	Academic Personnel Procedures Manual	Related Policy	AP-11
جامعة الإمارات العربية المتحدة United Arab Emirates University		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
UAEU	Excellence Awards	Due Date for Next Review	01-Sep-2021
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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.

![UAEU Logo] جامعة الإمارات العربية المتحدة United Arab Emirates University **UAEU**	**Academic Personnel Procedures Manual**	Related Policy	AP-11
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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 1st	mid-March
Announcement of the winners of College Awards		April 1st.
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

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.

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.

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.

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	

Procedures of Policy No. (12)- Merit Allowance

1. Eligibility to Apply

Current faculty members are eligible to apply for the Merit Allowance (a monthly payment for one year), if they have completed at least five consecutive years of service as full-time faculty at UAEU, and have been granted "Excellent" in two of the three areas, Research, Teaching, and Service; research must be one of them and at least "Very Good" in the third area for the last four years (two consecutive Performance Evaluation cycles.)

2. Application Dossier

Application submitted by existing faculty members should include:

a) A nomination/supporting letter from the Department Chair and/or the Dean of the College.

b) An updated CV of the nominated faculty.

c) A four-page achievement report highlighting the candidate's achievements in Research, Teaching, and Service since joining the UAEU. More focus should be devoted to the quality, quantity, and impact of the applicant's research during the last 4 years.

d) The most recent two consecutive Performance Evaluation reports.

3. Procedure

a) Applications are submitted to the Dean.

b) The Dean evaluates and selects the nominees based on the identified criteria. This could be done in consultation with the College Academic Administrators as applicable. The Dean as needed can request evidence of achievements.

c) The Dean identifies the possible source of funding to cover the proposed Merit Allowance (if applicable). The Dean might propose the amount of the allowance.

d) The Dean submits the nomination to the Provost Office to ensure eligibility and availability of funds.

e) The Provost forms a University "Merit Allowance" Committee whose composition, Chair, and mandate are at his/her discretion

f) The Provost Office directs all applications to the University Merit Allowance Committee for review.

g) The corresponding college representative may present applications from each college to the committee. The college representative does not participate in the voting process for applications from his/her corresponding college.

h) The committee reviews the achievement of the candidate in the three areas. Special focus should be devoted to students' evaluations, comments, research quality, and impact measured in terms of number of citations, h-index, i-10 index and others during the last four years. The Committee recommends to the Provost whether the application should be accepted or not. The recommendation is made with high, medium, low priority, and not accepted.

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i) The University Merit Allowance Committee provides its recommendation to the Provost.

j) The Provost provides his recommendations to Vice Chancellor.

k) The Vice Chancellor provides his recommendations to the Chancellor. The final decision is at the discretion of the Chancellor.

l) The Provost informs the Dean and HR of the final decision.

4. Timeline for Application

a) **Faculty**

Applications are accepted based on the following deadlines:

Table (12.1) Timeline for Merit Allowance Applications

Activity	Deadline for submission
Application submission	end of January
Dean's selection/nomination	third week of February
Committee recommendation	end of March
Provost recommendation	mid of April
Vice Chancellor recommendation	end of April
Chancellor decision	mid of May
Effective Date of Implementation	September 1st

b) **Direct Nomination by the Provost**

The Provost may directly recommend awarding a Merit Allowance to faculty members who have provided an outstanding service to the University or the Community as well as to new outstanding candidates nominated for faculty positions. The Vice Chancellor who would present such cases to the Chancellor reviews the recommendation of the Provost. The Chancellor makes the final decision. In such cases, the merit might be granted permanently.

5. Research Evaluation Criteria

The criteria for research should consider the following:
a) Quality and quantity of publications in top ranked journals in the candidate's discipline.
b) Number of citations and research impact during the last 4 years.
c) Current externally funded research projects (national and international.)
d) Supervision of graduate students.
e) Patents.
f) Research awards and recognition during the last 4 years.
g) Author of a book in the respective research area of the faculty (not an edited book.)
h) Evidence of collaboration with other national or international institutions.

6. Teaching Evaluation Criteria

The criteria for teaching should consider the following:
a) Student Evaluations (should be significantly above the Department/College average for the past four years).

b) Peer Evaluation of Teaching.
c) Evidence of interaction with students.
d) Ability to stimulate students' learning: extracurricular activities, undergraduate research activities, etc.
e) Development of new courses or revitalization of existing ones.
f) Curricula development.
g) Publications in recognized education journals or international educational conferences.
h) Impact on peers through teaching workshops.
i) Author of a textbook.
j) Teaching awards/grants.

7. Service Evaluation Criteria

The criteria for service should consider the following:
a) Holding an administrative position.
b) Main organizer of major college/university events.
c) Organizing conferences.
d) Service to the profession (Program Committee of International Conferences, Editorial Board, Chairing workshops, etc.)
e) Significant service to students.
f) Recognized contribution to UAE community such as advisory board, major consultancy, etc.
g) Noticeable College and University Committee Services (Chairing the Educational Outcomes Assessment/Accreditation committee, Graduate Program coordinators, Chairing Promotion Committees, University Curriculum Committee, etc.)
h) Awards related to University and Community Services.