

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-11
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
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11. Excellence Awards

Overview

Outlines the standards and process by which faculty members and instructor's excellence is assessed and rewarded.

Scope

Applies to all faculty members and instructors engaged in full-time service to the UAEU.

Objective

The UAEU values members who excel in their teaching, scholarship and service. It gives formal recognition to individuals who have achieved this standard and have thus made outstanding contribution to the University's Mission.

Policy

1. For Faculty Members and Instructors, the UAEU operates an Excellence Awards Program that gives formal recognition to individuals who have met standards of excellence in teaching, scholarship or service.
2. Only faculty members and instructors in full-time service may be nominated.
3. Categories are:
 - a) College Award for Excellence in Teaching
 - b) College Award for Excellence in Scholarship
 - c) College Award for Excellence in Service
 - d) University Award for Excellence in Teaching
 - e) University Award for Excellence in Scholarship
 - f) University Award for Excellence in Service
 - g) Distinguished Faculty Award
4. Awards carry a certificate of appreciation and monetary value.

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Procedures of Policy No. (11) – Excellence Awards

1. Eligibility

- a) 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.
- b) 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.
- c) No more than two nominations per award may be submitted by any College for any University award.
- d) Nominations must be in recognition of work done at UAEU.
- e) Faculty members and instructors may apply or be nominated for one award either at the College or University level. They may also simultaneously apply or be nominated for two awards of the same category (teaching, scholarship or service) at the College and University level.
- f) Nominees for University Awards may be selected from the winners of College Awards.
- g) Recipients of the awards are not eligible to apply for the same award for at least two consecutive years after being awarded.
- h) Awards are normally announced before the end of the academic year in which they are granted.

2. Selection Committees

a) College Awards

- (i) Each Department nominates one member to form a College Excellence Awards Committee. The Dean nominates one additional member.
- (ii) The composition of the College Excellence Awards Committee and the appointment of its Chair is reviewed and approved by the College Council.
- (iii) Participation in evaluation and decisions related to award nominations shall be limited to faculty members who are not applying or nominated for the awards.

b) University Awards

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

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3. Selection Process

- a) Deans, Department Chairs, Program Coordinators, individual faculty members and instructors, and students, may make nominations for any award. Faculty members and instructors may apply directly to relevant awards. In all cases, the candidates should submit applications and supporting documents.
- b) All nominations are submitted to the Chair of the College Excellence Awards Committee.
- c) Assessments of eligibility and excellence are made based on the conditions and procedures outlined thereafter.
- d) 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.
- 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 the University 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. Time Schedule

Applications should be submitted and reviewed based on the following time schedule

Table (11.1) Timeline for Excellence Awards Applications

Activity	Starting	Ending
Submission of applications/nominations	1st week of January	mid-January
Review by College Awards Committee	mid-January	end of February
Approval of College Council and Nominations for the University Awards	March 1 st	mid-March
Announcement of the winners of College Awards		April 1 st .
Review by the University Awards Committee	mid-March	mid-April
Provost Review and Recommendation	mid-April	end of April
Vice Chancellor Review and Decision	May 1st	mid- May
Announcement of the winners of University Awards		mid- May

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5. Applications/Nominations

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

- a) A letter of application/nomination, 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 vita;
- 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 by the students and during the last two cycles of faculty evaluations, pedagogical journal publications, samples of lectures and exams, and others. The College Committee may request additional supporting documents.
 - (ii) Scholarship: A description of the nominee's significant scholarly and/or creative achievements, including a list of publications in high quality journals, evidence for the impact of candidate's scholarly activities, completion of research projects and supervision of graduate students. Other evidence will be requested as needed.
 - (iii) Service: An overview of the nominee's services to the students, 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.

6. Evaluation Criteria

The general guidelines for evaluation of applications/nominees for the different categories of the awards are given hereafter. In addition, the committee may refer to the guidelines provided under Faculty and Instructors Performance Evaluation and Faculty Promotion.

a) College Award for Excellence in Teaching

- (i) Excellent students' evaluation.
- (ii) Excellent performance in teaching during the last two performance evaluation cycles.
- (iii) Ability to stimulate students to learn.
- (iv) Continuous development of the course materials and teaching methods.
- (v) Innovative lectures or educational materials (laboratories, computer aided instruction, class handouts, etc.)
- (vi) Concern for and dedication to students.
- (vii) Constructive use of evaluations (examinations, homework, etc.)
- (viii) Appropriate distribution of final grades.
- (ix) Activities in support of teaching (academic advising, course and curriculum development, publications related to teaching, etc.)
- (x) 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 the 10% top ranked international journals within the field.
- (ii) Impact of scholarly activities as evidenced by h-index, i10-index, total number of citations and others.
- (iii) Recognition among colleagues as a researcher/scholar/leader in the discipline.
- (iv) Sustained contribution to the advancement of scholarship.
- (v) Activity in professional associations and holding positions that recognize the applicant's scholarship and/or creative activity.
- (vi) 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) Consistency of outstanding students' evaluations and positive comments by students
- (ii) Appropriate grade distribution
- (iii) Innovative use of technology in the teaching and learning process.
- (iv) Developing courses and curricula.
- (v) Using multimedia to produce educational materials to be used primarily for teaching.
- (vi) Extensive use of course management systems such as Blackboard.
- (vii) Innovative lectures or educational materials (laboratories, computer aided instruction, class handouts, etc.)
- (viii) Awards and honors received in recognition of teaching, advising, and mentoring.
- (ix) Organizing or conducting new courses or programs of study.
- (x) Publication of pedagogical papers in top ranked journals

e) University Award for Excellence in Scholarship

- (i) Significant contribution to the discipline.
- (ii) Significant publication record in highly reputable (5% top ranked) international journals.
- (iii) Recognition among colleagues as a researcher/scholar/leader in the discipline (for example total citation, h-index, i10-index and others.)
- (iv) Sustained contribution to the advancement of the University scholarship program, including research grants and contracts.
- (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) Supervision to completion of Master and Ph.D. students.
- (vii) Completion of externally funded research projects.
- (viii) Professional honors and/or other forms of recognition.

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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.
- (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.
- (v) Activity in professional associations.

g) Distinguished Faculty Award

- (i) Excellence in teaching through innovative or integrated use of technology, developing 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 achievement and impact, as evidenced by publications in top ranked international journals, major research grants, total number of citation, h-index, and i10-index, 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 or two of the same category of teaching, scholarship and service):

- 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 of joining UAEU	