

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual		Related Policy	AP-07
			Effective Date	01-Sep-2014
	Subject		Most Recent Review Date	01-Dec-2013
	Faculty Excellence Awards Program		Due Date for Next Review	01-Sep-2016
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Procedures of Policy No. (7) - Faculty Excellence Awards Program

1. Eligibility

- Faculty members are eligible to apply for all awards categories. Instructors are eligible to apply for teaching and service awards at the College and University levels.
- Applicants to College Excellence Awards must have at least two years of service at UAEU before applying. Applicants to University Excellence Awards must have at least three years of service at UAEU before applying. Applicants to the Distinguished Faculty Award must have at least five years of service at UAEU before applying.
- No more than two nominations per award may be submitted by any College for any University award.
- Nominations must be for recognition of work done at UAEU.
- No faculty member may be nominated for more than one award at a time.
- Previous recipients of the awards are not eligible to apply for the same award for at least two consecutive years after being awarded.
- Awards are normally announced before the end of the academic year in which they are awarded.

2. Selection Committees

a) College Awards

- Each Department nominates one faculty member to form a College Excellence Awards Committee. One additional member is nominated by the Dean.
- Participation in evaluation and decisions related to award nominations shall be limited to faculty members who are not applying for the awards.
- The College Excellence Awards Committee selects its own Chair.

b) University Awards

The Provost forms a University Excellence Awards Committee whose composition and Chair is at his/her discretion.

3. Selection Process

- Nominations for any award may be made by Deans, Department Chairs, Program Coordinators, individual faculty members, and students. Faculty members may nominate themselves.
- All nominations are directed to the Chair of the College Excellence Awards Committee.
- Assessments of eligibility and of excellence are made as per Policy and Procedures.
- Based on the review of all applications and the recommendations of the College Excellence Awards Committee, the Chair of the Committee recommends nominations for all award categories to the College Council.

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- e) Based on the recommendations of the College Committee, the College Council has the authority to determine the winners of College Excellence Awards. The Council approves the nominations for other Awards.
- f) The University Excellence Awards Committee recommends to the Provost the nominations for University Excellence Awards and Distinguished Faculty Awards.
- g) The Provost will make his recommendations to the Vice Chancellor who makes the final decision on these awards.

4. Nominations

Each nomination is made to the Chair of the College Excellence Awards Committee and is supported by a portfolio that includes:

- a) A letter of nomination/application, including a narrative statement of no more than two pages addressing the criteria for the particular award and describing why the contribution of the individual merits nomination for the Award;
- b) A current curriculum vitae;
- c) A documentation of the evidence demonstrating the nominee's excellence in relation to the relevant award, including the following:
 - (i) Teaching: An overview of the nominee's contributions as a teacher and advisor and a list of all courses taught during his/her service at the UAEU with course number, course name, number of students enrolled, dates taught, and results of teaching evaluations. Supporting documents will be requested as needed.
 - (ii) Scholarship: A description of the nominee's significant scholarly and/or creative achievements, including a list of publications. Evidence of these publications will be requested as needed.
 - (iii) Service: An overview of the nominee's services to the academic, professional or UAE community, with special emphasis on activity above and beyond assigned responsibilities. Details must include dates, positions held, and activities completed. Supporting documents will be requested as needed.

5. Selection Criteria

The general guidelines for selection of nominees for the different categories of the awards are given hereafter.

a) College Award for Excellence in Teaching

- (i) Ability to stimulate students to learn.
- (ii) Enthusiasm about subject matter and teaching.
- (iii) Innovative lectures or educational materials (laboratories, computer aided instruction, class handouts, etc.)
- (iv) Concern for and dedication to students.
- (v) Constructive use of evaluations (examinations, homework, etc.)
- (vi) Activities in support of teaching (academic advising, course and curriculum development, publications related to teaching, etc.)
- (vii) Development of new courses or revitalization of existing ones.

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b) College Award for Excellence in Scholarship

- (i) Significant record that emphasizes publications in international journals.
- (ii) Recognition among colleagues as a researcher/scholar/leader in the discipline.
- (iii) Sustained contribution to the advancement of scholarship.
- (iv) Activity in professional associations and holding positions that recognize the applicant's scholarship and/or creative activity.
- (v) Grants and contracts.

c) College Award for Excellence in Service

- (i) Consistent excellent performance in professional service as evidenced by a high level of professional service activity; commitment to the quality of the service provided and breadth and depth of the service record.
- (ii) Evidence of outstanding leadership in a major service activity.
- (iii) Impact and significance of professional service as evidenced by perceived importance of work by others.
- (iv) Contribution to organizational improvement and advancement, and public recognition, etc.

d) University Award for Excellence in Teaching

- (i) Innovative use of technology in the teaching and learning process.
- (ii) Developing online courses.
- (iii) Using multimedia to produce educational materials to be used primarily for teaching.
- (iv) Extensive use of course management systems such as Blackboard.
- (v) Innovative lectures or educational materials (laboratories, computer aided instruction, class handouts, etc.)
- (vi) Awards and honors received in recognition of teaching, advising, and mentoring.
- (vii) Organizing or conducting new courses or programs of study.

e) University Award for Excellence in Scholarship

- (i) Significant contribution to the discipline.
- (ii) Significant publication record in international journals as evidenced by citations of applicant's research by other professionals.
- (iii) Recognition among colleagues as a researcher/scholar/leader in the discipline.
- (iv) Sustained contribution to the advancement of the University scholarship program, including planning for graduate studies, thesis supervision, grants and contracts, if appropriate.
- (v) Interest in fostering the intellectual growth of students and promotion of their scholarship and dissemination of knowledge through mentoring other faculty and students.
- (vi) Activity in professional associations.
- (vii) Professional honors and/or other forms of recognition.

f) University Award for Excellence in Service

- (i) Consistent excellent performance in professional service as evidenced by level of professional service activity; commitment to the quality of the service provided; and breadth and depth of the service record.

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- (ii) Evidence of sustained leadership in multiple professional service activities, or, in exceptional cases, evidence of outstanding leadership in a major service activity.
- (iii) Impact and significance of professional service as evidenced by perceived importance of this work by others.
- (iv) Contribution to organizational improvement and advancement and public recognition, etc.

g) Distinguished Faculty Award

- (i) Excellence in teaching through innovative or integrated use of technology, developing online courses, using multimedia to produce educational materials to be used primarily for teaching, publication of research related to the area of instruction in international pedagogical journals.
- (ii) Exceptional scholarly achievements, as evidenced by publications in international journals, major research grants, and/or other scholarly activities in the academic field of study.
- (iii) Significant role in community service through enhancing interaction between the University and the community, conducting training workshops and offering advisory services.

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Faculty Excellence Awards Application Form

Academic Year: /

College: _____

This application is for (Please check one of the following):

- ☐ College Award for Excellence in Teaching
☐ College Award for Excellence in Scholarship
☐ College Award for Excellence in Service
☐ University Award for Excellence in Teaching
☐ University Award for Excellence in Scholarship
☐ University Award for Excellence in Service
☐ University Award for Distinguished Faculty

Applicant's Name	
Banner ID	
Rank	
Department/Program	
E-mail	
Phone	
Date Joined UAEU	