



Chancellor's Medals Awards Categories Manual

Chancellor's Award for Institutional Excellence

3rd Cycle 2019



UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University





Chancellor's Medals Awards Categories Manual

Chancellor's Medals Awards Categories:

- Chancellor's Medal Award for Leadership
- Chancellor's Medal Award in the Supervisory field (Administrative/Academic)
- Chancellor's Medal Award in the Technical / Technological / Engineering Field
- Chancellor's Medal Award in Specialized Jobs (Administrative/Academic)
- Chancellor's Medal Award in the Administrative Field
- Chancellor's Medal Award in the Field Work
- Chancellor's Medal Award for the Long-Term Service
- Chancellor's Medal Award in the Field of Customers Happiness
- Chancellor's Medal Award for the Best Innovative Employee
- Chancellor's Medal Award for New Distinguished Employees
- Chancellor's Medal Award for Youth
- Chancellor's Medal Award for Enhancing Student Experience
- Chancellor's Medal Award for the Community Worker

Fields and jobs included in the Chancellor's Medals Awards Categories

These degrees cover different areas of job excellence, including all positions in the university with different titles and ranks. Each category includes but is not limited to the mentioned job titles included in each category.

The following are details of the medals:

Chancellor's Medal Award for Leadership

This category includes but is not limit to the following:

College Dean

Department Manager

Center Manager

Executive Director

Head of Sector

Chancellor's Medal Award in the Supervisory field (Administrative/Academic)

The award includes the employees working in supervisory positions at different academic levels.

This category includes but is not limited to the following:

Vice Dean

Assistant Dean

Academic Department Chair

The award also covers staff/employees working in supervisory positions at different levels of management, including but is not limited to the following job titles:

Department Chair

Managers of offices

Units Supervisors and officers

Chancellor's Medal Award in the Technical / Technological / Engineering Field

The award covers employees working in the fields of information technology or users of various technical and engineering equipment with all their diversities and complexities.

This category includes but is not limited to the following job titles:

System analysts and Software designers

IT specialists and coordinators

Engineers of different specialties

Equipment technicians of different specialties

Chancellor's Medal Award in Specialized Jobs (Administrative/Academic)

The job titles must match the tasks of the nominee

The award includes employees working in the following areas:

- Professional and advisory jobs of different and varied titles.
- Jobs in scientific research studies centers.

This category includes but is not limited to the following job titles:

- Experts, consultants, specialists and researchers
- Planners, interpreters, and mentors
- Lecturers or Instructors
- Analysts and statisticians
- Faculty members
- Editors and media employees
- Accountants and Auditors

Chancellor's Medal Award in the Administrative Field

The award includes employees working in the following areas:

- Administrative, professional or typing/printing jobs of different and varied titles
- Financial jobs of different and varied names

This category includes but is not limited to the following:

- Administrators and Administrative Assistants
- Human Resources Employees
- Procurement employees and warehouse secretaries
- Secretarial, printing and archiving staff
- Student housing administrators
- Treasurers
- Financial Assistants

Chancellor's Medal Award in the Field Work

The award includes employees whose nature of work requires non-office field work of various sizes and diversity, so that the proportion of times worked outside their offices is at least %60.

This category includes but is not limited to the following:

- Observers and Inspectors
- Drivers and Equipment Operators
- Engineering and Construction Technicians
- Agricultural technician or agricultural guide

Chancellor's Medal Award in Long-Term Service

This award includes employees who have completed more than 15 years of service at various levels of career at the university and they should be currently in service or have valid contracts.

There are special conditions for participation in this award:

- The candidate/nominee should not be a director general or a Heads of sectors.
- The candidate/nominee must have worked at the university for 15 years or more.
- The candidate/nominee must be in service when the award results are released.

- الْبَيْتُ الْمَوَسِّي حَائِزَةُ الْبَيْتِ الْأَعْلَى الْبَيْتُ الْمَوَسِّي حَائِزَةُ الْبَيْتِ الْأَعْلَى الْبَيْتُ الْمَوَسِّي

Item B: This item has been allocated to all employees participating in the category of the chancellor's Medals Award for the innovative employee in addition to the first item of the criterion:

- The level of innovations' novelty and their differences from existing solutions, and their dependence on modern practices and technology to create the desired impact.
- The extent of the dissemination of problems that have been solved by innovative solutions at the local and global level.
- Applicability of innovations, ideas and entrepreneurial initiatives applied in other countries and geographic regions.
- The size and magnitude of the problems targeted by innovations in an attempt to find solutions for them and the extent to which innovations have succeeded in solving these problems.
- Patents, intellectual property registered under the name of the employee.

The Third Criterion: Renewed Learning

- The employee's efforts to acquire experience and practical skills related to the tasks allocated to him/her and their impact on the individual and institutional level.
- The efforts of the employee to enhance his/her scientific achievements and the extent of individual and institutional benefit from this science.
- Future planning contributed by the employee to acquire knowledge and science in order to achieve results that serve personal and institutional ambitions in the future.

The Fourth Criterion: Pioneer Awareness

- Personal efforts to understand and comprehend the importance of the initiatives launched by the state or the world, and the possibility of their employment in favor of individual and institutional performance according to the nature of the work area of the employee in an attempt to achieve the leading role of the university (Accelerators, Happiness, positivity, reading, innovation, artificial intelligence, internet data, digital wealth, Renewable energy and others).

The Fifth Criterion: Positive Personality

- Employee's role in creating happiness and positivity at his/her workplace and outside it.
- Employee's role in providing a good example for colleagues in performance and behavior.
- Employee's ability to contact and communicate effectively with different cultures.
- Employee's role in highlighting his/her values, customs and national identity in all internal and external participations.
- Employee's role in raising cultural, health and environmental concerns and the extent to which they are adopted on the personal and institutional level.

Sixth Criterion: Leading and Pioneering (for the supervisory/Leadership category):

- Employee's ability to plan, organize and optimize the available resources (human, material, technological, technical, etc.)
- The employee's keenness on developing and training human resources and delegating authorities to them and motivating them to work and pay efforts in addition to building the spirit of team-work on their part.
- Employee's ability to manage change, update and provide continuous improvement toward better development.
- Employee's ability of future planning for the betterment of the organizational unit through providing future-shaping initiatives and developing an integrated plan that combines the goals of the organizational unit with the objectives of the employees.

General conditions for participation in the Chancellor's Medals Awards Categories

Terms of Participation

1. The employee should have been admitted (or assigned to work) at the University for at least two years in the same position taking into account the provided exceptions (special conditions) in the innovative employees, new employees and youth categories. Further, the following terms should be taken into consideration: The employee's work duration in the university - from the date of the actual joining of service until the application submission deadline for participation in the category (including the trial/test/probation period) - shall be calculated.
2. Participation in the administrative category is restricted to employees who do not hold any other status under any of the other award categories currently or previously, except for the category of the best innovative employee and the youth category.
3. Directors/chairs of departments at their ranks may not participate in any category other than the supervisory/ Leadership category or the category of the innovative employee and the youth category.
4. The candidate's job title must match the category of the medal he/she is nominated for, except the category of the innovative employee, the youth category, the new employee, Community Worker and Enhancing Student Experience category.
5. The performance grade of the nominated employee should not be less than (good/ Meet expectations) in the last two years
6. The candidate employee file shall be exempt from any form of sanctions (alert, warning, etc.) during the last two years of his work until the award results are announced.
7. In the case of changing the job title of the employee after submitting the application for the medal / category, he/she may remain a candidate for category he/she applied for and his/her performance will be evaluated on the basis of his/her former job name.

- ### Table for the distribution of the standard weights for the evaluation of the Chancellor's Medals Awards Categories

[illegible]

Assessment tool of the Chancellor's Medals Awards Categories

100%					75%					50%					25%					Aspects of evaluation	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5		
The employee has achievements far exceeding his/her target and related to the field of work and the functions/the main tasks assigned to him/her. The achievements exceed expectations and are distinguished in their completion by overcoming the difficulties and obstacles using creative and innovative methods. Further, the employee provided indicators reflecting the size of the results and their importance as well as characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted outcomes. The achievements of the employee contributed to the excellence of the organizational unit and help it to exceed its targets at the institutional, governmental and global levels.					The employee provides achievements that exceed the targeted outcomes and are related to his/her field of work, functions /main tasks. These achievements go beyond expectations and are distinguished in their completion. The employee provides evidence which reveal that he/she is able to overcome the difficulties and obstacles during the achievement of the tasks using effective management methods, and providing multiple indicators reflecting the size of the results and their importance and distinguished characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted plan. The achievements of the employee contributed to the excellence of the organizational unit and help it to exceed its targets at the institutional level.					The employee has some achievements related to his/her field of work, functions / main tasks. He/she revealed excellence in the completion of the achievement. The employee provides some evidence of his/her ability to overcome the difficulties and obstacles, and provides some indicators reflecting the size of the results and their importance and distinguished characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted outcomes. The employee contributed to the organizational unit's achievements of its targets.					The employee rarely provides achievements related to the field of his/her work and functions /major tasks entrusted to him/ her. He/she revealed excellence in the completion of the achievements. But the employee provided no evidence of overcoming the difficulties and obstacles confronted by him/her during the completion of the achievements, and did not provide any indicators of the size of the results and their importance and distinguished characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted outcomes					Individual performance and achievements within the contours of the employee's work. The employee's efforts in overcoming challenges and difficulties to achieve the targeted outcomes and the impact of these challenges on his/her work	
The employee provides evidence of long-term future planning through his/her achievements in accomplishing the strategic plan of the entity/unit with evidence of the most prominent future achievements. There is also clear evidence reflecting the employee's use of the future-shaping tools for medium and long term planning through identifying the time scale and the most important current and future trends in the external environment locally, regionally and globally, in addition to developing scenarios and proactive actions of priority, and providing adequate evidence highlighting his/her role in the development of strategies, policies, initiatives and decision-making based on proactive analysis which serve the entity and achieve the UAE Centennial.					The employee introduces evidence of medium-term future planning through his/her achievements in accomplishing the strategic plan of the entity/unit. The employee provides evidence of the most prominent future achievements through some indicators reflecting the size of the planned results, their importance and characteristics, and contributions to the achievement of the organizational unit's objectives at the institutional level. There are some evidence to reveal that the employee has participated in the medium and long term planning using future-shaping tools, as well as the role of the employee in developing strategies, policies and initiatives and taking the necessary decisions that will serve the institution/unit/entity.					The employee provides some achievements in the short-term future planning through realizing the objectives set out in the strategic plan of his/her entity / unit with some evidence of the most prominent future achievements through some indicators that reflect the size of the planned results and their importance and distinguished characteristics and contributions to achieving the targets/objectives of the organizational unit.					The employee rarely plans for future achievements related to the field of work and the functions/ main tasks assigned to him/her, which contribute to accomplish the results that serve his/her work in the future. The employee provides no evidence to show his/her role in achieving the UAE Centennial.					Future achievements planned by the employee to serve his/her work area, and his/her future-shaping vision as well as his/her role in achieving the UAE Centennial.	
The employee provides numerous and varied evidence indicating the existence of superior efforts to achieve his/her individual achievements and goals during his/her professional career and accomplishes achievements that highly exceed the planned targets and are related to his/her field of work and the functions /main tasks previously assigned to him/her in his/her current work, which surpass expectations and are characterized by distinction. The employee provides indicators reflecting the size and significance of the achieved results and their characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted objectives which help the organizational unit to exceed its targets at the institutional, governmental and global levels.					The employee provides evidence of the superior efforts he/she has made to achieve individual accomplishments and goals during his/her professional career. The employee's achievements exceed the targets related to his/her field of work, functions and the main tasks assigned to him/her in his/her current work and surpass expectations. The employee accomplished excellence in his/her achievements. The employee also provides various indicators reflecting the size of the achieved results, their importance and characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted plan. The employee's contributions helped the organizational unit to exceed its targets at the institutional level.					The employee provides some evidence of the superior efforts he/she has made to accomplish individual achievements and goals during his/her professional career and achievements related to his/her field of work, functions and main tasks previously assigned to the employee in his / her current role and excellence in his/her achievements. The employee also provides some indicators emphasizing the size of the results of his/her achievements, their importance and characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted plan and contribution of the accomplishment of the objectives of the organizational unit.					The employee rarely makes achievements triggered by superior efforts required to realize planned tasks during his career or achievements related to his/her field of work or tasks entrusted to him in his current job or excellence in the completion of tasks. The employee did not provide any indicators of the size of the results and their importance and characteristics in terms of accuracy and speed of accomplishment vis-à-vis the targeted plan.					Individual performance and achievements previously achieved by the employee in his or her current work area or any other previous jobs.	
The employee exerts personal efforts and makes multiple and varied contributions to the accomplished achievements compared to colleagues / team contributions.					The employee exerts personal efforts and makes multiple contributions to the accomplished achievements compared to colleagues / team contributions.					Employee provides some personal efforts to contribute to the achievements compared to the contributions of colleagues / team.					Employee rarely participates in achievements compared to peer / team contributions.					Employee's cooperation with his/her colleagues to accomplish achievements and goals.	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	Total Achievement and Future Awareness	

The First criterion: Achievement and Future Awareness

100%					75%					50%					25%					Aspects of evaluation	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5		
The employee continuously initiates/creates innovative or radical innovation initiatives (ideas, studies, methods of work, projects) and convinces the administration of their applicability, leading to improved efficiency and effectiveness in work.					The employee introduces innovative or pioneering initiatives (ideas, studies, work methods, projects) and convinces the administration of their applicability to improve the work of the unit/ department...etc.					The employee introduces some innovative or pioneering initiatives (ideas, studies, working methods, projects).					The employee rarely provides innovative or pioneering initiatives.					Innovations, ideas or initiatives provided by the employee and are related to his or her field of work.	
The employee takes the lead in applying all his/ her innovations, ideas and pioneering initiatives to solve existing problems. The employee also presents several indicators reflecting the size of the achieved results and the accomplished positive impacts and provides information about the extent to which the innovations succeed in improving performance and solving related problems at the institutional, governmental and global levels.					The employee applies most of the radical innovations, ideas and pioneering initiatives introduced by him/her. The employee also presents several indicators reflecting the size of the achieved results and the accomplished positive impacts at the institutional level					The employee applies some of his/her radical innovations, new ideas and pilot initiatives. He/ she also provides some indicators reflecting the size of the achieved results and the accomplished positive impacts.					The employee rarely applies his radical innovations, ideas and pioneering initiatives, and provides no indication of the size of their results and the achieved positive impacts.					Applying the employee's innovations, ideas, pioneering initiatives and the achieved outcomes and effects.	
Measurement of all results and the impact of applying innovations and entrepreneurial initiatives that lead to improved self-development, work and positive results is available					Measurement is available for most of the results and the impact of the application of innovations and entrepreneurial initiatives that lead to improved self-development, action and positive results.					There is an assessment of some of the results and the impact of application of innovations and entrepreneurial initiatives that lead to improved self-development, work and positive results					There is rarely an assessment of the results and the impact of application of innovations and entrepreneurial initiatives that lead to improved self-development, work, and positive results.					Personal and institutional benefit from the outcomes of innovations and applied pilot initiatives.	
The employee provides multiple evidence of benefiting from his /her learning efforts and career path in building ideas and innovations at a high level of modernity and providing radical innovative solutions to those at the institutional, governmental and Global Levels.					The employee provides several evidence of the extent to which he/she has benefited from his / her professional efforts in building radical ideas and innovations at the institutional level.					There is some evidence of how well an employee has benefited from his/her learning efforts or career path in building radical ideas and innovations at the Organizational Unit Level					There is no evidence of the extent to which the employee has benefited from his/her learning efforts or career paths in building radical ideas and innovations					The extent to which learning efforts and career paths are utilized to construct new ideas and innovations.	
The employee has multiple interests and provides evidence on publishing, documenting, and registering works, researches, creative and new projects presented by him/her that are innovative and modern.					The employee provides evidence of the publication, documentation and registration of creative and new works presented by him/ her that are innovative and modern.					There is some evidence of the employee's documentation, publication or registration of new/ creative works and projects.					There is no evidence of documenting, publishing, or registering of achievements in terms of ideas, innovations and initiatives provided by the employee					Defining and documenting the innovations, ideas and initiatives of the employee through research publications, scientific / literary works, participations in conferences, etc.	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	Total Innovative Thinking	

The second criterion: innovative thinking

The third criterion: Renewed Learning



100%					75%					50%					25%					Aspects of evaluation
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	
There is clear evidence of the employee's understanding and comprehending of the importance of state-led or world-leading initiatives (such as happiness, positivity, reading, innovation, artificial intelligence, Internet data, digital wealth, renewable energy, etc.) and his/ her participation in their applications in his/her unit/ department/institution through the provision of innovative ideas integral to the nature of the employee's field of work to improve individual and institutional performance in order to achieve competitiveness and institutional entrepreneurship.					The employee has several evidence of how well the employee understands and comprehends the importance of state-led or world-leading initiatives and using them in favor of achieving individual and institutional performance.					There is some evidence of the employee's understanding and comprehending of the importance of state-led or world-leading initiatives and using them in favor of achieving individual and institutional performance.					There is no evidence of the extent to which the employee has benefited from his/her understanding and comprehending of the importance of state-led or world-leading initiatives and using them in favor of achieving individual and institutional performance.					Understanding and Comprehending the importance of state-led or world-leading initiatives and utilizing them in favor of accomplishing individual and institutional performance.
The employee makes continuous efforts to understand the importance of state-led or world-leading initiatives (such as happiness, positivity, reading, innovation, artificial intelligence, Internet data, digital wealth, renewable energy, etc.) and their application mechanisms which participate in the provision of suitable solutions for all challenges to ensure the achievement of institutional and regional entrepreneurship and competitiveness to serve the vision of the government					The employee makes clear personal efforts to understand the importance of (Happiness, Positivity, Reading, Innovation, Artificial Intelligence, Internet data, Chain of Blocks, Digital Wealth, Renewable Energy, etc.) and initiatives as well as mechanisms to implement them in order to achieve the leading and competitive role of the government and the state entities/institutions.					The employee makes some personal efforts to understand the importance of the initiatives and their implementation mechanisms to achieve the leading role of the government entity/ institution.					The employee rarely makes personal efforts to understand the importance of the initiatives and their implementation mechanisms to achieve the leading role of the government / state					Personal efforts in understanding the importance of the initiatives and their implementation mechanisms to achieve the leading role of the government / state.
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	Total Pioneer Awareness

The Fourth Criterion: Pioneer Awareness

The Fourth Criterion: Pioneer Awareness



100%					75%					50%					25%					Aspects of evaluation	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5		
The employee has a system of basic and positive values which is always represented in multiple and varied situations. The employee is keen to act as a positive role model by establishing positivity and happiness through his behavior and outstanding performance. He/she is interested in disseminating these positive values among his/her colleagues inside and outside the work place. This attitude constitutes a positive reflection on the performance and reputation of the unit/ department/institution					The employee has a system of basic and positive values which he/she often reveals in multiple and diverse situations triggered by his/her desire to act as a positive role model, an example to be emulated in the dissemination of the culture of positivity and happiness and the employee highlights this attitude among his/her colleagues in the unit/ department/institution					The employee has basic values which he/she reveals in limited situations that highlight the employee's limited role in disseminating the culture of happiness and positivity at the unit/ department/institution					The employee has basic values that are rarely exploited in disseminating the culture of positivity and happiness and he/she is not a model for performance and behavior at the unit/ department/institution.					Provision of positive role models by the employee for his/her colleagues in performance and behavior, and his/her role in happiness and positivity inside and outside his/her workplace.	
The employee has profound skills in contacting and communicating effectively with his/her team-work, and he/she is keen to exchange views and ideas with colleagues and stakeholders on continuous basis to inform them of all aspects of strength and weakness in their work and invest their energies and experience in achieving the objectives of the unit/ department/institution.					The employee has high contact and communication skills with a team -work of different cultures and he/she is keen to exchange ideas and thoughts with colleagues to inform them of all aspects of strength and weakness.					The employee has average contact and communication skills with his/her team-work affiliated with different cultures and he/she is keen to exchange ideas and thoughts with them.					The employee has limited contact and communication skills with different cultures and has limited exchange of views and ideas with them					The employee's ability to communicate effectively with different cultures.	
The employee has interests in cultural, health or environmental issues, which are accurate and continuous through his / her community involvement, which positively affect his / her behavior and performance. The employee also promotes these concerns in the work environment by designing innovative initiatives in various health, environmental or cultural fields.					The employee has interests in the cultural, health or environmental fields, which are clear and adopted on a personal level through his / her community participations, promotion of awareness of the presentations of various activities and participations in others inside and outside the unit/department/ institution					The employee has some interest and involvement in the cultural, health or environmental fields on a personal level					The employee has limited interests in the cultural, health or environmental fields					Cultural, Health, Environmental or other interests and the extent of their Adoption on the Personal and Institutional level.	
The employee continuously participates in volunteering work and continuously affirms the importance of his/her role triggered by the concept of positive community participation.					The employee often participates in volunteering work and highlights his/her role based on the concept of positive community participation.					The employee sometimes participates in volunteering work and sometimes reveals his/her role in these activities based on the concept of positive community participation.					The employee rarely participates in volunteering works and rarely reveals his/her role in these activities based on the concept of positive community participation					Volunteering work in which the employee participated	
100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	Total Positive Personality	

Fifth Criterion: Positive Personality

