

Excellence Award

(Faculty Staff Form) for The Academic Year 1438/1439

1- Personal Data (to be filled by the faculty staff):

Name:

Department:

Date joining the faculty:

Employee ID No.:

Last qualification PhD Fellowship MSc

Academic rank: Prof. Associ. Prof.

Assist. Prof. Lecturer

Mobile No.:

Office tel. No.:

Did you receive an excellence award from the Faculty previously?

Yes No If Yes. When?

Courses you are teaching:

1-

2-

3-

All above data are correct under my responsibility.

Date:

Signature:

2- Self-evaluation (to be filled by candidate): (35 units)

Scope	Activity	Total Units	Units
Academic	Continuous improvement of academic teaching skills (attending relative courses, two units per each activity)	<u>4</u>	
	Committed to modern technical methods in teaching e.g. e-learning (conducting lectures/exams through e-learning, one unit per each)	<u>4</u>	
Professional	Attending scientific conferences/workshops (<u>two units for each</u>)	<u>4</u>	
	Having a valid SCFHS license	<u>6</u>	
Administrative	Head of committees (<u>three units for each committee</u>)	<u>6</u>	
	Member of committees (<u>one unit for each committee</u>)	<u>5</u>	
Researches	Publishing scientific articles during the year 2017 (three units for each)	<u>6</u>	
TOTAL MARKS		<u>35</u>	

*** Evidence must be submitted to the higher committee**

3- Activities within the department (to be filled by HOD): (35 units)

Scope	Activity	Total Units	Units
Academic	Committed to the course schedule	<u>5</u>	
	Contributing in developing department staff members	<u>5</u>	
	Updating course portfolio according to faculty plan	<u>5</u>	
	Submitting course results on time	<u>5</u>	
Administrative	Actively contributed to department administrative activities	<u>5</u>	
	Strictly committed to duties schedule for final exam	<u>4</u>	
	Attending all department meetings	<u>4</u>	
Research	Motivating students in research contribution	<u>2</u>	
Total Score		<u>35</u>	

*** Evidence must be submitted to the higher committee**

Head of department final opinion:

HOD Name:

Date:

Signature

4- The Higher Committee Opinion: (30 units)

Chairman signature

قرار لجنة المسابقة:

بناء على التقييم الذاتي وتقييم رئيس القسم ولجنة المسابقة، فقد قررت اللجنة منح المرشح: علامة وقدرها: من ١٠٠ درجة.

تأريخ: / / ١٤٣٩ هـ

قرر في يوم

عضو اللجنة

عضو اللجنة

رئيس اللجنة

الاسم:

التوقيع:

Award Regulations:

- 1- Every faculty staff has the right to participate in this excellence award.
- 2- The chairman of the higher committee is the dean and the members are formed by a decision issued by the dean.
- 3- The higher committee members do not have the chance to participate in the award.
- 4- Head of department must submit all forms and evidence documents to the higher committee chairman.
- 5- If the candidate is an HOD he will be evaluated by the dean in the area that is supposed to be filled by the HOD.
- 6- .The award winners names will be announced in the final students activities ceremony.