College of Science
كلية العلوم

جامعة المجمعة
Majmaah University

Excellence Awards
Granted by The Faculty of Science

2015-2014

Preface

In the almighty of God, prayer and peace be upon the Messenger of Allah and his family and companions.

The Faculty of Science at Majmaah University keen to encourage the excellence, and appreciate the role of distinguished staff members, students and academic employees in various departments.

Awards are one of the mechanisms to encourage and motivate employees in any sector to increase productivity and achieve quality work. Awards are the means for estimating the efforts of the individuals in the provision of services at a higher level of achievements or distinct contributions. The pursuit of continuous development is the keen Faculty of Science to provide Awards of Excellence for all members of the Faculty. The aim of these awards to the appreciation of their efforts, and honor them for their contributions and achievements of creative value in the field in which they work in order to attain high levels of achievement in academic and administrative aspects and reflected on the outcomes of the college and its contributions to community service.

Awards of Excellence include ten branches; four for the faculty members in Excellence in Teaching, Scientific Excellence, Excellence in Education eBook, Excellence in Website for faculty member; five for the students in the field of academic Excellence, in the field of student Leadership, in the field of student activities, in the field of scientific achievement, in the field of educational activity; and at finally one for the Faculty academic employees in Excellence.

It has been worked out on the development of standards and mechanisms for these awards including nomination provides an opportunity for all to stand in accordance with the regulations and standards and to ensure fairness and transparency.

Dr. Mohammed Bin Saleh Al- Aboudi

Dean of the Faculty of Science

Contents

Definition of Excellence Awards

The Excellence Awards program seeks to achieve quality in the Faculty of Science at Zulfi under the supervision of the Vice Dean of the development and quality and the auspices of the Dean of the College, Dr. Mohammed Bin Saleh Al –Aboudi. This award reflects the appreciation of the college and its recognition of the efforts of the faculty staff members, students, and administrative staff. Launched the idea of granting the medal of Excellence of the Faculty of Science; platinum, diamond and gold medal to consolidate a culture of excellence, resettlement, the dissemination of the concept of quality and achievement standards in higher education, and the search for the permanent development and attention to member players in the university community, and work on the appreciation of their efforts, and their distinctiveness.

The Medal of Excellence is annual prizes awarded at the Faculty level, according to specific conditions and compatible with the concepts of quality and excellence. Concerning the award is subject to strict criteria when evaluating candidates in various stages. The college is keen represented in the awards committees at various levels to employ all the potential to keep pace with the level of hopes and aspirations and achieve the desired goals. Receive the medal under the auspices of Dean and his continued support, and the direct supervision of the Vice Dean of development and quality.

Vision :

Develop the leadership quality at national and international level.

Mission:

Appreciate the achievements of the faculty staff members, students, and administrative staff of Faculty of Science, and contribute to creating a strong competitive environment in different fields, and promote the upgrading of scientific outputs, which build a knowledgeable society.

Objectives:

1. Achieve excellence in the performance of the employees of the college to improve the academic work, education, and the administrative standards of quality.

2. Induction on positive competition between the faculty staff for innovation and excellence in the achievement in various fields.

3. To encourage academic departments to compete in performance, and achievement in various academic fields.

4. Determination of total outstanding employees, and to highlight their achievements, their efforts, and their distinctiveness.

5. To appreciate the students for educational achievement and creativity.

Target :

All the faculty members, staff members and students of the Faculty of Science at Zulfi.

General Provisions

1. Any member of the faculty or staff or student has the right to nominate himself or someone else for the award.

2. Any department has the right to nominate itself or any person of the department, staff or student.

3. The right to run for one award, but have no right to run for more than one award at the same time.

4. Does not accept the nomination if no candidate achieves %60 of the degrees of the criteria for the award .

5. Each department nominates only one candidate for each award among the ten awards.

6. Does not accept the nomination in any branch of the award which is not completed all the forms and attach all required attachments.

7. Files that did not meet the requirements set forth in the regulation are excluded.

8. Those who won a prize in a previous period have the right to apply for another award after two years.

9. All actions of the secretariat of the award nomination are in the strictest confidence, and the results of screening of candidates announced only after approval of the owner of the power.

10. The secretariat should not re-nominate prize or enclosures to complement the shortcomings.

11. The Standing Committee of the Excellence Award selects the winners at the college level.

12. The process of differentiation between the candidates on the basis of its contents and the files provided to achieve the standards set forth regulations and provisions .

13. The deadline for the delivery of nomination applications should be considered and do not consider late applications.

14. Is not allowed to the head of the department or any of the committee for this award.

Candidate qualities:

There are a number of qualities that should characterize candidate:

- Belonging to the area of work, and dedication to work .
- A commitment to professional ethics and controls.
- Desire to develop the capabilities in the areas of scientific, professional, research and technology.
- Possesses the skills of conversation and positive interaction with others.
- The candidate should not have irregularitiesor disciplinary councils.
- Have the skills to employ technology effectively in their respective fields and diverse.
- Provide service to different segments of society.

Award value:

The college offers three medals awarded for each of the ten prizes. They are distributed as follows:

- First: **Platinum Medal of excellence + cash prize**

    This medal is given to first winner of the faculty members in the field of excellence in teaching, scientific excellence,excellence in   e-learning, and excellence in websites, as well as the first winner of the students in the field of academic excellence, excellence in the field of student leadership, excellence in the field of student activities, excellence in scientific achievement, and excellence in the field of educational activity, Also, this medal is given to the first winner in the field of excellence employee.

- Second: **Diamond Medal of excellenc**e

    This medal is givento the second winner as mentioned above areas.

- Third: **Gold Medal of excellence**

    This medal is given to the third winner as mentioned above areas.

Excellence Award in Teaching

Excellence Award in Teaching is an annual prize awarded by the faculty member who made a distinct model in the process of teaching and who gives the students an opportunity to involve in the learning and education processes, and who works on the development of performance on an ongoing basis.

The Medal of excellence aims to achieve quality standards, and the creation of the spirit of fair competition between them to get serious, and the prize is awarded for excellence in teaching after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

Target :

All the faculty staff members including professor, associate professor, assistant professor, lecturer who teach courses at the Faculty of Science at Zulfi.

Vision :

Support the excellence in teaching and develop the leadership quality at national and international level.

Mission:

To appreciate the effort of the faculty member who are characterized in the teaching process and find out a competitive environment that makes contribution in the mission and goals of the college.

Objectives of the Award:

The award seeks to develop the educational process and upgrade them through the followings:

1. Motivate the faculty members for using the educational excellence that compatible with the concepts and principles of quality in teaching performance.

2. Urging positive competition between the faculty members for innovation and excellence in teaching.

3. The development of entrepreneurship and innovation which contribute to the strengthening and development of the teaching process altogether.

4. To encourage the faculty members to extrapolate the mission of the university and the ongoing work to achieve them.

Nomination mechanisms:

Nomination mechanisms include the followings:

1. The department has the right to nominate a staff member, alsoany staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in teaching two weeks before the end of the first semester. The candidate should get at least %60 of the degrees of the standards of excellence in teaching according to the nomination form accompanied by the evidence.

2. committee at the department level named "the Excellence Award committee" is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

   • Review the nomination form and the development of appropriate grades on its clauses.

   • Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.

- Raise the initial nomination of the council of the department and with full attachments.

3. The council of the department discusses the subject of the following aspects:

   - Ensure complete models of the nominations.

   - Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

   - Conduct a trade-off between the candidates according to grades and the evidence.

   - The board of the department conducts a ballot in the case of equal degrees of candidates.

   - Council forward its recommendation and nominations to the Dean of the College with full attachments.

4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

   - Vice Dean for development and quality (chairman)

   - Two faculty members that nominated by the faculty council.

   - Secretary of the committee.

Their tasks are as follows:

   - Receive files of candidates for the various branches of Excellence Award.

   - Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.

   - Ensure regular nominations by completing the terms of the nomination of candidates.

   - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

   - Make sure justice nominations in the trade-off between the applicants.

- Make a trade-off between the candidates according to grades, and the evidence.

- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.

- Documenting the results of the nomination in the minutes, and determine the winners.

- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.

- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.

- Raise the results of the nomination to the Dean of the College with full documentation.

5. Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.

- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

- Make a trade-off between the candidates according to grades and the evidence.

- The College Board to conduct a ballot in the case of equal degrees of candidates.

- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating the Excellence Award in teaching:

The candidate for this award illustrates the highlights what sets it apart in the teaching and attach the necessary evidence in light of the following criteria:

1. Design and preparation of courses that he teaches in accordance with the following items:
   - vision and mission and philosophy of teaching .
   - ability to demonstrate in-depth knowledge of the content of the courses , and fasten it to studies and research , and recent developments in the areas taught .
   - ability to plan and organize units scheduled in a logical manner and methodology with an accurate description of the objectives and the expected learning outcomes .
   - participation in the design and preparation courses .
   - ability to identify the requirements of evaluation decisions clearly .
   - submit a list of coherent and modern sources related decisions taught .
   - use of technology in the design of the curriculum and preparation .

2. Strategies of courses evaluation according to the following items :
   - ability to show enthusiasm and interest in teaching and communication with students .
   - the extent of being able to specialization, and introducing mechanisms for learners .
   - ability to develop creativity, promote and increase the desire for discovery and development of motivation, self-learning among students .
   - ability to develop the skills of analysis and critical thinking among students .
   - ability to encourage students to participate and interact during the

presentation of the decision, with his commitment to the development of scientific values and broadcast them.

- adopted methods and instructional strategies for effective means of improving student learning.

3. Evaluating the performance of students and feedback according to the following items:

- ability to blend the evaluation strategies and objectives of teaching and purposes directly related to the expected outputs of the decision.

- Strategies adopted scientific evaluation and fit the needs of students and the requirements of courses taught by.

- incorrigible student work in a comprehensive manner and constructive lead to the development of learning skills.

- submit a fast, effective and comprehensive feedback methods for students and a variety of strategies to help them identify the strengths and weaknesses they have.

- determine timetable for evaluating the performance of the students during the semester .

4. Academic Guidance according to the following items:

- office hours allocated and abide by them.

- attendance in the office during office hours to guide students and answer their questions and inquiries .

- attendance in the lab to guide the students and answer their questions.

- encourage the outstanding students and discover the gifted students and develop their talents .

- directing students during their course of study, professionally and psychologically.

- have a positive communication with students .

- have appreciation of the needs of students, academic and professional

5. Self professional development related to the teaching process in accordance with the terms of the following:

- attending conferences, seminars , workshops and teaching courses and learning related to the process of teaching.

- presenting lectures and scientific papers in conferences, seminars and workshops related to the process of teaching.

- conducting research and studies related to the direct teaching and dissemination.

- supervision of research projects and theses related to teaching .

- providing advicesin the field of teaching for institutions and organizations at local , regional or international levels.

- participation in joint research projects in the field of teaching with individuals or institutions or organizations at local, regional or international   levels.

- participating as a membership in local, regional or international organizations in the field of teaching .

Award value:

- **Platinum Medal of excellence + cash prize**

This medal is given to first winner of the faculty members in the field of excellence in teaching.

- **Second: Diamond Medal of excellence**

This medal is given to the second winner as mentioned above

- **Third: Gold Medal of excellence**

This medal is given to the third winner as mentioned before.

Excellence Award in Website

Excellence Award in website is an annual prize awarded to the faculty member who gave a distinct model in his website, and work on the development of performance on an ongoing basis. The award aims to achieve quality standards, and the creation of the spirit of fair competition between them to get serious, and the prize is awarded for outstanding excellence in the field of websites after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

Target :

All the staff members including professor, associate professor, assistant professor, lecturer who teach courses at the Faculty of Science at Zulfi.

Vision :

Support excellence in the website for faculty members.

Mission:

To appreciate the effort of all creators who are characterized in the website, creating a competitive environment and contribute to the mission of the university and its goals.

Objectives of the Award:

The award seeks to develop the websites of the faculty members and upgrade them through:

- To motivate the faculty members to use the internet in the educational process compatible with the concepts and principles of quality excellence in teaching performance.
  - Urging positive competition between the faculty members in the creativity and excellence in websites.
  - Developing of entrepreneurship and innovation, which contribute to the strengthening and development of the teaching process altogether.
  - to encourage the faculty members to extrapolate the mission of the faculty and the ongoing work to achieve them.

Nomination mechanisms:

Nomination mechanisms include the followings:

1. The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in websites two weeks before the end of the first semester. The candidate should get at least %60 of the degrees of the standards of excellence in websites according to the nomination form accompanied by the evidence.

2. A committee at the department level named "the Excellence Award committee" is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:
   - Review the nomination form and the development of appropriate grades on its clauses.
   - Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.

- Raise the initial nomination of the council of the department and with full attachments.

3. The council of the department discusses the subject of the following aspects:

   - Ensure complete models of the nominations.

   - Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

   - Conduct a trade-off between the candidates according to grades and the evidence.

   - The board of the department conducts a ballot in the case of equal degrees of candidates.

   - Council lifted its recommendation and nominations for the Dean of the College with full attachments.

4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

   - Vice Dean for development and quality (chairman)

   - Two faculty members that nominated by the faculty council.

   - Secretary of the committee.

   - Their tusks are as follows:

   - Receive files of candidates for the various branches of Excellence Award.

   - Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.

   - Ensure regular nominations by completing the terms of the nomination of candidates.

   - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

   - Make sure justice nominations in the trade-off between the applicants.

- Make a trade-off between the candidates according to grades, and the evidence.
- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners .
- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5. Nominations results are displayed on the College Board to check the following:
- Ensure regular nominations of candidates by completing the terms of the nomination and approval.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make a trade-off between the candidates according to grades and the evidence.
- The College Board to conduct a ballot in the case of equal degrees of candidates.
- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating a candidate website

Candidate shows the address of the website and the date of last update for the site and the number of visitors to the site, as well asshows the contents of the site related to teaching such as:

- last updated decision.
- material at hand : lectures - duties - exams and solutions.
- the possibility of networking and communication : mail - advertising - virtual classes .
- the possibility of knowing the student ‹s quarterly grades .
- the possibility of putting tests to determine the level of student electronically.
- the possibility of handing the duties electronically .
- External Links Related to the decision.

The website of the candidate shouldinclude:

- The main menus include the curriculum vitae, academic guidance, and course schedule.
- The number of pages of website of member must not be less than 10 pages.
- Coordination must be taken into consideration and fit the size of all the content in the pages.
- All the information on the website should be modern.
- Active Office Hours must be placed and be one of the side boxes and not in a separate page.
- Advertisementsshould be inside one of the boxes on the side that holds the announcement date.

- The contents of the site should be linked directly or indirectly to the academic field only.
- The course schedule should be placed on the main menu in a separate page.
- The faculty member must at least two means of contacts (phone or Shunt + e-Mail official) and placed inside one of the side boxes.
- Courses must be on the main menu.
- Each course should contains the following :
    - A description of the decision
    - Study plan during the chapter weeks
    - References
    - Exam models
    - Bank of questions

Award value:

- **Platinum Medal of excellence + cash prize**

  This medal is given to first winner of the faculty members in the field of excellence in website.

- **Second: Diamond Medal of excellence**

  This medal is given to the second winner as mentioned above.

- **Third: Gold Medal of excellence**

   This medal is given to the third winner as mentioned above

Excellence Award in E-learning

E-learning is a key tributary of the university education and continuing education, the need for this type of learninghas increased with increasing the numbers of wishing to enroll in the university education beyond the absorptive capacity of universities. This style of learning developed quickly, and regenerated new technologies to keep pace with this development through e-learning.

Here, the role of the concerned authorities to activate the e- learning solutions to be compatible with the embrace of technology in this area.

The idea of granting medal of excellence in e-learning in terms of stimulating and encouraging the faculty members and the development of the thought of creativity and innovation, inspire the spirit of competitiveness to enrich the electronic educational process, and in recognition of distinguished in the field of e-learning, and to deepen the concepts of excellence and innovation through the adoption of standards of excellence in the application of learning mail and integration efforts among the various educational institutions in the college to improve the outcomes of the educational process.

Target :

All the faculty members, professor, associate professor, assistant professor, lecturer who teach courses in full at the Faculty of Science at Zulfi.

Vision :

Award leader in driving excellence and innovation in the field of E-learning at distance in various applications, and care for excellence in various fields in order to seek to gain access to a prominent place on the level of Saudi universities, which qualifies for access to the prime location for the award locally, regionally, and internationally.

Mission:

Contribute to improve the performance of e-learning and distance learning and its applications to provide the best technology and employment in educational programs, and care for excellence in this area, spreading the spirit of positive competition and cooperation which contributes to building a learning community electronic privileged

Objectives of the Award:

- raise awareness of the culture of excellence in e- learning.
- adopt the standards of excellence and innovation in e- learning applications.
- promote the capabilities that contribute to the enrichment of e- learning university.
- exchange of successful experiences and dissemination of best practices in the areas of e- learning .
- desire to develop e-learning in the Faculty of Science.
- to encourage the excellences in the field of e-learning.
- training on an extrapolation of mission of the university and the ongoing work to achieve them.

Nomination mechanisms:

Nomination mechanisms include the followings:

1. The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in E-learning two weeks before the end of the first semester. The candidate should get at least %60 of the degrees of the standards of excellence in E-learning according to the nomination form accompanied by the evidence.

2. A committee at the department level named "the Excellence Award committee" is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

   - Review the nomination form and the development of appropriate grades on its clauses.

   - Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.

   - Raise the initial nomination of the council of the department and with full attachments.

3. The council of the department discusses the subject of the following aspects:

   - Ensure complete models of the nominations.

   - Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

   - Conduct a trade-off between the candidates according to grades and the evidence.

   - The board of the department conducts a ballot in the case of equal degrees of candidates.

   - Council lifted its recommendation and nominations to the Dean of the College with full attachments.

4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)

- Two faculty members that nominated by the faculty council.

- Secretary of the committee.

- Their tasks are as follows:

  - Recei ve files of candidates for the various branches of Excellence Award.

  - Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.

  - Ensure regular nominations by completing the terms of the nomination of candidates.

  - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

  - Make sure justice nominations in the trade-off between the applicants.

  - Make a trade-off between the candidates according to grades, and the evidence.

  - The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.

  - Documenting the results of the nomination in the minutes, and determine the winners.

  - Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.

  - Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.

  - Raise the results of the nomination to the Dean of the College with full documentation.

5. Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.

- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

- Make a trade-off between the candidates according to grades and the evidence.

- The College Board to conduct a ballot in the case of equal degrees of candidates.

- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating the Excellence Award in E-learning

The basic steps for the award:

- E-mailing the correspondence award.
- Provide brief information about courses chosen not to exceed 500 words.
- Identify the software used in the design and operating requirements.
- Provide a simplified guide for the user, with the stated importance of passwords needed, if any.
- Presentation can be more of an interactive course.

The basic conditions for accepting participation:

- Providing the course in SCORM 2004 format.
- The course should be installed on the e- learning management system.
- The selected course must be scientifically and academically course within the university courses.
- The content must works without any problems or errors.
- Send the course and award attachments along with CD to the award e-mail.

This award has been allocated for the best digital courses designed, and the electronic course will be assessed based on several criteria related to the objectives, content and teaching strategies and learning activities, evaluation and technical design of the electronic course.

Award value:

- **<u>Platinum Medal of excellence + cash prize</u>**

  This medal is given to first winner of the faculty members in the field of excellence in E-learning.

- **<u>Second: Diamond Medal of excellence</u>**

  This medal is given to the second winner as mentioned above.

- **<u>Third: Gold Medal of excellence</u>**

  This medal is given to the third winner as mentioned above

Scientific Excellence Award

Scientific excellence award is an annual prize awarded for the faculty member who presented research distinct and published in global magazines that ISI classified, and high impact factor. Also, awarded to the faculty member who acts translation, authorship of scientific books and has contributed to enrich the library with his books and helped to the scientific progress. The prize also awarded to the person who has participation in the international scientific conferences, and work on the development of performance on an ongoing basis.

This award aims to achieve the quality, and create fair competition between the staff members after achieving the standards adopted in accordance with the mechanisms of nomination and procedures.

Target :

All the faculty members, professor, associate professor, assistant professor, lecturer who teach courses in full of the Faculty of Science at Zulfi.

Vision :

Support excellence and leadership in the scientific research, translation and authoring on the local, regional, and global levels.

Mission:

Appreciation of the efforts of all creators who characterized by in scientific research, translation and authoring, creating a competitive environment and contribute to the mission of the university and its goals.

Objectives of the Award:

This award seeks to develop the educational process and scientific research, translation, authoring and upgrade them through:

- Motivate the faculty members on the use of educational excellence compatible with the concepts and principles of quality in teaching performance.
- Urging the positive competition between faculty membersin creation and excellence in scientific research, translation, authoring and attend seminars and scientific conferences at local and international levels.
- The development of entrepreneurship and innovation, which contribute to the promotion of scientific excellence and development of the college.
- To encourage the faculty members to extrapolate the mission of the university and the ongoing work to achieve them

Nomination mechanisms:

Nomination mechanisms include the followings:

1. The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Scientific Excellence Award two weeks before the end of the first semester. The candidate should get at least %60 of the degrees of the standards of scientific excellence according to the nomination form accompanied by the evidence.

2. A committee at the department level named "the Excellence Award committee" is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

   - Review the nomination form and the development of appropriate grades on its clauses.
   - Identify a faculty member who got the highest grades in his capacity as

a preliminary candidate.

- Raise the initial nomination of the council of the department and with full attachments.

3. The council of the department discusses the subject of the following aspects:

  - Ensure complete models of the nominations.
  - Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
  - Conduct a trade-off between the candidates according to grades and the evidence.
  - The board of the department conducts a ballot in the case of equal degrees of candidates.
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4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)
- Two faculty members that nominated by the faculty council.
- Secretary of the committee.
- **Their tasks are as follows:**
  - Receive files of candidates for the various branches of Excellence Award.
  - Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
  - Ensure regular nominations by completing the terms of the nomination of candidates.
  - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

- Make sure justice nominations in the trade-off between the applicants.

- Make a trade-off between the candidates according to grades, and the evidence.

- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.

- Documenting the results of the nomination in the minutes, and determine the winners .

- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.

- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.

- Raise the results of the nomination to the Dean of the College with full documentation.

5. Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.

- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

- Make a trade-off between the candidates according to grades and the evidence.

- The College Board to conduct a ballot in the case of equal degrees of candidates.

- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating the Scientific Excellence Award:

Candidate shows what sets it apart in the area of research, translation, authoring and sharing in the presence of global conferences, and attach the necessary evidence in light of the following criteria:

First: The criteria for evaluating the Excellence Researcher:

Take the following into considerationduring the trade-off between the two candidates for the Excellence Researcher Award:

- get a scientific awards and prestigious court in the area of specialization .
- get a patent approved in the area of specialization.
- active participation in specialized scientific events, such as conferences, seminars and research papers.
- scientific publications that specified as ISI and get high impact factor.
- contribute to the specialty service.
- contribute to community service.

Second: The criteria for evaluating excellence research:

Take the following into consideration during the trade-off between the two candidates for the Excellence Researcher Award:

- Find originality.
- Commitment to the origins and rules of scientific research.
- Find contribution in addition to the accumulation of new scientific field which is covered.
- The importance of the published subject.
- the quality of the journal which has been publishing.

Award value:

- **<u>Platinum Medal of excellence + cash prize</u>**

  This medal is given to first winner of the faculty members in the field of scientific excellence award.

- **<u>Second: Diamond Medal of excellence</u>**

  This medal is given to the second winner as mentioned above.

- **<u>Third: Gold Medal of excellence</u>**

  This medal is given to the third winner as mentioned above.

Excellence Award for student

This award is an annual prize awarded by the student who shows excellence in several fields and meets the criteria adopted for the award. This prize aims to spread the fair competition among college students, and encourages them to excel in the field of academic, scientific research, creativity, and active participation in student activities

Target :

All excellence students of the Faculty of Science at Zulfi.

Vision :

Seek to highlight the excellence students in various fields, and motivate them to reach the super degrees of creativity and achievement.

Mission:

Encourage excellence students and raising motivation to continue in academic excellence, educational attainment, and promote the concepts of excellence, and the consolidation of its culture in the university, and scientific research, and to raise the competition among students and access to direct energies towards scientific excellence in areas that serve the orientations of the developmental state

Objectives of the Award:

The award aims to achieve the following:

- Encourage the scientific competition among students, and encourage them to excel in their academic studies, and achieve the highest results in their education.

- honor outstanding students in the various contributions, inventions and scientific achievements they earn, and outstanding research in which they participate in scientific conferences and symposia.

- urged the students to get a scientific awards from universities and scientific and research centers or specialized scientific journals, and on the patenting of inventions and discoveries.

- urged students to continuity in the development of self- interest and character attributes .

Nomination conditions:

There are a number of conditions and criteria of evaluation that should be on the excellence undergraduate student achievement:

- Browsing the areas of standards and the terms of the award to the candidate (not less than %60 of the degrees of the award criteria) .

- Complete all the forms for the prize , and to provide evidence and documentation of achievements .

- The student must have spent at least four semesters at the university on a regular basis.

- The student must have spent four semesters after winning the prize for those who won in the previous session.

- The student must registered courses in the semester in which the candidate for the award.

Nomination mechanisms:

A - Personal nomination:

The student has the right to nominate himself through the following steps:

- fill in an application form in the nomination aspects pertaining to the candidate.
- attach his curriculum vitae explaining the various achievements.
- attach two recommendation lettersfrom the staff members of the department that the student belongs .
- attach documented academic record.
- attach certificates and proof of student achievement that mentioned in the curriculum vitae.

B – The department nomination for the student:

Any member of the department has the right to nominate a student for the award through the head of the department, and the student provides documents as mentioned in personal nomination through the following steps:

1. The department or self-nominations for the excellence award for student are collected two weeks before the end of the first semester. The candidate should get at least %60 of the degrees of the standards of award according to the nomination form accompanied by the evidence.

2. A committee at the department level named "the Excellence Award committee" is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

   - Review the nomination form and the development of appropriate grades on its clauses.
   - Identify a student who got the highest grades in his capacity as a preliminary candidate.
   - Raise the initial nomination of the council of the department and with full attachments.

3. The council of the department discusses the subject of the following aspects:

  • Ensure complete models of the nominations.

  • Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

  • Conduct a trade-off between the candidates according to grades and the evidence.

  • The board of the department conducts a ballot in the case of equal degrees of candidates.

  • Council lifted its recommendation and nominations for the Dean of the College with full attachments.

4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members that nominated by the faculty council.

• Secretary of the committee.

• **Their tasks are as follows:**

  • Receive files of candidates for the various branches of Excellence Award.

  • Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.

  • Ensure regular nominations by completing the terms of the nomination of candidates.

  • Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

  • Make sure justice nominations in the trade-off between the applicants.

  • Make a trade-off between the candidates according to grades, and the evidence.

- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners.
- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5. Nominations results are displayed on the College Board to check the following:
   - Ensure regular nominations of candidates by completing the terms of the nomination and approval.
   - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
   - Make a trade-off between the candidates according to grades and the evidence.
   - The College Board to conduct a ballot in the case of equal degrees of candidates.
   - College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating the Excellence Award for student

There areseveral areas or fields for this award. Each one needs different requirements   as   follows:

1 -Excellence in academic field:

- Should completed 60 credit hours at least of his study plan and a grade point average of at least 4.5 out of 5 points.

- Good conduct.

- Should not have been subjected to any disciplinary decision.

- Mastery of dialogue and constructive debate.

- Has the ability to self-development and continuous learning through courses which he joined.

- Ability to persuade and influence and opinion, and self-confidence.

2 - Excellence in student leadership:

- Received a leadership position and work to bring about a significant change in the lives of other students.

- howed commitment towards increasing the positive contributions of students in university life.

- Participated in many of the various university activities, and demonstrated outstandingleadership.

3 - Excellence in student activities:

- Active and effective in the practice of student activities and serve the students, an achievement made clear in this area.

- Have contributed to the university life through his participation in various university events.

- An example for students to take advantage of the time and energy to improve campus life.

4 - Excellence in scientific achievement:

- The student performed a research project and accepted for presentation at a specialized scientific conference.
- Presented a research project in specialized scientific conference or seminar.
- Publisheda research project in specialized scientific conference.
- Received a patent.

5 - Excellence in learning activity:

- Performed teaching aids and signboards to help the educational process.
- Participated in seminars and discussions in the classroom.
- Participated in workshops serve the educational aspect.
- Ability to dialogue and constructive debate in the classroom.
- Has the ability to express an opinion and self-confidence.

Award value:

Platinum Medal of excellence + cash prize

This medal is given to first winner of the students in the field of excellence in academic field, excellence in student leaderships, excellence in student activities, excellence in scientific achievement, and excellence in learning activity.

Second: Diamond Medal of excellence

This medal is given to the second winner as mentioned above.

Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above.

Excellence Award for Academic EmployeeEmployee

The employee is the basic building block of the faculty and administrative work. In recognition of the employee, the college launched this annual award in recognition of the outstanding efforts of the staff of the college, and to encourage him.

The award aims to achieve quality standards, and the creation of the competition among employees. The prize is awarded for excellence work in the college after the achievement of a number of candidate criteria adopted in the field of administrative work.

Target :

All the staff of the college administrators in the Faculty of Science at Zulfi.

Vision :

The leadership in demonstrating the achievements of employees who have excellence at the local and global levels.

Mission:

Honor the employees who have excellence at the Faculty of Science and motivate, and encourage fair competition among all segments of the staff in order to achieve creativity at work, and high levels of productivity, and ensures quality standards.

Objectives of the Award:

1. Honoring of distinctive competencies of administrative staff.
2. Inform about the outstanding employee at the faculty and display his experiences and achievements of actors.
3. Spread the positive competition among employees.
4. Encourage creativity and motivate staff to excel.
5. Consolidate the concepts of excellence in work, increase productivity, and achieve quality standards.

Nomination conditions:

1. The candidate should be Saudi employees.
2. The employee should actually work, and not be on loan to a third-party or enjoy exceptional vacationduring the nomination period.
3. Evaluate the functionality of the two years before the nomination is excellent.
4. Nominate one or twoemployees after completing the nomination criteriaand getat least %60 of the degrees of criteria.
5. Employee at an official job.
6. Good manners and have no penalty during the last two years.
7. He is working at the faculty not less three years.
8. The one who get this award can be nominated only after two years from the date of receiving the previous award.

Nomination mechanisms:

A - Personal nomination:

The employee can nominate himself through the following steps:

- Fill out the application form in specific aspects of the candidate.
- Attach his autobiography, explaining the various achievements.
- Attach a recommendation from his direct supervisor at work.
- Attach the evidence and testimony and evidence that corroborated the special achievements in his autobiography.
- Attach the report sufficiently documented for the last two years.

B -The administration or the college can also nominate the employee for the award and asked him to complete the nomination requirements as in the case of personal nomination.

Nomination mechanisms include the followings:

1. All nominations are collected from different administrations.
2. Attach all the testimony and evidence and proofs with the nomination form.
3. The head of the administration do the following steps:
    - Review form for candidates and verification, and sign it.
    - Grading the appropriate items on the evaluation criteria for the candidate.
    - Identifies employees who have received the highest grades.
4. The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:
    - Vice Dean for development and quality (chairman).
    - Two faculty members that nominated by the faculty council.
    - Secretary of the committee.

- Their tasks are as follows:
  - Receive files of candidates for the various branches of Excellence Award.
  - Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
  - Ensure regular nominations by completing the terms of the nomination of candidates.
  - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
  - Make sure justice nominations in the trade-off between the applicants.
  - Make a trade-off between the candidates according to grades, and the evidence.
  - The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
  - Documenting the results of the nomination in the minutes, and determine the winners.
  - Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
  - Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
  - Raise the results of the nomination to the Dean of the College with full documentation.
5. Nominations results are displayed on the College Board to check the following:
   - Ensure regular nominations of candidates by completing the terms of the nomination and approval.
   - Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
   - Make a trade-off between the candidates according to grades and the evidence.

- • o   The College Board to conduct a ballot in the case of equal degrees   of   candidates.
- • o   College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6. The secretariat raises the award winners to the Dean of the college for approval.

7. The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

Criteria for evaluating the Excellence Award for employee:

There are a number of standards that make up the overall criteria of this award including the following:

1. **Personal qualities:**

   • Initiative in providing development proposals.

   • Bearing all of his job tasks.

   • Accept constructive criticism in the workplace.

   • Taking care of his general appearance.

   • Serious and sincere in doing the work.

   • Has a desire to change for the better.

   • Has the skills and capabilities relevant personal functioning.

   • He has confidence in his skills and abilities.

   • Has the ability to communicate and dialogue with others.

   • Has the information and knowledge necessary to carry out his duties.

   • Balanced emotionally.

   • Have positive attitudes towards the work being done.

   • Plays a vital role in various university events.

   • Privileged relations with his colleagues at work.

2. **Functionality:**

   • Accuracy in the completion of job tasks.

   • Speed accomplishes job tasks.

   • Commitment to the university regulations.

   • Perform job tasks at a higher level than expected.

   • Submit proposals for a development area where he works.

- Deals with the degree of super- beneficiaries of sophistication in order to ensure their satisfaction.
- Committed to working hour.
- Has the management skill of teams.
- Has serious in maintaining the collection work and gains.
- Maintains the confidentiality of the work.
- Initiates solutions in case of any problem at work.
- Collaborating with colleagues to complete the work entrusted to him.
- Prefers to work in groups.

Award value:

- **Platinum Medal of excellence + cash prize**

  This medal is given to first winner of the staff employee in the excellence award.

- **Second: Diamond Medal of excellence**

  This medal is given to the second winner as mentioned above.

- **Third: Gold Medal of excellence**

  This medal is given to the third winner as mentioned above.

Appendixes

Application form for the Excellence Award in Teaching

Basic employee information *

Academic year 14   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.

- Presented all the evidence and proofs.

- On the job during the nomination period.

- Spent two years after winning the award (To whom won this award previously).

- Grades report sufficiently in the past two years was excellent.

- The trade-off was based on the grades obtained in different scales

- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Copy of the courses files who taught during full academic year, including the transcript of students and three models of students› answers to the ultimate test reflect the highest, lowest and middle grades, as well as the model answer.
- Teaching load certified by the head of the department..
- Copy of the results of survey students' opinions about the performance of the staff member for each section has taught during the previous semester of being nominated for the award.
- Report sufficiently documented for the last two years of the candidate.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements

Criteriafor teaching characteristics

No.	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
		Clarity of vision and mission and philosophy in teaching	Head of Department	5	
		Its ability to show an in-depth knowledge of the content of the courses, and linked to the studies and research and recent developments in the areas taught.	students questionnaire Head of Department	5	
		Ability to plan, organize and units scheduled in a logical manner and methodology with an accurate description of the objectives and the expected learning outcomes.	The course file	5	
		Participation in the design and preparation courses.	Head of Department	5	

	Curriculum planning, design and preparation	Ability to identify the requirements of calendar decisions clearly.	students questionnaire Head of Department	5	
		Submitted a list of coherent and modern sources related decisions taught.	The course file	5	
		Use of technology in the design of the curriculum and preparation.	The course file students questionnaire	5	
		Strategies to provide courses.	The course file students questionnaire	5	
		Its ability to adhere to the design, and planning.	students questionnaire Head of Department	5	
		Its ability to adopt the methods and strategies of distinct and creative in providing courses in a way that the targeted learning outcomes.	The course file students questionnaire	5	
Total		=	50		

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
	Strategies to provide courses	Being able to show his specialty and mechanisms presented to the learners.	students questionnaire	5	
		Its ability to demonstrate enthusiasm and interest in teaching and communication with students.	students questionnaire	5	
		Its ability to develop creativity, promote and increase the desire for discovery and development of motivation for self-learning among students.	The course file students questionnaire	5	
		Its ability to develop the skills of analysis and critical thinking among students.	students questionnaire	5	
		Its ability to encourage students to participate and interact during the presentation of the decision, with his commitment to the development of scientific values they have.	students questionnaire	5	
		Methods adopted and effective teaching strategies to improve the level of students and scalability.	The course file students questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
	The student performance and feedback	Its ability to blend the methods of evaluation and teaching objectives and purposes of the direct relationship y s outputs expected from the decision.	students questionnaire	5	
		Strategies adopted a scientific evaluation and fit the needs of students and the requirements of courses taught by.	students questionnaire	5	
		Incorrigible student work in a comprehensive manner and constructive lead to the development of skills of learning.	students questionnaire	5	
		Introducing feedback fast, effective and comprehensive methods for students and a variety of strategies to help them identify the strengths and weaknesses they have.	students questionnaire	5	
		Declaration of results of the assessment with the students and discussed.	students questionnaire	5	
		Specified a timetable for assessing the performance of the students during the semester.	The course file � students questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
4	Academic Advising	Office hours allocated and abide by them.	students questionnaire	5	
		Interaction with the students and answer their questions and inquiries.	students questionnaire	5	
		Contribute to solving the problems of the students.	The course file students questionnaire	5	
		Encourage outstanding students and gifted students discover and develop their talents.	students questionnaire	5	
		Directed curriculum and students professionally and psychologically.	The course file students questionnaire	5	
		Positive communication with students.	The course file students questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
5	Professional development related to the process of self-teaching	Attending conferences, seminars, workshops and courses teaching and learning related to the process of teaching.	Head of Department	5	
		Presenting lectures and scientific papers in conferences, seminars and workshops related to the process of teaching.		5	
		Conducted research and studies related to the direct teaching and dissemination.	curriculum vitae	5	
		Participation in research projects and theses related to teaching.	curriculum vitae Head of Department	5	
		Providing advice in the field of teaching bodies, institutions and organizations.	curriculum vitae	5	
		Participation in research projects in the field of the Common m teaching with individuals or institutions or bodies or local organizations , regional or international nature of the developmental university teaching in the field of specialization .	curriculum vitae	5	
		Membership in local organizations and bodies , regional or international in the field of teaching only .	curriculum vitae	5	
		His presence and participation in training courses in university education.	curriculum vitae Head of Department	5	
		Contribute to the development of information regarding the decisions which taught and updated .	Head of Department	5	
		Attending conferences, seminars , workshops and courses teaching and learning related to the process of teaching.	curriculum vitae Head of Department	5	
	Total		=	50	
	Grand Total		=	190	

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

e candidate:
e name:
gnature:
e Head of the department:
e name:
gnature:

N	Item	Maximum score	Obtained score
	Score of standards	190	
	Teaching load	10	
	Total	200	
Score of 100 = total score of 200/2			

Department Awards Committee

No.	members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in websites

Basic employee information *

Academic year 14   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- On the job during the nomination period.
- Spent two years after winning the award (To whom won this award previously).
- Grades report sufficiently in the past two years was excellent.
- The trade-off was based on the grades obtained in different scales
- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Copy of the results of survey staff members and students' opinions about the website of the candidate.
- Report sufficiently documented for the last two years of the candidate.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.

Criteria for the website characteristics

Numbers of pages	Each appropriate page is given an one degree and gives this criterion a maximum of 10 degrees
Coordination and few errors	Pages: Pages are classified as follows: | Suitable	Short	long	Very long | |---|---|---|---| The grades are given as follows: | 1	0.5	-0.5	-1 | |---|---|---|---| Boxes: Boxes should not exceed 6 lines, in case of violation of this condition two degrees will be deducted
Curriculum vitae	This criterion is given 10 degrees, CV must be within the main menu. In case CV is present elsewhere, 3 degrees will be deducted
Electronic models	Each electronic model related to academic field is given two degrees and a maximum of 10 degrees for 5 models. In case there were not relevant models directly or indirectly, 4 degrees will be deducted for each model. Note: No score is calculated by any model if the data is incorrect or associated facility outside the university.
Academic guidance	The existence of a special page for the academic guidance for the member containing the names of the students in charge of them. Must be present within the main menu of the site. Two degrees will deducted if it is in another page.

Number of articles and lectures	Word + excel	Each file is given one degree if related to the academic field. In case any files unrelated to the academic field one degree is deducted for each file.
	Power point	
	Acrobat file	
	Others (video, flash)	

How current information	The degree of appreciation from ten degrees and taken average rating of the members of the Committee for this criterion
Office Hours	This gives 10 degrees if it is found in side box. if it is found elsewhere 5 degrees will be deducted.
Teaching table	Placed on separate page and be in the main menu. It is given ten degrees. If it is found elsewhere3 degrees will be deducted.
The presence of advertising on	It is given five degrees in case dated announcements found in the side boxes.
Means of communication	5 degrees in case the following means of communication: E-Mail, official (3 degrees) Phone number Ext. (2 degrees)
Academic Courses	Courses add	6 degrees are given and distributed according to the number of courses that the member teaching.
	Course description	10 degrees are given and distributed according to the number of courses that the member teaching.
	Study plan	10 degrees are given and distributed according to the number of courses that the member teaching included the study plan for the semester in weeks Note : Do not give this criterion any degree if the study plan not explained.
	References	4 degrees will bedivided by the number of courses that have references.
	Previous Exams	10 degrees will be divided by the number of courses have previous exams.
	Bank of questions	10 degrees will be divided by the number of courses that have bank of questions. Note: Bank must contain model answers to the questions.

Evaluation model for website

Personal website data					
Name:	………….	Department:	……………..	Occupation:	
Website title:					
Criterion:					Mark
Number of pages:					/ 10
Curriculum vitae:					/ 10
Coordination and low errors					/ 5
Academic guidance:					/ 10
Number of article and lectures:	Word + excel		/ 5		/ 20
	Power point		/ 5		
	Acrobat file		/ 5		
	Others (video, flash)		/ 5		
Recent knowledge:					/10
Office hours:					/10
Semester results + statistics absence					/10
Teaching table:					/10
Dated announcement:					/5
Communication means:					/5
Courses	Is it added		/6		
	Course description		/10		
	Study plan		/10		
	References		/4		
	Exam model		/10		
	Bank of questions		/10		
Total	/155		Percentage of matching criteria		………………………

Responsible notes ……………………………………………………………
Date: …………………………………………………..

Teaching Load (10 marks)
Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				
* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16				

e candidate:
e name:
gnature:
e Head of the department:
e name:
gnature:

	Item	Maximum score	Obtained sco
1	Score of standards	155	
2	Teaching load	10	
	Total	165	
Score of 100 = total score of 200/2			

Department Awards Committee				
No.	Members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in E-learning

Basic employee information *

Academic year 14   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- On the job during the nomination period.
- Spent two years after winning the award (To whom won this award previously).
- Grades report sufficiently in the past two years was excellent.
- The trade-off was based on the grades obtained in different scales
- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Copy of the results of survey students' opinions about E-learning of the candidate.
- Report sufficiently documented for the last two years of the candidate.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.

Basic Criteria of Arbitration of the excellence branch in the design of digital content

Criteria	Evaluation indicators
The first: Objectives and contents of E-course	
Evaluation criteria of E-course description	
1. The plan includes the schedule of general educational goals as clear and specified.	• clear and can be applied. • measurable. • Comprehensive in various educational areas (knowledge - skill - and emotional) • support for higher-order of thinking skills.
2. The plan identifies scheduled educational resources and requirements necessary for the study of the course.	• The educational resources are specified. • The previous requirements are identified for the course study.
3. Each unit of the course has an overview of the study and its objectives, content and activities, functions and evaluation questions.	• Content is divided into small teaching units which have specific target. • Each unit has introductory class describing the goals of each unit and the study elements.
Evaluation criteria of E-course content	
1. The content of the course should include references and sources.	• The existence of references and sources for reference. • Contents are displayed in a manner urges the learner to research.
2. The content should have no errors.	• The educational materials (videos, photos, graphics) should be free of any mistakes. • Content is free of spelling and grammatical errors, scientific and printing errors.
3. Pictures, charts and tables should be distinct.	• clear • equipped with adequate explanations.
4. It should be characterized by modernity and contemporary.	• scientific content is modified or updated periodically. • Content cope with contemporary events and developments. • sources are characterized by modern and contemporary learning.

C – Evaluation criteria for appropriate E-course and target group:	
1. That is characterized by scheduled mail and inclusive coverage.	• The content includes a variety of scientific materials (video, music and documents and external websites). • Includes additional and rich sources of content (the presence of additional comments and explanations). • provide summaries at the end of each educational unit. • high expectations in the course has been communicated clearly
2. That the content is appropriate to the level of the target group.	• appropriate depth and breadth of content. • Provides educational alternatives fit individual differences. • multiplicity of activities and applications for the target group. • allows organize content for the target group of movement between the different units according to the self-learning.
3. The content reflects the ideas and multiple concepts .	• stimulates scheduled remember prior knowledge needed to start the new learning. • Suitable illustrations and charts and maps to the level of the target group.
	• There dictionary of terms and definitions.
4. Scheduled to be consistent.	displays the topics in a logical sequence. unified approach in providing assistance and the drafting of the content. a balance between the units scheduled in terms of the number of items and educational goals, activities and exercises.
The second: Strategies for teaching and learning activities	
a-Evaluation criteria of teaching strategies and learning activity:	
1. The course used a real learning activities	• To assist the target group to apply the ideas of the course and achieve its objectives. • linked to previous experiences of the target group. • provide sufficient time to apply the skills and mastery. • diversity of teaching strategies (simulation - Exercise etc.).

2. the course includes activities via external Links to enrich it	Provide learning activities Links for remedial and enrichment information appropriate to the level of performance of the target group and their curricula in the study.
3. Strategies that are consistent with the scheduled course in its goals and objectives and accurately represent its scope and clarity.	• measuring the specific learning outcomes. • inclusiveness in the measurement of all learning objectives in the course. • detailed instructions about what is required clearly and accurately.
4. Contain a variety of methods to assess the learner	• diversity of questions (true error - multiple Choice - Connecting - ....). • appropriate evaluation is available at each unit or subject of study. • Final evaluation is available for the learner. • Allows attempts to perform the exercises and drills. • archiving of student activities in the course including all of the application.
5. Provide the target group with models and examples of self-assessment.	• Provides models for self-evaluation. • An explanation of the criteria for evaluating performance.
B - standards arbitration interaction and feedback:	
1. To control studying in the -course	• a list of topics are available to choose what needs to learn. • learner controls the level of difficulty of the content. • have enough time for the learner to give its response. • keep the information displayed in the
	window after the response to the learner to decide the learner's transition to a new window. • The course can be stopped and restarted again.
2. The course contains interaction with the learner	• The course includes interaction and dialogue with the learner. • It raises the motivation of the learner through the presentation of scientific material. • Includes multiple methods due to the interaction of the learner (simulation - Games).

3. It used appropriate feedback	• provide feedback immediately after the response. • provide positive reinforcement for the learner manner. • clarify the wrong response in a positive way. • appropriate assistance is available, according to the nature of the response provided by the learner. • additional therapeutic resources are available when needed or wrong responses.
4. The use of multimedia is properly	• The use of sound, graphics and video properly. • multimedia files sizes are suitable. • There is a clear text addresses the media files.

The Third: Technical design

a-Evaluation criteria for ease using E-course:

1. using the course without problems.	• Accompanying the course associated publications (books - Photos - bulletins). • Run with ease. • devoid of bugs that hinder its use.
2. The design features a display of simplicity and convenience.	• Good choice of colors and fonts. • The information displayed on the screen and clear. • The information displayed on the screen follow the logical sequence of ideas. • Avoids design crammed display information on the screen.
3. The design uses appropriate methods to display information	• The use of the property to change color or show a sound when you select an item, such as changing the color of the link when you pass the mouse. • a consistent method in the use of color,

	line and shape and size of the screen to the other. • Consistency style of presentation and design in a single screen, and among all of the screens.
4.The design is functionally used the fonts and sizes.	• The importance of attraction in some of the titles and important information. • placement type and font size in the text displayed commensurate with the importance of the text.
B-Evaluation criteria for understanding tools within the E-course:	
1. Designed to keep the screen on sites consistent tools for control and navigation in the course.	• firming places controls for not distracting the user. • Smooth and freedom of the course and control the movement between its parts. • All of the pages contains button to return to the main page.
2. It used simple guidelines maps to display the contents of the decision.	• The course adopts the shape of the picture or graphic navigation tools such as graphical icons. • The existence of a table or index or map indicative of the contents of the course.
3.Hyperlinks and its design in the course.	• The existence of hyperlinks on each part of the index was able to move directly to it. • distinguishes link in a different color. • The safety of bonds. • The color change if the link was used.

Basic standards of excellence in branch use of modern technologies for e-learning:

Practices	Application of practice	
	Evaluation indicators	
The first: Technology activation		
Evaluation criteria for technology application:		Marks
1. The method used to achieve the desired goals.	• Clarity of goals • Targets are achievable • Targets suitable for the target group • Suitable time period • Environment suitable for implementation	10
2. To urge on the innovation, creativity and the use of higher-order thinking	• The areas of innovation and creativity specific • Clarity of how to employ higher-order thinking patterns	10
patterns		
• Evaluation criteria of communication and interaction between the target group for technology:		
1. Permitted interactive communication between the teacher and the student through multiple ways.	At least (3) of the following, or the other. • educational forums. • duties and activities. • social networks. • E-mail. • Blogs.	10
2. Verify that the interaction between the students themselves. Through multiple ways, including:	At least (3) of the following, or the other. • educational forums. • social networks. • E-mail. • Blogs.	10

3.That includes interactive posts.	•Visits interactive students. •Visits interactive teachers. •The diversity of the nature of the posts submitted by students.	10
Evaluation criteria for contents and the mechanism of technology activation		
1. Be designed in a manner appropriate content and interactive	• newness Content • updatable • the amount of content submitted by the teacher • volume of content submitted by students	10
2. Be applied to different educational models	The possibility of using the available models, at least (3) of the following, or the other. • linguistic • Logical • Sports • Optical • Spatial • Social	10
3. To help in the educational process.	The possibility that is available to the following, at least (5) of the following, or the other. • The possibility of discussion • Viewing questions • Delivery duties • Performance tests • Write reports	10

5. That students can use technology easily, and powers.	• Easy at entry and exit • Accessibility • Easy to deal with system • Add replies • Upload	10
6.That the teacher can use technology easily, and flexibility.	• Easy at entry and exit • Accessibility • Easy to deal with system • Ability to communicate with students • the possibility of developing questions	10
The second: Characterization of technical technology		
A – Evaluation criteria of general characteristics of the use of technology		
1. Be easily obtained.	• Available • favorable price / free • Easy to download	10
2. Be handled easily.	• accept the update • You can modify data • provide a guide to letter • devoid of technical errors and downtime	10
b – Evaluation criteria of overall coordination and good language		
1. That offers content in an appropriate manner by the teacher.	• attractive and interesting in view • Ability to identify most of the characteristics of the system directly • easy to read text displayed on the screen, in multiple ways • You can print any part of the	10

	technical content	
2. Include safety language and content	Content is free of errors : • linguistic • spelling • Religious • Ethical	10
Total		150

Teaching Load (10 marks)
Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
1	Score of standards	150	
2	Teaching load	10	
	Total	160	

No.	Members	Academic Rank	Signature	Date
	Department Awards Committee			
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

No.	Members	Academic Rank	Signature	Date
	College Awards Committee			
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for Scientific Excellence Award

Basic employee information *

Academic year 14   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- On the job during the nomination period.
- Spent two years after winning the award (To whom won this award previously).
- Grades report sufficiently in the past two years was excellent.
- The trade-off was based on the grades obtained in different scales
- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Copy of the published articles, literature and translations.
- A copy of the letters to attend scientific conferences and symposia during the previous semester of being nominated for the award.
- Report sufficiently documented for the last two years of the candidate.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.

Criteria for characteristics of scientific excellence

Subheadings	Source evaluation	Maximum score	Obtained score
Accomplished faculty member and distinguished research project before the presentation at a conference, or a scientific symposium in his specialty	Certificate and documents	10	
Showing a faculty member in a research project a distinct scientific conference, seminar or specialist	Copy of articles	10	
Deployment of a faculty member in a research project a distinct global magazine classified ISI	Copy of articles	10	
Deployment of a faculty member in a research project Make magazine has a global impact factor high	Copy of articles	20	
Deployment of a faculty member a book translator	Copy of translated book	10	
Deployment of a faculty member composed a book	Copy of written book	10	
Received a patent	Certificate and documents	20	
Total	Maximum mark =	90	

Supplemented by the department committee

Teaching Load (10 marks)
Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:	
The name:	
Signature:	
The Head of the department:	
The name:	
Signature:	

No	Item	Maximum score	Obtained score
1	Score of standards	90	
2	Teaching load	10	
Total		100	

Department Awards Committee

No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in academic field

Basic student information *

Academic year 14   H

Name	University of ID										Faculty	Specialty	Level

Completed by the student

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- Spent four semesters at the university on a regular basis.
- Spent four semesters after winning the prize (won by those who previously).
- The student must be registered courses in the semester which be nominated for the award.
- The trade-off was based on the grades obtained in different scales
- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Modern documented academic record for the student.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.
- Two recommendation letters from department staff members.

Criteria for characteristics of Excellence Award for student in academic field

Subheadings	Evaluation source	Maximum degree	Obtained degree
Complete 60 credit hours, at least from the study plan with average grade points not less 4.5 out of 5 points	Academic record	10	
Good conduct and behavior	Department nomination	10	
Have not been subjected to any disciplinary decision	Academic record	10	
Mastery of dialogue and constructive debate.	Recommendations	10	
Has the ability to self-development and continuous learning through courses which he joined.	Certificates and documents	10	
Has the ability to influence and persuasion and expressing his opinion and has self-confidence.	Recommendations	10	
Total		60	

Department Awards Committee

No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee

No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in student leadership

Basic student information *

Academic year 14   H

Name	University of ID										Faculty	Specialty	Level

Completed by the student

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.

- Presented all the evidence and proofs.

- Spent four semesters at the university on a regular basis.

- Spent four semesters after winning the prize (won by those who previously).

- The student must be registered courses in the semester which be nominated for the award.

- The trade-off was based on the grades obtained in different scales

- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Modern documented academic record for the student.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.
- Two recommendation letters from department staff members.

Criteria for characteristics of Excellence Award in student leadership

Subheadings	Evaluation source	Maximum degree	Obtained degree
Recognizes the leadership position, and work to bring about a significant change in the lives of other students.	Recommendations, Certificates and documents	10	
Demonstrated commitment towards increasing the positive contributions of students in university life	Certificates and documents	10	
He participated in many of the various university activities, and demonstrated outstanding leadership	Certificates and documents	10	
Total		30	

Department Awards Committee

No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee

No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in student activities

Basic student information *

Academic year 14   H

Name	University of ID										Faculty	Specialty	Level

Completed by the student

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.

- Presented all the evidence and proofs.

- Spent four semesters at the university on a regular basis.

- Spent four semesters after winning the prize (won by those who previously).

- The student must be registered courses in the semester which be nominated for the award.

- The trade-off was based on the grades obtained in different scales

- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Modern documented academic record for the student.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.
- Two recommendation letters from department staff members

Criteria for characteristics for the Excellence Award in student activities

Subheadings	Evaluation source	Maximum degree	Obtained degree
Active in student activities and student service and have achieved a breakthrough and clear in this area.	Recommendations, Certificates and documents	10	
Shares in campus life.	Certificates and documents	10	
An example for students to take advantage of the time and energy to improve campus life	Recommendations	10	
Total		30	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council		
Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in scientific achievement

Basic student information *

Academic year 14   H

Name	University of ID	Faculty	Specialty	Level

Completed by the student

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- Spent four semesters at the university on a regular basis.
- Spent four semesters after winning the prize (won by those who previously).
- The student must be registered courses in the semester which be nominated for the award.
- The trade-off was based on the grades obtained in different scales
- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Modern documented academic record for the student.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.
- Two recommendation letters from department staff members.

Criteria for characteristics for the Excellence Award for student in scientific achievement

Subheadings	Evaluation source	Maximum degree	Obtained degree
The student completed a distinct research project and accepted for display in a conference, or a scientific symposium in his specialty	Certificates and documents	10	
Showing research project in a scientific conference, seminar or specialist	Certificates and documents	10	
The student published a research project in a distinct scientific conference or seminar specialist	Certificates and documents	10	
Has a patent	Certificates and documents	10	
Total		40	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council		
Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in learning activity

Basic student information *

Academic year 14   H

Name	University of ID	Faculty	Specialty	Level

Completed by the student

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.

- Presented all the evidence and proofs.

- Spent four semesters at the university on a regular basis.

- Spent four semesters after winning the prize (won by those who previously).

- The student must be registered courses in the semester which be nominated for the award.

- The trade-off was based on the grades obtained in different scales

- Candidate won the ballot because of equal scores between candidates

Attachments

- Nomination form with full information about the candidate.
- CV within three pages.
- Modern documented academic record for the student.
- Matching the evidence requested in the nomination form.
- Arranged the evidence in order metrics award supplements.
- Two recommendation letters from department staff members

Criteria for characteristics for the Excellence Award for student in learning activity

Subheadings	Evaluation source	Maximum degree	Obtained degree
Gave the student and teaching aids and signboards stating the educational process	Teaching aids and paintings	10	
Participated in seminars and discussions in the classroom	Report of teachers	10	
Students participated in workshops serve the educational aspect	Certificate of attendance at the seminar	10	
Student's ability to dialogue and constructive debate inside the classroom	Report of teachers	10	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council		
Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for employee

Basic employee information *

Academic year 14   H

Name	Grade	Civil registry	Actual work	Employer	Beginning date of the Occupation

Completed by the employee

Candidate

- Candidate achieved %60 of the degrees of the main criteria for the award nominee.
- Presented all the evidence and proofs.
- Employee on a formal job.
- On the job during the period of nomination.
- Spent two years working at the university.
- Spent two years after winning the award (by those who won previously).
- Sufficiently grades report is not less than excellent in the past two years.
- The trade-off was based on the grades obtained in different scales.
- Candidate won the ballot because of equal scores between candidates.

Attachments

- Nomination form contains the full information about the employee candidate.

- CV for the employee candidate within three pages.

- Documented sufficiently report for the last two years of the employee candidate.

- Matching the evidence requested in the nomination form

- Arranged the evidence in order metrics award supplements.

Criteria for characteristics for the Excellence Award for employee

No.	Main Criterion	Subheadings	Level			
			High 4	Good 3	Medium 2	Poor 1
1	Personal characters	Has the entrepreneurial spirit in the development proposals.				
		Has a carrying capacity of job tasks.				
		Accept constructive criticism in the workplace.				
		Always keep the general appearance.				
		Show seriousness and dedication to accomplish the tasks entrusted to it.				
		Has a desire to change for the better.				
		Has the skills and abilities necessary for personal tasks careers.				
		He has confidence in his skills and abilities.				
		Has the skills to qualify for communication and dialogue with others.				
		Has the information, and knowledge necessary to carry out his duties functiona				
		Emotionally balanced				
		Have positive attitudes towards the work being done.				
		Plays a vital role in the university occasions.				

		Distinct relationships with co-workers.				
		Got the training sessions outside work.				
	Total	Maximum score= 60				
2	Functionality	Accuracy in the completion of job tasks				
		Quits job tasks on time				
		Commitment to the university regulations, regulations and policies				
		Perform job tasks at a higher level than expected				
		Submit proposals for a development area where he works				
		Deals with the beneficiaries with super degree of sophistication in order to ensure their satisfaction				
		Committed to working hours				
		Has the management skills work teams				
		Has serious work to maintain the holdings and gains				
		Keep confidential work				
		Initiates solutions in case of any problem at work				
		Collaborating with colleagues at the completion of the work assigned to him				
		Prefers to work in groups				
	Total	Maximum score= 52				
	Grand Total	Maximum score= 112				

Supplemented by direct head

No.	Evaluation field	High score	Obtained score	Score from 100
1	Criteria scale	112		
2	Sufficient report (15 marks/ year)	30		
3	Other achievements documented by certificates	8		
	Total	150		

Supplemented by direct head

How to calculate the degree in the sufficient report /year

Degree in the sufficient report	100	99	98	97	96	95	94	93	92	91	90
Obtained degree											

Responsible for filling out forms   **The Head**

Name: **Name:**

Occupation: **Occupation:**

Signature: **Signature:**

Date: **Date:**

The authority

Name:

Occupation:

Signature:

Date:

Seal:

جامعة المجمعة
Majmaah University

عمادة الجودة وتطوير المهارات

كز الخا

مزية للاعتما

برنامج : ال

كلية : العلوم ب