

## Excellence Award

(Teaching Assistant Form) for The Academic Year 1438/1439

### 1- Personal Data (To be filled by teaching assistant):

Name:

Department:

Date joining the faculty:

Employee ID No.:

Mobile No.:

Office tel. No.:

Did you receive an excellence award from the Faculty previously?

Yes

No

If Yes. When?

Course/s you are contributing into:

1-

2-

3-

**All above data is correct under my responsibility.**

Date:

Signature:

**2- Self-evaluation (to be filled by candidate): (40 units)**

Scope	Activity	Total Units	units
<b>Academic</b>	Continuous improvement of academic teaching skills (Attending scientific meeting/workshop) Two units per event	<u>8</u>	
	Committed to his schedule	<u>8</u>	
<b>Professional</b>	Taking TOEFL iBT with score more than 70 or ILETS score more than 5.5	<u>8</u>	
	Having a valid SCFHS license	<u>4</u>	
<b>Administrative</b>	Member of committees Two units per committee	<u>6</u>	
<b>Researches</b>	Publishing scientific articles during the year 2017 (One paper sufficient to receive 6 units)	<u>6</u>	
<b>TOTAL MARKS</b>		<u>40</u>	

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

**3- Activities within the department (to be filled by HOD): (40 units)**

<b>Scope</b>	<b>Activity</b>	<b>Total Units</b>	<b>Units</b>
<b>Academic</b>	Committed to his schedule	<u>8</u>	
	Participating in course lectures	<u>8</u>	
<b>Administrative</b>	Actively contributed to department administrative activities	<u>8</u>	
	Strictly committed to duties schedule for final exams	<u>8</u>	
	Attending scientific activities of the faculty (One unit per activity)	<u>8</u>	
<b>Total Score</b>		<b><u>40</u></b>	

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

**Head of department final opinion:**

HOD Name:

Date:

Signature

#### 4- The Higher Committee Opinion: (20 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: / / ١٤٣٩هـ

قرر في يوم

عضو اللجنة

عضو اللجنة

رئيس اللجنة

الاسم:

التوقيع:

#### Award Regulations:

- 1- Every teaching assistant 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- The award winners names will be announced in the final students activities ceremony.