



CHANCELLOR'S AWARD FOR INSTITUTIONAL EXCELLENCE
United Arab Emirates University

Chancellor's Medals Award Categories Guidelines

Second Cycle

2017

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A. Glossary of Terms

The table below includes the definitions of the terms and abbreviations used in the report:

[illegible]

B. Introduction

C. Criteria

1. Performance and Achievement

Sub-Criterion I			Number of Evidence in Attachments
Productivity of an employee including the extent of accuracy and speed of achievement vis-à-vis deadlines	1/1	Job titles occupied by an employee within the university and the time period for each position.	
		Examples of tasks integral to the job title which were contributed in less than the expected time period of completion.	
		Examples of a performance indicator showing the productivity scale vis-à-vis the time period of measurement (Such as 100 voucher documents in 2009).	
		Examples of implementation time, planned time and time period of measurement	
		Examples of a performance indicator showing accuracy (such as number of errors) and measurement time.	
Sub-Criterion II			Number of Evidence in Attachments
Contributions achieved by an employee which exceed expectations and transcend regular job duties.	2/1	- Projects or great initiatives which have an impact on the level of performance and are not part of the primary duties of the job. - Completion Dates	
Sub-Criterion III			Number of Evidence in Attachments
The remarkable efforts contributed by an employee to achieve a certain goal or a high-caliber accomplishment / objective.	3/1	- Example of an application initiated by an employee through multiple efforts including (massive workload, distinctive work quality and extended completion time). - Completion date.	
		The impact of the tasks on achieving an employee's professional goals.	

Sub-Criterion IV			Number of Evidence in Attachments
An employee's competence to achieve contributions and overcome obstacles and difficulties in order to fulfill potential expectations.	4/1	- An example of the achievements contributed by an employee and subsequent impeding obstacles/difficulties. - Completion Date	
		Obstacles and difficulties confronted by an employee	
		Solutions improvised by the employee to transcend these difficulties	
Sub-Criterion V			Number of Evidence in Attachments
The personal effort of an employee in achieving contributions and the extent of the participation of others in these accomplishments.	5/1	- Personal initiatives and endeavors contributed by an employee to attain his/her achievements - Completion Date	
		Examples of an employee's participation with others in achieving contributions.	
Sub-Criterion VI			Number of Evidence in Attachments
The extent to which an employee utilized modern mechanisms or advanced skills in reaching his/her contributions.	6/1	- An example of using a modern administrative / technical approach. - Date of Use	
		How to benefit from these skills and mechanisms in the workplace	

2. Initiative and Creativity

Sub-Criterion I			Number of Evidence in Attachments
The level of self-motivation on the part of an employee to take initiative and promote creativity.	1/2	- Important projects and applications innovated and applied by an employee or any other enterprise that underlined an employee's competency for innovation, initiative and novelty. - Completion Date	
		- Examples of employee's self-motivation (self-training, self-reading, volunteering for creativity purposes) - Completion Date	
Sub-Criterion II			Number of Evidence in Attachments
The status of the creative initiatives devised by an employee such as (ideas, studies, methods of work, projects, etc.)	2/2	- Ideas and suggestions proposed by an employee or research, studies, working methods and projects implemented by him/her. - Completion Date	
Sub-Criterion III			Number of Evidence in Attachments
Methodology or the established procedure of delivering initiatives and innovations	3/2	Examples of the methodology or procedures used in the delivery of initiatives and innovations.	
Sub-Criterion IV			Number of Evidence in Attachments
The efforts exerted by an employee to implement his/her initiatives / innovations and transcend difficulties and impediments.	4/2	- Ideas and suggestions proposed by an employee or research studies, methods of work, initiatives and projects implemented by him/her. - Completion Date	
		Examples of the difficulties and obstacles encountered by an employee in the implementation of his/her initiatives, and the proposed dynamics to overthrow them.	

Sub-Criterion V			Number of Evidence in Attachments
The extent of the applicability of the ideas and creative initiatives submitted by an employee.	5/2	- Number of submitted proposals - Number of applied proposals - Application ratio	
Sub-Criterion VI			Number of Evidence in Attachments
The results, impacts and learned lessons emanating from an employee's creative initiatives	6/2	List of submitted and applied ideas	
		The results and implications of implementing an employee's innovative initiatives (in numbers if possible)	
		Learned lessons	
Sub-Criterion VII			Number of Evidence in Attachments
The extent to which an employee is keen to disseminate, circulate and share ideas with others.	7/2	How to disseminate the proposal among the concerned parties and people in the university community	
		How to gain benefit from the proposal	

3. Cooperation and Commitment

Sub-Criterion I			Number of Evidence in Attachments
Practical evidence to reveal an employee's level and manner of cooperation in his treatment with concerned parties (externally and internally).	1/3	Examples of collaboration with staff	
		Examples of cooperation with clients/customers	
Sub-Criterion II			Number of Evidence in Attachments
Providing examples / practical evidence to demonstrate an employee's alertness and willingness to exert further efforts and spend additional times in service of the customers in order to achieve their satisfaction.	2/3	- Examples to prove an employee's discretion to exert added efforts in service of customers/clients (extra time, additional endeavors, fulfilling the requests of other departments/divisions) - Completion Date	
Sub-Criterion III			Number of evidence in Attachments
Providing examples / evidence to illustrate an employee's competence and inclination to work in a team environment.	3/3	Teams and committees enlisting an employee as one of their participants.	
		Participation category (Member, Chair, proposed the formation and nomination of the team, , support teamwork)	
		Participation Date	
		Achievements accomplished by an employee	
Sub-Criterion IV			Number of Evidence in Attachments

Providing examples / evidence underlining an employee's respect for the University's regulations and laws and the extent of his/her compliance and commitment to apply the principles and rules included therein.	4/3	Examples of an employee's commitment (file free from warnings, commitment to working hours, encouraging junior and assistant employees/ subordinates to become committed)	
		Completion Date/ Time Period	
Sub-Criterion V			Number of Evidence in Attachments
Providing examples / evidence to illustrate an employee's dedication to the service and achievement of the goals and visions of his organizational unit as well as his/her willingness to prioritize the requirements of his/her job over his/her personal commitments.	5/3	- Examples of prioritizing work duties over business or personal commitments (postponement of leave according to job requirements, postponement of personal matters) - Completion Date/ Time Period	
		- Examples of accomplished work which served the university's strategic plan - Completion Date/ Time Period	

4. Participation and taking the responsibility

Sub-Criterion I			Number of evidence in Attachments
The voluntary work contributed by an employee, and the extent to which it relates to the requirements of his/her job.	1/4	- Examples of voluntary works - Completion Date	
		Relationship between voluntary work and professional job/work career.	
Sub-Criterion II			Number of Evidence in Attachments
The status of an employee's participation in the formal and informal activities organized by the university	2/4	- Examples of an employee's participation in formal events (such as conferences, seminars ...) - Completion Date	
		- Examples of employee participation in informal activities (Tournaments, ceremonies. Trips) - Completion Date	
Sub-Criterion III			Number of Evidence in Attachments
The extent of an employee's responsibility for undertaking special tasks assigned to him in non-routine circumstances.	3/4	- Examples of the significant tasks assigned to an employee and his/her role in consummating them and uncovering unusual issues therein. - Completion Date	
Sub-Criterion IV			Number of Evidence in Attachments
The extent of an employee's ability to endure the pressures and requirements of work.	4/4	- Examples of tasks performed by an employee in addition to his/her regular workloads. - Completion Date	
		The average number of additional working hours allocated to an employee throughout each of the preceding three years.	
		An example of the number of contributions achieved by an employee vis-à-vis the time period of completion (this item could be linked to the first criterion - performance and achievement)	

5. Continuous learning

Sub-Criterion I			Number of Evidence in attachment
Examples to emphasize the aspiration, eagerness and initiative of an employee to learn and benefit from the experiences and skills of the more experienced staff in particular.	1/5	- Examples to prove an employee's communication with the most experienced colleagues/ line manager in order to gain benefit from their expertise. - Completion Date	
Sub-Criterion II			Number of Evidence in Attachments
The extent of an employee's eagerness and the degree of his/her promptness in acquiring the expertise and skills integral to his/her work tasks.	2/5	- Examples of performing important work tasks within a short period of employment. - Implementation date or Time period	
		The extent to which an employee learns skills vis-à-vis a time period of work	
Sub-Criterion III			Number of evidence in Attachments
The level of an employee's proficiency at using the computer or the Internet, or developing his/her language competency or his/her communication skills or promoting specialized technical capacities (through training) related to his/her new job in addition to the extent of	3/5	The computer / internet skills acquired by an employee and the training courses he/she successfully passed besides the dates of completion (name of skill- course title-course date).	
		Language skills possessed by an employee and relevant training courses as well as dates of their completion (name of skill- course title-course date).	
		An employee's communication skills and related training courses (name of skill- course title-course date).	
		Specialized technical skills assimilated by an employee through training (name of skill- course title-course date).	

the employee's ability to integrate these skills and expertise in his/her work.		An employee's ability to apply specialized skills in his/her work.	
Sub-Criterion IV			Number of Evidence in Attachments
The extent of the employee's interest in recognizing the details and tasks of his/her work displaying a passion for fieldwork or ordinary jobs and emphasizing his reluctance to pre-maturely hold leading or supervisory positions.	4/5	- Examples of an employee's engagement in fieldwork or technical/administrative jobs or evening tasks or other work shifts. - Time period	
Sub-Criterion V			
The efforts exerted by an employee to enhance his/her scientific achievements.	5/5	Scientific qualifications of an employee and their conferral date.	
		Training courses taken by an employee on his/her own accord and the date of the course/s.	
		Research, studies, books and articles voluntarily achieved by an employee	

6. Supervisory Skills (for supervisory category only)

Sub-Criterion I			Number of Evidence in Attachments
The capacity of a supervisor to define an accurate vision for his/her organizational unit / teamwork, and his/her competence to prepare integrated plans and mobilize efforts to apply them in an efficient manner.	1/6	Examples of an employee's participation in the development of the strategic plan of the university and the date of his/her participation.	
		Plans and strategy of an organizational unit supervised by the chair (vision of management and its relation to the vision of the university as well as the date of its submission)	
		How employees are engaged in the preparation and implementation of plans.	
Sub-Criterion II			
The supervisor's skills in the field of organization and his/her ability to achieve maximum benefits of available human, material and technological resources and maximize their revenues.	2/6	Examples of the uttermost utilization of human resources (work pressure, functional rotation)	
		Examples of maximizing the use of material resources (budget preparation, documentation and development of procedures)	
		Examples of maximum utilization of technical resources	
Sub-Criterion III			
The extent of the applications of reliable methods by an employee/supervisor to	3/6	- Management performance assessment mechanism - Implementation date	
		- Mechanism for measuring management performance indicators - Implementation date	

measure his own performance and the performance of his / her team (organizational unit) vis-à-vis the range of the achievement of his/her goals.		the leadership performance self-appraisal mechanism	
		- Employees performance evaluation mechanism - Implementation date	
Sub-Criterion IV			
Examples to prove that a supervisor acts as a role model to be emulated by his/her subordinates in terms of performance and behavior, especially in the area of customer services and career commitment.	4/6	Examples of adherence to regulations and laws	
		Examples of accepting overtime and responding to contingencies	
		Examples of giving attention to clients and advising others to act accordingly.	
		Examples to illustrate that a supervisor acts as a role model to be emulated by his/her subordinates in terms of performance and behavior.	
Sub-Criterion V			
The extent of the supervisor's keenness on developing and training the human resources under his/her supervision and delegating authorities	5/6	Mechanism for staff training in the organizational unit	
		Training hours and percentage of trainees in the organizational unit during the preceding three years	
		- Examples of works/tasks delegated by an employee/ a supervisor to subordinates - Authorization Date	

to them in addition to motivating them to be dedicated to work, sacrifice and constructing the spirit of one unified team.		- Examples of appreciating/honoring contributors (materially, morally) - Completion Date	
		- Examples of forming teams/ setting up committees within the organizational unit - Completion Date	
Sub-Criterion VI			
The competence of a supervisor to communicate and interact effectively with his/her team and provide them with regular constructive information about their performance and achievements.	6/6	The dynamics used to communicate with employees (periodic meetings, direct interviews, electronic communication, assessment via interviews)	
		Communication topic	
		Periodic Implementation	
		Examples to illustrate this item implementation date	
Sub-Criterion VII			
The competence and skills of the supervisor to manage change and achieve innovation as well as his/her ability to implement continuous and better improvement.	7/6	- Examples to demonstrate of some change initiatives - Implementation date	
		- Examples to highlight the development and improvement management / organizational unit processes. - Implementation date	
		- Examples to illustrate the use of modern techniques and devices in the organizational unit. - Implementation time period	

D. Attachments