplishments	Completion Date
Job Title which was occupied by the employee at the university	Personal initiatives and efforts made by the employee to achieve his accomplishments	Completion Date

Sixth Sub-Criterion: Employee's utilization of the skills and modern or sophisticated methods in fulfilling his achievements

Example of Using management style / modern technical	Job Title which was occupied by the employee	Date of Use	How to benefit from it at work

2. Initiative and Creativity

First Sub-Criterion: Degree of self-motivation of the employee to take the initiative and be innovative

Job Title which was occupied by the employee	Important projects and applications were created and applied by the employee or any work highlights the employee's ability to innovate, initiative and update	Completion Date

Job Title which was occupied by the employee	Examples of employees self-motivation (Self-training, self-reading, volunteer work where creativity...)	Completion Date

Second Sub-Criterion: The nature of the employee' innovative initiatives (ideas, studies, methods of work, projects, etc...)

Job Title which was occupied by the employee	Ideas and suggestions made by the employee or research or studies, working methods, projects executed by the employee	Completion Date

Third Sub-Criterion: Methodology or technique used in the provision of initiatives and innovations

Methodology or method used in presenting initiatives and innovations	Example

Fourth Sub-Criterion: Efforts made by the employee for the implementation of initiatives and creativity and overcoming difficulties and obstacles

Job Title which was occupied by the employee	Ideas and suggestions made by the employee or research or studies, working methods, projects executed by the employee	Examples of difficulties and obstacles faced by the employee when applying initiatives	Date	How to overcome difficulties

Fifth Sub-Criterion: The extent of implementation of the ideas/ creative initiatives presented by the employee

Year	Number of proposals submitted	Number of suggestions applied	Application Proportion

Sixth Sub-Criterion: The results and the effects of innovative initiatives for the employee and the lessons learned from

List of presented and applied ideas	Results and effects of implementing the creative initiatives for the employee (Numbers if possible)	Lessons learned

Seventh Sub-Criterion: The extent of the employee's keenness to publish, disseminates, and share with others

List of presented and applied ideas	كيفية تعميم الاقتراح على الجهات أو الأشخاص في الجامعة	How to benefit

3. Cooperation and Commitment

First Sub-Criterion: Examples / evidence that describe the degree of cooperation of the employee with internal and external customers

Job Title which was occupied by the employee	Examples of cooperation with staff	Completion Date
Job Title which was occupied by the employee	Examples of cooperation with customers	Completion Date

Second Sub-Criterion: Provision of examples / evidence that proves the keenness of the employee and his readiness to make efforts and spend extra time for serving the customers and making them satisfied

Job Title which was occupied by the employee	Examples of the employee's willingness to make additional efforts to serve the client (Overtime, additional efforts, meet the demands of the other units)	Completion Date

Third Sub-Criterion: Examples / evidence that demonstrate the ability of the employee and his keenness to work within the team

Job Title which was occupied by the employee	List of teams and committees in which they participated	Participation Type)Member, Chairman, suggested configuration, support teamwork(	Participation Date	Achievements that have been implemented by the employee

Fourth Sub-Criterion: Examples / evidence that demonstrate the respect of the employee to the laws and regulations of the university, and the extent of adherence to the application of the principles and rules

Job Title which was occupied by the employee	Examples of employee's commitment (he/she doesn't have any warnings, commitment to working time, he urged subordinates to commit)	Completion Date/ Time Period

Fifth Sub-Criterion: Examples / evidence that show the dedication of the employee in the service and achievement of the goals and visions of organizational unit, with his commitment to give priority to the requirements of his job over the personal obligations

Job Title which was occupied by the employee	Examples of granting work priority on commercial or personal obligations (Postponed vacations to suit work, postponed personal matters)	Completion Date/ Time Period
Job Title which was occupied by the employee	Examples of implementing work that's serve the university's strategic plan	Completion Date

4. Participation and taking the responsibility

First Sub-Criterion: Volunteer works accomplished by the employee, and its relationship with the requirements of his/her job

Job Title which was occupied by the employee	Examples of voluntary work	Completion Date	Relationship between work and functional work

Second Sub-Criterion: The nature of the participation of employees in the official and non-official activities, organized by the university

Job Title which was occupied by the employee	Examples of employee's participation in formal occasions (such as conferences, seminars ...)	Completion Date	Examples of employee participation in informal occasions)Tournaments, ceremonies. Trips(	Completion Date

Third Sub-Criterion: The degrees of the employee's responsibility for the special tasks in non-routine situations

Job Title which was occupied by the employee	Examples of large tasks assigned and completed by the employee and highlighting unusual things in	Completion Date

Fourth Sub-Criterion: The degree of employee bearing the work pressures and requirements

Job Title which was occupied by the employee	Examples of tasks performed by employee in addition to his/her usual work tasks	Completion Date	The rate of the additional hours worked by employee for each of the previous three years	Example of achievements number carried out by employee compared to time, Time period for completion (its possible link with the first criterion - performance and achievement)

5. Continuous learning

First Sub-Criterion: Examples that indicate the desire, keenness, and initiative of the employee to learn and take advantage of special skills and expertise of more experienced staff

Job Title which was occupied by the employee	Examples of communicating with the most experienced colleagues / direct manager and benefiting from them	Implementation date

Second Sub-Criterion: How keen the employee is and his speed in the field of self-development through the acquisition of skills and expertise related to the functions of his work

Job Title which was occupied by the employee	Examples of taking over important work within a short period of employment	Implementation date or Time period	The extent of learning tasks compared to time period

Third Sub-Criterion: How keen the employee is on proficiency in the use of computers or the Internet or the development of language skills or abilities in the field of communication, or the development of specialized technical skills (through training), for example, relate to the functions of his new job, as well as the extent of application of these skills in his work

Using computer/ internet skills that the employee has and obtained training courses related and dates of taking the courses (Skill's name-session's name- Date of Session)	Linguistic skills of the employee and training courses related and dates of taking the courses (skill's name-session's name-Date of Session)	Communication skills and training courses related (Skill's name-session's name-Date of Session)

Specialized technical skills acquired through training (Session's name-Date of Session)	How to apply specialized skills at work

Fourth Sub-Criterion: How keen the employee is to identify the details and work tasks, indicating the extent of his willingness to work in normal jobs or in the field, and not to rush to hold positions of leadership or supervisory

Job Title which was occupied by the employee	Examples of taking field work, technical, administrative, evening, shifts	Time period

Fifth Sub-Criterion: Efforts made by the employee to improve the scientific attainment

Employee's Educational Qualifications	Date
Training courses obtained by employee on his/her own accord	Date
Research, studies, books and articles done by the employee on his/her own accord	Date

6. Supervisory Skills (for supervisory category only)

First Sub-Criterion: Supervisor's ability to identify a clear vision of his organizational unit / team, and his/her ability to set up integrated plans and mobilize efforts to be applied efficiently

Examples of employee's participation in the formulation of the university's strategic plan with participation date		
Organizational unit plans and strategy supervised by the leader		
Management's vision and its relation with the university's vision and date of and placing it	Is there any special management plans (yes / no) and the date of preparation	How employees participate in preparing plans and how they are implemented

Second Sub-Criterion: Supervisor's skills in the field of regulation and maximum utilization of human, material, and technological resources available, and maximizing the return of them

Examples of maximum utilization of human resources (organizational structure, work pressure, functional rotation...)	Examples of maximum utilization of financial resources (budget preparation, documenting and developing procedures...)	Examples of maximum utilization of technical resources

Third Sub-Criterion: Supervisor's application of reliable methods to measure the level of his and his team's performance (his organizational unit) in terms of achievement of the goals

Performance evaluation mechanism for management-implementation date	Mechanism of measuring management performance indicators-implementation date	Mechanism of leader's evaluating his performance by himself-implementation date	Mechanism of evaluating staff performance-implementation date

Fourth Sub-Criterion: Examples on how the supervisor sets a good example for his subordinates in the performance and behavior, particularly in the field of customer services and career commitment

Examples of compliance with regulations and laws	Examples of additional work and emergency response	Examples of customer's attention and routing to that	Examples of supervisor providing a good example to his subordinates in performance and behavior

Fifth Sub-Criterion: How keen the supervisor is on the development and training of human resources working under his supervision in addition to delegation of authorities, motivate them to work and build the team work spirit

Mechanism of staff training in the organizational unit	Average training hours and ratios of trainees in the organizational unit for the previous three years
Examples of work delegated to subordinates	Authorization Date
Examples of honoring achievers (financially, morally)	Completion Date
Examples of forming teams / committees within the organizational unit	Completion Date

Sixth Sub-Criterion: Supervisor's ability to communicate and connect effectively with his team and his ability to provide constructive and regular information for them about their performance and achievements

Mechanisms used to communicate with staff (Periodic meetings, direct interviews, e-communication, interview assessment....)	Communication subject	Implementation periodic	Examples of this and implementation date

Seventh Sub-Criterion: The ability and skill of the supervisor to manage, change, upgrade, and continuously improve for better performance

Examples of some change initiatives	Implementation date
Examples of the development and improvement of management / Organizational unit's operations	Implementation date
Examples of Using modern techniques and devices in the organizational unit (administrative and field methods)	Time period for implementation

D. Appendices