



Chancellor's Medals Awards Categories Manual Chancellor's Award for Institutional Excellence

4th Cycle 2022

UAEU

جامعة الإمارات العربية المتحدة
United Arab Emirates University



The aim of the chancellor's medals is to highlight the distinguished employees in the university by evaluating the extent of excellence and leadership in their performance and achievements in line with the concepts of the government excellence system to motivate employees and achieve results and leadership on both the individual and institutional levels and make a qualitative and paradigmatic leap in performance. These awards cover the different areas of the University's activities as follows:

Chancellor's Medals Awards Categories:

- Chancellor's Medal Award for Leadership
- Chancellor's Medal Award in the Supervisory field
- Chancellor's Medal Award in Specialized Jobs
- Chancellor's Medal Award in the Administrative Field
- 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 Youth
- Chancellor's Medal Award for Enhancing Student Experience
- Chancellor's Medal Award for future jobs
- Chancellor's Medal Award for Government Communication

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

These medals 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 not limit to the following:				
College Dean	Department Manager	Center Manager	Executive Director	Head of Sector

Chancellor's Medal Award in the Supervisory field

The award includes the employees working in supervisory positions.
This category includes but not limited to the following:

Vice Dean	Assistant Dean	Academic Department Chair
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The award also covers staff/employees working in supervisory positions at different level of management, includes but not limited to the following job titles:

Department Chair	Managers of offices	Unit Supervisors
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Chancellor's Medal Award in Specialized Jobs

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 not limited to the following job titles:

- Experts, consultants, specialists and researchers.
- Planner, 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

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

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

Chancellor's Medal Award for the Long-Term Service

This category 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 head of sectors.
- The candidate/nominee must have worked at the university for 15 years or more.
- The candidate/nominee must be in the service when the award results are released.

Chancellor's Medal Award in the Field of Customers Happiness

This award includes all employees working in front-line positions to provide non-technical administrative services to clients in the service centers or answer clients inquiries or provide information to them about the services provided.

This category includes but is not limited to the following:

- Information Employee officer
- Call center officer
- Receptionist
- Client Happiness Officer / Service Officer

Chancellor's Medal Award for the Best Innovative Employee

This category includes all employees at the university regardless of their job titles or ranks of those who have provided inventions or patents registered under their names related or non-related to their work fields. At least, the employee must have spent a period of two years at the university.

Chancellor's Medal Award for Enhancing Student Experience

This category is dedicated to any UAEU employee (Academic/Administrative/Technical) who contributed with outstanding achievements in enhancing student experience

Chancellor's Medal Award for Youth

This medal is dedicated to the youth category of university employees within the age group up to 35 years of UAE nationals, regardless of their job titles or rank. They are characterized by specific characteristics, including: arming themselves with science and self-learning, diligence, professionalism and specialization, initiative and ambition, awareness of responsibility, adherence to values, customs and national identity, serving the country, tolerance and openness to other cultures, role model, optimism and positivity.

Chancellor's Medal Award for future jobs	Chancellor's Medal Award for Government Communication
<p>This medal is dedicated to all employees working in jobs that match the specializations and skills required to enhance future readiness.</p> <p>Examples of jobs classified under this medal are:</p>	<p>This medal is dedicated to all employees of the Corporate Communication Department. Examples of jobs that classified under this medal are: (specialists in government communication, documentation and media monitoring, government marketing and promotion, social communication, media messages, artistic production (such as editors, journalists and photographers), media crisis management, media oversight).</p>
<p>This category includes but is not limited to the following:</p> <ul style="list-style-type: none"> • Big data • Artificial intelligence • Robots • Transportation and mobility technology • Food science • Environmental sciences and alternative energy • Water sciences • Biological Sciences • Future education technology • Other jobs: Block-chain, 3D printing, crypto-currency, space sector jobs, etc 	

Chancellor's Medal Award Categories Evaluation Criteria

The Chancellor's Medals Awards include the following criteria:

- First Criterion: Achievement and Impact
- Second Criterion: Learning and Development
- Third Criterion: Innovation
- Fourth Criterion: Positive Citizenship
- Fifth Criterion: Leadership Spirit (for the supervisory category)

The Chancellor's Medal Award for the Best Innovator includes the following criteria:

- First Criterion: Thinking and Planning
- Second Criterion: Implementation and Execution
- Third Criterion: Results and Impacts
- Fourth Criterion: Knowledge Transfer

Below is an explanation of the contents of each of these criteria's:

***Explanation of the criteria for the Chancellor's Medals Awards**
(not including the best innovator)

The criteria for these Medals include, but are not limited to, the following contents:

First Criterion: Achievement and Impact

- Personal efforts and the nature of the distinguished achievements made by the employee during his/her career, which exceeded the goals and contributed to providing an added value for him/her and for the university.
- The ability to link the achievements made by the employee to the goals of his/her organizational unit and measure its impact on achieving the university goals.
- Proactive and flexible in facing challenges and risks and take advantage of opportunities to achieve the university objectives.
- Future thinking and planning and making smart and efficient decisions to achieve achievements that serve the university, especially in the field of improving the university competitive position and the quality of life in the community, and the possibility of investing those results in the future.

Second Criterion: Learning and Development

- The employee efforts to improve his/her academic and practical achievement related to his/her duties and its impact on the development of individual and institutional performance levels.
- Passion for continuous learning and self-development to diversify skills and experiences and constantly update in line with the requirements and future changes.
- Sharing with others the knowledge and experiences acquired by the employee inside and outside his/her workplace.

Third Criterion: Innovation

- Efforts to understand institutional challenges, learn about government initiatives, and understand government and global directions.
- The innovations, ideas and pioneering, non-typical and creative initiatives presented by the employee in his/her field of work or outside to contribute to overcoming current challenges or aligning with future directions.
- Implementing innovations, ideas and pioneering initiatives and measuring the results and impacts.
- Efforts to document innovations, ideas and pioneering initiatives.

Fourth Criterion: Positive Citizenship

- The values of national identity and pride in the country, and the national gains and efforts to preserve them and uphold the values of belonging and loyalty.
- Spreading positive energy inside and outside work.
- Effective communication with all cultures, acceptance of diversity, and upholding the values of tolerance inside and outside the university.
- Develop and acquire skills that contribute to improving the quality of life for the employee and those around him/her.
- Voluntary participation in institutional activities and community events and support social development and community service.
- Teamwork and contributing to the development of colleagues and providing support to them to achieve their goals.

Fifth Criterion: Leadership Spirit (for the supervisory category)

- A clear vision of how to create and shape the future.
- The ability to understand visions and achieve goals through effective planning that ensures the contribution of team works and the exploitation of resources in creating added value, serving, and making community happy.
- Flexibility and consolidation of the concept of proactive, speed of response, implementation, field presence to follow up work, effective and efficient management of developments, change and development processes for tasks and services, and decision-making to achieve institutional goals.
- Believing in the importance of investing in human capital, that enables, inspires and prepares second level leaders, and the leadership spirit of his/her work teams, and enhances their capabilities to supports excellence and competitiveness of the university.
- Createing a healthy, positive, and competitive work environment that stimulates work, giving and participation.

Explanation of the Chancellor's Medal criteria for the best innovator:

The criteria include, but are not limited to, the following contents:

First Criterion: Thinking and Planning

- Size and nature of the innovations offered by the innovative employee during his/her career and the areas it serves.
- Studies, scientific basis, benchmarking comparisons and references carried out by the innovative employee as a basis and as a scientific framework for the innovations he/she presents, and his/her keenness to develop plans for implementation and follow-up.
- The level of modernity, uniqueness, and originality of the innovations it presents and its difference from similar ones in the same field.

Second Criterion: Implementation and Execution

- The elements, tools, and methodologies used by the innovative employee in implementing and applying the innovations.
- Challenges and obstacles encountered in implementing innovations and how to deal with them.

Third Criterion: Results and Impacts

- The extent of the innovations' success in achieving the goals for which they were found.
- The impact of the results of implementing innovations, personal and institutional benefit from them, especially in the field of improving the competitive and leading position of the university and the quality of life in the community, and the possibility of investing those results and impact in the future.
- The capability of implement innovations to other entities, institutions, countries. and other geographic areas
- Introducing, documenting, and publishing innovations through research, literature, or conferences, and obtaining patents and intellectual property registered in the name of the employee or the university.

Fourth Criterion: Knowledge Transfer

- The innovative employee shares with colleagues and others his/her knowledge, experiences and lessons learned from implementing his/her innovations, in a way that contributes to enhancing their innovative capabilities.
- Teamwork and contributing to the development of colleagues and providing support to them to achieve their achievements and goals.
- Considerate ethical, professional, and legal controls and other potential impacts to implement innovations.

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

Terms of Participation

1. The employee must have been recruited or assigned to the university for at least two years in the same position, subject to exceptions (special conditions) in the best innovative employee category & the youth category taking into consideration the following:
 - The duration of the work of the employee at the university shall be calculated from the date of actual employment until the last day for submission of applications for the category (including the trial period)
2. Employees/staff members assigned by local government entities to work at the university may be nominated for the award after spending at least two years at the UAEU
3. Application for the award within the administrative category is restricted to employees/staff members who do not have any other status under one of the other categories currently or previously, except the best innovative employee category & the youth category.
4. The employee nominated for the Chancellor's Medal in the Supervisory Field must be a supervisor of at least three employees.
5. The candidate's job title is required to match the category of medal he is nominated for, except for the category of innovative employee, youth category, future jobs category, new employee, long service, and enhancing student experience category.
6. The performance of the nominated employee must not be less than good/meet expectations in the last two years
7. The file of the nominated employee is required to be free from any form of penalties (alert, warning, etc.) during the last two years of his work until the results are announced
8. In the event of changing the job title of the employee after submitting the application for the medal, he may remain a nominee for the medal and his performance will be evaluated based on his previous job title.
9. To win the medals, the candidate must be in his job during the evaluation process and until the results are announced
10. Winners of the Prime Minister's medals in previous cycles are not entitled to participate in the Chancellor Award for Institutional Excellence
11. The winners of awards in the last two cycles are not entitled to apply for the same category of award before the elapsing of two award cycles but they can participate in other categories if they meet the required criteria
12. The Supreme Committee has the right to exclude any application at any time in the event that the conditions of participation do not comply.

Table for the distribution of the Criteria weights for the evaluation of the Chancellor's Medals Awards Categories

(not including the best innovator)

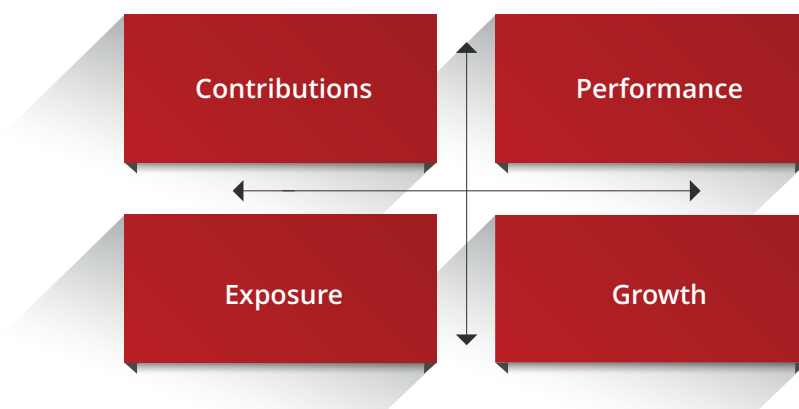
Criteria / Medal	Leadership	Supervisory field	Administrative Field	Specialized Jobs	Field of Customers Happiness	Long-Term Service	Enhancing Student Experience	future jobs	Government Communication	Youth
achievement and impact	25	25	35	30	35	30	25	20	30	25
learning and development	20	20	25	25	25	25	35	30	25	35
innovation	10	10	20	25	20	25	20	30	25	20
Positive Citizenship	20	20	20	20	20	20	20	20	20	20
Leadership spirit	25	25	0	0	0	0	0	0	0	0

Criteria weight for Chancellor's Medal Award for the Best Innovative Employee

Criteria / Medal	Best Innovative Employee
Thinking and Planning	30
Implementation and execution	20
Results and Impact	30
Knowledge transfer	20

Evaluation Dimensions

The evaluation mechanism for the Chancellor's Medal Award has been developed so that the employee is considered comprehensively through four different dimensions:



The new evaluation mechanism aims to create a comprehensive and integrated visualize of the candidate's performance and the extent to which he/she achieves the criteria of a role model, and not by evaluating him/her from one side, which is the size of the achievements and evidence presented by the candidate. The new evaluation mechanism clarifies, at the end of the candidacy journey, the employee's maturity levels, starting with the employee who has accomplished his/her work and job tasks and ending with the employee who is inspired by the highest levels of maturity to set a role model, so that the evaluation results constitute a roadmap for excellence and improvement.

Following explanation of these dimensions:

First: Performance (35%)

This dimension measures the size and nature of the distinguished efforts and works that exceed the expectations accomplished by the nominated employee to achieve the criteria of the Chancellor's Medal Award and in line with the characteristics of a good role model. This dimension mainly focuses on the immediate efforts and outputs within the scope of the employee's work, for example:

- Percentage of achieving his/her objectives according to the job description.
- The employee has obtained training courses, academic degrees, and a plan for continuous learning.
- The volume of innovations and pioneering initiatives made by the employee and their positive results.
- The employee's participation in various events, and activities inside and outside the entity.
- The employee's efforts to qualify a second grade of qualified employees to support the entity's competitiveness (in supervisory positions).

Second: Contributions (30%)

This dimension measures the contributions of the nominated employee that exceed the scope of his/her job duties and the tasks of his/her workplace, and include: tangible and intangible contributions that add value to the employee in building a culture of quality and excellence, promoting the values of happiness and positivity, and contributing to achieving the accomplishments of others, for example:

- The number of participations and initiatives that the employee contributed to work developing and promoting a culture of excellence and quality in organizational units outside the scope of his job duties.
- Development and improvement projects implemented by the employee in other organizational units as a direct result of learned lessons from training and learning efforts.
- The entity obtained awards, certificates of appreciation, or patents as a direct result of the employee's innovative contributions.
- The number of events which the employee contributed to help colleagues inside and outside the entity to achieve personal achievements for them.
- The employee's proactive decisions that contributed to empowering the work team members (in supervisory positions).

Third: Growth (20%)

This dimension measures the level of growth and development of the personal candidate and its impact on his professional development. It also measures any repercussions and positive effects of this growth on the performance of his organizational unit and his/her work. This growth may be in the form of (quantitative) number and/or qualitative (nature and quality), for example:

- An annual increase in the employee's achievement of his targets.
- Positive stereotypes (increase) in the employee's level of learning annually.
- The increase in the number of innovations and pioneering initiatives presented by the employee and the remarkable improvement in their quality and positive results.
- The increase in the number of employee participation in various, events and activities inside and outside the entity annually.
- A steady increase in the number of employees from the second level leaders who are rehabilitated and empowered (in supervisory positions).

Fourth: (Exposure 15%)

This dimension measures the extent to which the nominated employee is aware of the variables and events related to the nature of his/her work at the level of the entity or the government directions of the country, as well as regional and international variables. It also includes openness to other cultures and following up on future trends and how this openness reflects on achieving all standards, for example:

- The multiplicity and diversity of sources (internal and external and best practices) which the employee access and takes his/her information from to achieve his/her goals and accomplishments.
- The employee relies on various sources and methods to improve his/her educational attainment, such as e-learning, attending workshops, and participating in field visits.
- Participation and attendance of the employee for conferences and workshops inside and outside the country to see the latest innovations related to the workplace, and to follow up on the published and circulated news about the future directions of the government to benefit from them in developing his/her innovative ideas and initiatives.
- The employee's participation in various events and activities is not limited to those organized by the entity only, but extends to the participation in the activities of external parties.
- The employee is familiar with the latest methods to develop his/her administrative and supervisory skills and attend training courses to enhance his/her knowledge of future technologies such as artificial intelligence techniques to be used in improving the efficiency of his/her performance of supervisory tasks (in supervisory jobs).

Assessment tool

Chancellor's Medal Criteria Evaluation Tool (not including the Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
First Criterion: Achievement and Impact	Performance (35%)	The employee's efforts are simple, and sometimes he/she achieves the required target, and does not contribute to achieving the achievements of his/her employer	The employee has some effort to achieve his/her personal goals within the limits of what is expected of him/her, he/she also achieves some achievements for his/her organizational unit.	The employee has efforts that meet expectations and have a tangible impact in achieving his/her personal goals and achieving achievements for his/her organizational unit compared to other units within the entity.	The employee has efforts that exceed expectations and go beyond his/her personal tasks and goals to achieve outstanding achievements for his/her organizational unit compared to other units inside and outside the entity.
	Contributions (30%)	The employee's contributions outside the scope of his/her job requirements are weak and almost non-existent.	The employee tries to contribute to presenting assistance to other organizational units within the entity.	The employee uses his/her professional career and his/her flexibility in making suggestions and contributions inside and outside the scope of his/her organizational unit to enhance the capacity of the employer	The employee is keen to continuously measure performance to ensure the extent to which goals are achieved, whether personal or related to the work, as well as to analyze data and extrapolate information to make smart decisions in a proactive manner. To take advantage of current and future opportunities, develop scenarios and alternative plans to deal with challenges and make and achieve remarkable achievements inside and outside the scope of work. continuously makes contributions aimed at promoting a culture of quality, excellence, and positivity within the work environment.
	Growth (20%)	Employee shows slight growth in the personal performance of his/her goals, and simple results in achieving some of the goals required annually. There is no clear impact on the performance of the organizational unit, the performance of operations and services, the happiness of customers, or other indicators during his career.	The employee shows a fluctuating growth in the results of his/her personal performance and the results of his/her organizational unit during his/her career. The employee contributes to the growth of some indicators of his/her organizational unit Compared to the performance of other units in the entity during his/her career	The employee achieves good growth in the performance results related to him/her and his/her organizational unit. He/she also presents some unique achievements related to some aspects of the employee's work or organizational unit.	The employee shows an increasing growth in performance, achieving his/her personal goals and achieving the indicators and goals of his/her organizational unit, and the size and nature of the unique achievements, he/she provides to his/her unit or entity increases annually. The achievements made by the employee contributed to achieving high performance rates, reducing costs, and reducing the time and effort spent in performing operations and services in a way that exceeds the targets set annually at the level of the entity compared to similar entities. His/her efforts and initiatives also contribute to increasing the happiness rate of customers to enhance the performance of his/her side.
	Exposure (15%)	The employee shows simple attempts to identify opportunities for improvement by looking only at the experiences and practices of other employees in his/her organizational unit.	The employee is aware of the best practices at the level of his/her employer and the different organizational units.	The employee compares his/her performance and the performance of his/her organizational unit internally with the performance of other units. He/she also uses local and regional comparisons and best practices to face challenges and develop future plans to achieve his/her personal and organizational unit goals at the level of the work entity.	The employee compares his/her performance and the performance of his/her organizational unit with the performance of other units internally and externally. He/she is also familiar with comparisons and best local, regional and global practices to face challenges, make smart decisions, set future plans, and make distinguished achievements for him/her, and for his/her entity that guarantees superiority over others.

Continued/Chancellor's Medal Criteria Evaluation Tool (not including the Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
Second Criterion: Learning and Development	Performance (35%)	The employee has limited and unplanned efforts to acquire skills related to his/her work tasks.	The employee makes efforts to acquire skills related to his/her work tasks according to the needs and requirements of his/her job.	The employee makes unremitting efforts to continue his/her studies and academic education and acquire skills and abilities related to his/her work tasks according to the needs and requirements of his/her current job and develops individual continuous learning plans accordingly.	The employee makes huge and continuous efforts on his/her own to continue his/her studies and academic achievement, in addition to his/her efforts to acquire technical and behavioral skills and capabilities related to his/her work tasks based on the needs and requirements of his/her current job to develop his/her career path. He/she is also informed of the developments, changes and future requirements related to his/her work tasks or the objectives of his/her unit and develops individual learning plans according to those developments.
	Contributions (30%)	The employee has a limited number of contributions, suggestions, and development ideas outside the scope of his/her work because of learning efforts, but there is no clear impact of these contributions.	Sometimes the employee presents some contributions, suggestions, and development ideas outside the scope of his/her work because of learning efforts to improve and develop work at the level of his/her organizational unit.	The employee makes clear and important contributions that helped develop and improve the business outside the scope of his/her work within the entity, because of the knowledge and capabilities he/she has acquired, as one of the most important positive results of the learning and development processes.	The employee's efforts to learn and improve his/her skills and abilities contributed to developing, improving, and innovating unique methods of work and providing innovative solutions and pioneering initiatives that contribute to reducing costs, reducing procedures, or improving the customer's journey, and the employee obtained an appreciation from his/her employer for those efforts. The effects of his/her contributions also exceeded the scope of work in the entity to achieve a clear impact in other governmental and non-governmental entities.
	Growth (20%)	The employee's efforts in terms of learning are scarce, as there is no clear growth in his/her acquisition of scientific experience and practical skills related to his/her work tasks.	The employee has efforts in acquiring knowledge and upgrading scientific and practical skills, but they are irregular and do not show sufficient growth in line with his/her Career development level.	The employee is constantly learning, keen to improve his/her academic level and build his/her skills and practical, technical, specialized, and behavioral capabilities, and shows growth that sometimes exceeds the requirements of his/her job grade.	The employee always gives priority to learning to improve his/her academic level and build his/her skills and practical, technical, specialized, and behavioral capabilities. During his/her career, he/she shows growth that exceeds the requirements of his/her job rank and is clearly reflected in the development of the performance of his/her organizational unit and achieving a tangible impact at the level of the institution.
	Exposure (15%)	The employee's efforts to acquire scientific and practical knowledge and skills are limited to the training programs which he/she is nominated by his/her employer.	The employee acquires scientific and practical knowledge and skills through the training programs which he/she is nominated by his/her employer, and sometimes makes an extra effort to share knowledge with some colleagues within the organizational unit and the workplace.	The employee benefits from the results of the annual performance evaluation and self-evaluation of strengths and opportunities for improvement, in addition to the best practices in similar institutions, inside and outside the country and in other relevant institutions to plan his/her own annual learning processes and objectives.	The employee always diversifies the sources of knowledge and learning that he/she relies on to develop his/her skills, and he/she is also informed about successful experiences and inspiring success stories in similar institutions internally and externally. The employee identifies the technical methods and skills to benefit from them in developing his/her professional practices, and shares knowledge and learned lessons with colleagues, documenting and disseminating them and making them available to colleagues within the entity to take advantage and enhance the benefit from them.

Continued/Chancellor's Medal Criteria Evaluation Tool (not including the Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
Third Criterion: Innovation	Performance (35%)	The employee is not aware of the directions and initiatives launched by the country. He/she does not offer any creative initiatives, only presents some suggestions that are classified as simple and ordinary.	The employee is interested in getting to know the challenges facing his/her employer and the relevant governmental initiatives and directions launched by the country, and he/she has some feasible suggestions that had a positive impact on his/her organizational unit.	The employee makes unremitting efforts to understand and comprehend the challenges facing his/her employer and always looking for opportunities and creative ideas that harmonize with future governmental and global trends. He/she presents feasible creative suggestions and initiatives that have a positive and impactful impact on his/her organizational unit and business.	The employee makes distinguished efforts to identify the challenges facing his/her organizational unit and his/her workplace, as they are opportunities for development and improvement. He/she also diversifies greatly the sources of knowledge and understanding of government trends and initiatives launched by the country. He/she measures the results achieved from the implementation of his/her innovative and pioneering suggestions and initiatives at all levels (on his/her personal development, on the beneficiaries and on the entity).
	Contributions (30%)	The employee has simple contributions to the initiatives launched by his/her employer regarding innovation and the future, and he/she does not submit proposals or development ideas to improve his/her performance or the performance of his organizational unit / entity.	The employee sometimes contributes to initiatives related to innovation and the future at the level of his organizational unit. His/her contributions have a number of positive effects that can be identified at various levels. He/she also contributes to spreading the culture of innovation within the scope of his/her job duties.	The employee has contributions that have a clear impact in terms of innovation and the future and how to use his/her tools in business development, as well as actively contribute to spreading the culture of innovation within and outside the scope of his/her job duties. His/her innovations and contributions improved the efficiency and effectiveness of operations and services within the entity, and exceeded them to influence other entities.	The employee effectively contributes to launching innovative initiatives that are in line with institutional and future trends, and contribute to solving and developing work challenges or contributing to providing an outstanding service. He/she also provides data indicating the volume of results and positive effects achieved from the implementation of these initiatives and ideas and their contribution to overcoming current challenges. The employee's innovative contributions to improving the entity's competitive and leadership position are enhanced through the number of intellectual property and innovation registered in his/her name or in the name of the entity.
	Growth (20%)	There are no indications that the employee is keen to grow in providing ideas and suggestions due to the scarcity of what he/she offers in this field during his/her career.	There is a slight growth in the employee's offering of ideas and suggestions throughout the employee's career.	The employee develops his/her individual and specialized skills well, and this is reflected positively on his/her suggestions, ideas and feasible initiatives that develop qualitatively during his/her career.	The employee develops his/her individual and specialized skills and focuses on developing capabilities for innovation and future skills and solutions, and he/she can use these capabilities and skills to improve the efficiency and effectiveness of government work. The increasing number and quality of his/her suggestions throughout his/her career also reflect the maturity in this field. The positive effects of his/her ideas can also be transferred, developed, and utilized other places outside of the business.
	Exposure (15%)	The employee does not have any clear efforts to view and obtain the latest information and knowledge that would enable him/her to present initiatives or innovations from various sources, whether internally or externally.	The employee's knowledge of the initiatives (related to innovation) launched by the government is limited to his/her attendance at the activities and events implemented by his/her employer. He/she disseminates the lessons learned through his/her attendance of those activities among colleagues in his/her organizational unit.	The employee has clear efforts to see the initiatives (related to innovation) launched by the government and understand the relevant global governmental and non-governmental directions and the potential impact on what the employee does and his/her work direction, participates in conferences and professional groups and disseminates the positive results of those ideas and suggestions to colleagues to take advantage of them using the platforms designated for that.	The employee is passionate about learning and studying the initiatives (related to innovation) launched by the government and understanding global directions and best practices internally and externally, and he/she has distinguished efforts within a clear plan to obtain the latest information and knowledge related to these initiatives from various sources, including conferences and participation in specialized professional groups. The employee has efforts to publish, document and record ideas, proposals and initiatives through specialized platforms and make them available for others to benefit from. The scope of the impact of the results of his/her suggestions, ideas and pioneering initiatives goes beyond his/her employer to reach outside it and may sometimes reach global governmental and non-governmental levels.

Continued/Chancellor's Medal Criteria Evaluation Tool (not including the Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
Fourth Criterion: Positive Citizenship	Performance (35%)	The employee has simple efforts to express commitment to the values of national identity and spread positivity. The employee's interest in communicating with other cultures is limited and does not exceed the limits of dealing with other cultural backgrounds and nationalities.	The employee shows some efforts to express the values of national identity and adherence to rules and laws, participates in some national events and initiatives, and makes some efforts within his/her workplace to preserve national gains. He/she participates in the entity's activities related to happiness and positivity, acquiring life style improvement skills, communication skills with other cultures, and participating with them in events inside and outside the entity.	The employee expresses the values of the national identity and commitment to the rules and laws distinctly, and participates in most national events and initiatives. He makes a great effort to preserve the national gains inside and outside the entity and contributes to initiatives that spread positivity and happiness and encourages others to join it. He/she is interested in learning the skills to improve his lifestyle and the health, psychological, social and cultural lives of others, and how to adopt good patterns to enjoy life. He/she masters the skills of communication with all cultures and their participation in events inside and outside the entity.	The employee makes great efforts in expressing the values of the national identity in his/her behavior, commitment to the rules and laws inside and outside the workplace, participating in national events and initiatives, and continuously preserving national gains. He/she adopts the values of happiness and positivity and reflects them in the form of initiatives and encourages others to join them. He/she has efforts that have a tangible impact by learning various skills to improve his/her lifestyle and the lives of others in all aspects, health, psychological, social and cultural, and helping colleagues and those around to adopt good lifestyles. The employee makes self-distinguished efforts to develop his/her communication skills and social and emotional intelligence to communicate with all cultures and accept their views and their participation in events and activities inside and outside the entity.
	Contributions (30%)	The employee has a very limited number of contributions to volunteer work and community events	The employee makes efforts to commit and represent a good role model and has voluntary contributions in various bodies and places, which sometimes contributed to him/her / or his/her employer obtaining certificates of thanks and appreciation. His/her efforts also contributed to support his/her colleagues and providing them with assistance in obtaining appreciation or winning in competitions / awards.	The employee's efforts in commitment, discipline, acting role model, and voluntary participation in community service contributed to the employee's receiving thanks and appreciation for his/her work. His/her efforts and contributions with his/her colleagues and those around him/her always contribute to spreading happiness and deepening the positive impact on them, and resulted in many of them receiving awards and certificates of appreciation. The employee is constantly presenting suggestions and pioneering ideas to support the principles of positive citizenship and role model.	The employee received certificates of appreciation/winning prizes for representing a good role model and participating in the national initiatives and events organized by his/her employer, and his/her efforts resulted in the winning of his/her employer in the relevant competitions. The employee's efforts contribute to improving the results of the entity's happiness and positivity indicators. The employee initiates and participates in voluntary work and contributes his/her expertise to serve his/her entity and the community in a systematic and sustainable manner, and encourages others to engage in voluntary work inside and outside the entity. He/she also supports his/her entity to participate in competitions and awards related to volunteer work, and takes the initiative to participate in the various work teams inside and outside the entity and helps colleagues to achieve achievements that are positively reflected on their performance and achievement of their goals. The employee's interest in learning wellbeing skills to maintain the good health for him/her, his/her family and colleagues.

	Growth (20%)	There are no indications of the growth of the employee's participation and national events due to their scarcity.	There is a relative growth in the number and quality of voluntary and social participation made by the employee in the events organized or in which participated by the entity.	The employee's voluntary and social contributions and participation is in exponential growth, both in terms of number, which increases clearly or in terms of quality, and level of impact in the community surrounding the employee. The level of growth in what the employee provides is always related to the level of personal growth at the level of personal and specialized skills and abilities.	The employee represents a role model for all those around him/her, whether inside or outside his/her workplace, regarding growth and development in representation the values of national identity and spreading positive energy in the work environment by increasing the number and nature of his/her initiatives and how he masters personal skills that are reflected in improving the quality of his/her life and family and how to improve the effectiveness of his/her volunteer participation is continuously to ensure that it is suitable for the largest possible number of associates, and the number of colleagues who received awards and certificates of appreciation is increasing because of his/her continuous support and assistance to achieve achievements.
	Exposure (15%)	Sometimes the employee learns about some different experiences of happiness and positivity initiatives within the scope of the workplace, and his/her communication is limited to a number of employees related to his/her work.	Sometimes the employee learns about some different experiences of happiness and positivity initiatives in the workplace, and sometimes looks at the results of indicators of these aspects outside the workplace, and he/she participates positively in the various events with colleagues from other cultures.	The employee has tangible and distinguished efforts in getting to know the different experiences of happiness and positive initiatives inside and outside his/her workplace, and he/she always makes efforts to see the results of the indicators of these aspects to benefit from them in choosing the nature of his/her participation. The employee is eager to learn about the different occasions of colleagues from other cultures to choose the most appropriate ways and means to participate in their activities and events.	The employee is aware on the various efforts and experiences of happiness and positivity initiatives implemented inside and outside the country with the aim of developing his/her practices in this field, and he/she is constantly informed of the results of the indicators of these aspects to benefit from them in improving his/her lifestyle patterns. He/she also learns about the various occasions for colleagues from other cultures to participate in their activities and events, and makes use of information technology to introduce the country and its achievements and highlight the values of national identity. The employee is considered a guide for most of those around him/her to use his/her wide knowledge in determining and directing the nature of their voluntary participation and/or planning their social activities.

Continued/Chancellor's Medal Criteria Evaluation Tool (not including the Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
Fifth Criterion: Leadership Spirit	Performance (35%)	The employee has a limited ability to make future planning of his/her organizational unit, and applies limited methods of planning and organizing to ensure the efficient and effective use of institutional resources, and applies limited methods to measure the performance level of his/her employees and organizational unit, and does not follow up on achieving goals Periodically.	The employee presents medium levels of performance for future planning by setting short-term plans to achieve the objectives of his/her organizational unit and some of the entity's objectives, but does not adopt clear practices to ensure the efficiency and effectiveness of using the available resources. He/she works to follow up the implementation of internal training plans and delegate some authority to a limited number of work team members.	The employee presents good levels of performance through plans to achieve the objectives of his/her organizational unit, the entity, and the national agenda, and works to benefit from the entity's previous performance results to develop the overall performance. He/she always makes efforts to utilize the available resources efficiently and effectively. He/she applies most of the change management mechanisms and believes in the importance of developing the work team through training and delegation of authority, and he/she is keen to provide a suitable, healthy and stimulating work environment.	The employee presents distinguished levels of performance at the level of effective planning to achieve the objectives of his/her organizational unit, the entity, and the national agenda, and works to benefit from performance results and lessons learned in development and improvement, and shows efficiency in exploiting the available resources and measures the effectiveness of operations and services. It applies change management mechanisms to ensure the sustainability of results and works constantly to guide and direct the work team to adhere to the importance of rapid response and flexibility in dealing with changes in order to achieve the happiness of customers. He/she believes in the importance of investing in the work team and human capital through training and delegation of authority, and he/she makes continuous efforts to qualify a second grade to support the competitiveness of the employer. He/she is a leader who is keen on providing a healthy and stimulating work environment.
	Contributions (30%)	The employee's contributions are limited to achieving some of the objectives of his/her organizational unit, and he/she has no contributions outside the scope of work or in managing change processes, and he/she has no significant contributions to support and development of the team work.	The employee contributes on achieving some of the strategic goals of the entity, He/she has contributions outside the scope of his/her organizational unit, and he/she has the ability to implement some limited practices within the government entity to manage the risks of change. The employee also has ineffective contributions to support and develop the work team.	The employee's leadership spirit contributed to the effect of many officials within the entity on how to prepare effective plans to achieve the entity's strategic objectives. The results also show an improvement in customer happiness levels as a result of the employee's contributions. The mechanisms adopted by the employee to manage change play a major role in overcoming the difficulties and challenges faced by the entity. His/her efforts also contributed to enabling the work team to complete the work efficiently and effectively, and for them to receive awards and certificates of appreciation.	The employee's plans and efforts contributed to the entity achieving tangible results for its strategic objectives, and the results showed improved of customer happiness. The speed and accuracy of the decisions taken by the employee related to managing change and preparing for the future also contribute to overcoming many of the difficulties and challenges faced by the employer and increasing the level of preparedness of the work team in dealing with these challenges. His/her efforts contributed to high rates of achievement and performance, developing and empowering the work team, winning awards and achieving leadership at the government level. The employee has other tangible contributions that go beyond the scope of his/her organizational unit, aiming to enhance the culture of trust, quality, excellence and effective engagement of employees with the work entity.

	Growth (20%)	The employee achieves slight growth rates in the performance levels of the organizational unit he supervises, but they are not characterized by regularity or stability.	The employee achieves variable growth rates in some aspects of performance and some organizational unit goals, and shows quantitative and qualitative improvement in customer happiness rates and indicators related to the development of the work team.	The employee achieves significant growth rates in most aspects of performance inside and outside the workplace, in addition to achieving the objectives of the organizational unit, contributing to improving the efficiency of operations and services, increasing customer happiness rates and indicators related to the development of the work team.	The employee regularly achieves distinct and increasing growth rates in terms of quantity and quality in all aspects of performance and in achieving the objectives of the organizational unit, contributing to increasing Emiratization rates, customer happiness rates and indicators related to the development of the work team.
	Exposure (15%)	Employee communications and relations are limited to the minimum required to accomplish business and rarely follow government directions and learn from the experiences of other leaders. He/she does not clearly use technology to manage the work that he/she performs or supervises its completion, or how to learn from it in anticipating the future.	The employee shows interest in communicating with stakeholders inside and sometimes outside the workplace, and he/she follows government directions and makes some efforts to benefit from the experiences of other leaders in effective planning. He/she uses technology well to manage the work he/she performs or supervises its completion, but there are no indications of how to benefit from it in anticipating the future.	leader who communicates with everyone inside and outside the workplace, is aware of the future directions and aspirations of the government, and makes efforts to benefit from the various experiences. He/she is also familiar with external variables, future technology, and ways to benefit from them in creating the future.	A leader who always communicates with everyone inside and outside the workplace, aware of future trends and makes unremitting efforts to benefit from the various experiences. He/she has a network of personal, professional and academic relationships that he/she invests in order to keep abreast of external variables. He/she is also familiar with future technology and ways to benefit from it in creating the future and serving and making society happy.

Chancellor’s Medal Criteria Evaluation Tool (The Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
The first three criteria	Performance (35%)	The employee's efforts in the field of innovation are limited to presenting ideas that require more effort and development to reach the stage of maturity to be valid as integrated ideas that can be applied and implemented.	During his/her career, the employee presented a limited number of innovations based on limited studies in building and planning his/her innovations. He/she also uses a limited number of tools and methodologies in applying and implementing his/her innovations to deal with some of the challenges and difficulties.	During his/her career, the employee presented a number of innovations capable of providing added value to him/her, his/her employer and the customers. He/she makes use of his/her professional experiences and efforts to learn and review studies and benchmarking to build his/her innovations in an integrated manner, most of them are original and unique. He/she also plans, implements and applies his/her innovations in a systematic and effective manner. He/she always uses multiple and technical tools to implement his/her innovations and to overcome challenges and difficulties.	During his/her career, the employee presented a large number of innovations capable of developing his/her work or the work of the entity or providing added value to customers and in various areas to improve the quality of life. It is also based on scientific studies, benchmarking and participation in conferences, seminars and other platforms to generate innovative ideas and provide atypical solutions characterized by originality and uniqueness. The employee uses multiple tools, modern technology, smart applications, artificial intelligence, distinguished practices, learning efforts and experiences gained in implementing his/her innovations, transferring them from idea to application, and addressing challenges and difficulties.
	Contributions (30%)	The employee has weak contributions to innovations and creative ideas and does not submit any proposals or development ideas to deal with challenges and obstacles.	The employee's innovations have achieved some of the goals which they were set, and the employee contributes some efforts in obtaining awards/certificates of appreciation in the field of innovation.	The employee's innovations achieved most of the goals which they were set, and the employee's efforts and innovations inside and outside the entity contributed to the employee and his/her work winning a number of awards or obtaining certificates of appreciation in the field of innovation, and most of his/her innovations obtained a number of intellectual property or patents.	The employee's innovations have achieved the goals for which they were set, which reflects his/her ability to plan and implement. The employee's efforts and innovations have also contributed to winning the entity awards or obtaining certificates of appreciation in the field of innovation and winning/receiving similar awards outside the scope of his/her work. His/her innovations also contributed to improving the competitive and pioneering position of the entity and acquiring a number of intellectual property and innovations registered in his/her name or in the name of the employer. The employee also contributed to providing unconventional practices to deal with challenges or difficulties, and new mechanisms for implementation.

Growth (20%)	The employee does not show any significant growth in terms of providing innovations during his/her career, whether for the service of his/her employer or even outside of work.	The efforts made by the employee and the nature of his/her innovations, as well as the presence of initial levels of growth and maturity in the field of his/her innovative capabilities and the remarkable development in the number of suggestions and innovations that he/she made during his career, but most of those innovations have not yet reached a sufficient level of development that allows them to produce results and Positive effects, both inside and outside the workplace.	It clearly shows that the employee's innovative capabilities have reached a level of maturity and growth that was positively reflected on the number and nature of the innovations he made during his/her career, and most of his/her innovations constitute good opportunities for knowledge and/or economic investment.	The employee's innovative capabilities reached the level where he/she is able to provide a large number of innovations that contributed to increasing the competitiveness of the employer and increasing its level of readiness for possible future changes as a direct result of the qualitative growth in the innovations provided by the employee that reflects his/her deep understanding of the nature of institutional challenges and what future opportunities are available. Some of his/her innovations have been invested in developing solutions, services and products.
Exposure (15%)	The employee does not have any clear efforts to obtain the latest information and knowledge related to his/her initiatives or innovations from various sources, whether internally or externally.	The employee is aware of scientific studies and benchmark comparisons of similar innovations and participates in conferences and seminars at the local level, and the scope of the impact of the results of his/her suggestions, ideas and initiatives is limited to the entity level only.	The employee is aware of scientific studies and benchmarking comparisons for similar innovations, and participates in conferences and seminars at the local and sometimes at the global level, and the scope of impact of the results of his/her suggestions, ideas and pioneering initiatives goes beyond the workplace and reaches the local level.	The employee is familiar with scientific studies and benchmarking comparisons of similar innovations, participating in conferences, seminars, scientific circles and other platforms dedicated to this locally and internationally, and the impact of the results of his/her suggestions, ideas and pioneering initiatives extends beyond the workplace and reaches outside it, and sometimes reach global levels.

Chancellor's Medal Criteria Evaluation Tool (The Best Innovator)

Criterion	Evaluation Dimensions	5 – 25 %	30-50%	55-75%	80-100%
Fourth Criterion: Knowledge Transfer	Performance (35%)	There is no clear participation of the employee in the work teams within the entity to transfer knowledge, and his/her participation to provide support to colleagues within the entity to achieve personal achievements and to present ideas is very simple.	The employee makes limited efforts to share and support some of his/her colleagues within the scope of his/her work with his/her experiences, knowledge and lessons learned to enhance their capabilities in the field of innovation, which has led to the success of a number of them in presenting and implementing innovations and sometimes helping colleagues to achieve their accomplishments and goals. The employee participates in some different work teams within his/her scope of work. The employee shall involve by some of the applicable regulations, rules, laws, legislation and ethical and professional controls while planning or implementing his innovations.	The employee makes good efforts to share and support his/her colleagues within the scope of his/her work with his/her experiences, knowledge and lessons learned to enhance their capabilities in the field of innovation, which led to the success of some of them in presenting and implementing innovations and achieving accomplishments and their goals. The employee participates in a number of different work teams within the scope of his/her work and contributes to them effectively. The employee is keen to ensure that his/her innovations comply with most of the applicable regulations, rules, laws, legislation and ethical and professional controls during the planning or implementing of his innovations.	The employee makes distinguished efforts to share and support his/her colleagues within the scope of his/her work with his/her experiences, knowledge and lessons learned to enhance their capabilities in the field of innovation, which led to their success in presenting and implementing innovations, achieving accomplishments and goals, and obtaining certificates and awards. The employee is keen to ensure that his/her innovations comply with all applicable regulations, rules, laws, legislation and ethical and professional controls during the planning or implementing of his/her innovations.
	Contributions (30%)	There are no clear contributions to support others outside his/her work in making innovations and achieving their accomplishments.	The employee sometimes shares with others his/her experiences outside the scope of his/her work in the field of innovation, which led to the success of a number of them in presenting innovations and achieving goals.	The employee makes good efforts to share with others his/her experiences outside the scope of his/her work, knowledge and lessons learned to enhance their capabilities in the field of innovation, which led to the success of some of them in presenting and implementing innovations and achieving their goals and accomplishments. The employee participates in a number of different work teams outside the scope of his/her work and contributes to them effectively.	The employee makes outstanding efforts to share with others his/her experiences outside the scope of his/her work, knowledge and lessons learned to enhance their capabilities in the field of innovation, which led to their success in presenting and implementing innovations, achieving accomplishments and goals, and obtaining certificates and awards.
	Growth (20%)	The employee's participation and support for others in presenting ideas and achieving accomplishments are simple and discontinuous.	A fluctuating growth in employee participation and support for others in presenting ideas, innovations, and achievement.	Good growth in employee participation and support to others in presenting ideas, innovations and achievement, as well as his/her participation in teams and committees.	A continuous increase in the employee's participation and support for others in presenting innovations and achieving accomplishments and obtaining certificates and awards, as well as his/her participation in teams and committees to achieve accomplishments.
	Exposure (15%)	The employee has no efforts to obtain the latest information and knowledge related to innovation which helps in knowledge transfer.	The employee is acquainted with some scientific studies and benchmarking of innovations and participates in some conferences and seminars, which helps him/her to convey some developments to others and support them with new ideas.	The employee is acquainted with a lot of scientific studies and benchmarking of innovations and participates in conferences and seminars, which helps him/her to convey a lot of developments to others and support them with new ideas.	The employee is familiar with scientific studies and benchmarking of innovations and participates in conferences, seminars, scientific circles and other platforms dedicated to this locally and internationally, which helps him/her convey the latest local and global developments to others and always support them with new ideas.

