Regulations and Criteria for Excellence in Teaching Award

2008/2009
Contents

Introduction ........................................................................................................................................3
Concepts and Terminology ..................................................................................................................3
Objectives of the Award .........................................................................................................................4
Levels of the Award ...............................................................................................................................5
Categories Covered by the Award ..........................................................................................................5
General Provisions ................................................................................................................................5
Special Provisions for the Award Committees ......................................................................................7
Award Committees .................................................................................................................................8
  1) The Committee of the College of the Nomination for the Excellence in Teaching Award: ...............
  2) The Permanent Committee for Excellence in Teaching Award: .......................................................8
Procedures for Selecting the Award Winners ..........................................................................................9
Nomination Requirements ......................................................................................................................11
Sections of Application Forms for the Award Nomination .....................................................................12
  Section I: Criteria for Excellence in Teaching ......................................................................................12
  A) Planning, design and preparation of the course material in accordance with the following items: .................................................................................................................................12
  B) Strategies to present study material and in accordance with the following items: .........................13
  C) Assessing students’ performance and feedback in accordance with the following items: .................13
  D) Academic advising, according to the following items: ..................................................................14
  E) The professional development of self-related process of teaching and in accordance with the following items: .................................................................................................................................14
  Section II: Assessing the candidate’s performance in teaching ............................................................14
  Section III: Assessing Candidate Site on the Internet .........................................................................15
  Section IV: Awards and letters of excellence in teaching .................................................................16
  Section Five: Other materials related to teaching ..............................................................................16
Rules of Candidates Complaint ..............................................................................................................16
Forms ....................................................................................................................................................17
Introduction

University teaching is one of the basic components for the success of higher education institutions which is reflected directly on the graduates’ ability to compete in the labor market. The idea of this award is under the direction of King Saud University which confirms the quality assurance in higher education, seeks to support academic programs, and selects outstanding teaching staff and developing them.

The Excellence in Teaching Award is granted annually at the level of departments, colleges and the university when specific elements of quality and excellence are available. The granting of this award should meet precise criteria when assessing candidates at these levels. The university represented at the award committee should employ various capabilities and capacities to make the award parallel with the level of expectations and goals set for it. A number of the faculty members are chosen carefully to participate in the award committee to represent the entire academic groups within the university. The award receives the auspices of the university Rector. The University Rectorate for Quality and Development / Quality Deanship oversees the award.

Concepts and Terminology
This section includes the definition of certain concepts and terms used in these Regulations.

Excellence in Teaching Award
An annual prize awarded by King Saud University at three levels (university, college and department) for the faculty member who presents a model of excellence in teaching and engages students in the learning process.
Faculty member:
A general term used to refer to each of the faculty members at King Saud University.

Candidate:
A general term which includes all faculty members who are nominated by the academic department or applied for the Excellence in Teaching Award.

Students:
The term includes both male and female students.

Feedback:
Comments, suggestions and guidelines provided by the faculty member to students during the teaching process to help them identify the strengths and weaknesses, thus improving the learning process.

Objectives of the Award
The award seeks to develop the educational process and improve it through:

1. motivating faculty members at the university to achieve excellence and quality in teaching performance,
2. encouraging positive competition between faculty members at the university for creativity in teaching,
3. developing entrepreneurship that contributes to the development of teaching process within the university,
4. and promoting creativity and excellence in teaching to achieve the mission of the university,
Levels of the Award

The prize is awarded at three levels for each of the male and females’ sections separately as follows:

First – The Rector Award, which consists of the following:

* The university gold medal
* The amount of fifty thousand Saudi riyals
* Certificate of merit

It is granted in the following areas:

1. The Rector award for the humanitarian colleges
2. The Rector award for the applied colleges
3. The Rector award for the medical colleges

Second – The Dean Award which consists of the following:

1. College shield
2. The amount of twenty thousand riyals
3. Certificate of merit

III – Head of Department Award which consists of the following:

1. Department shield
2. The amount of five thousand Saudi riyals
3. Certificate of merit

Categories Covered by the Award

Faculty members appointed on official university positions (Professor, Associate Professor and Assistant Professor) and lecturers teaching courses in full.

General Provisions

1. Any faculty member has the right to nominate himself/herself or whomever for the award.
2. Each academic department can nominate the distinguished faculty member for the award.
3. Each academic department may nominate three of its faculty members (maximum) for the Excellence in Teaching Award.
4. Each college nominates only one candidate from each of its academic departments for the Excellence in Teaching Award.
5. The candidate should have spent at least two academic years in teaching at the university.
6. The applications which do not meet the requirements set forth in the Regulations should be excluded.
7. The application forms for the Excellence in Teaching Award are accepted in Arabic or English, taking into account the following:
   * Organizing the file according to what is referred to in the application form.
   * Page numbering according to sequence.
   * The use of A4 paper and 14 Traditional Arabic font in the case of writing in Arabic, and line type 12 Times New Roman in case of writing in English.
   * Presenting a hard copy of the file in a single bound, with an electronic copy on disk (CD-ROM or DVD).
   * The contents of the file should be limited to what is relevant to teaching at the university in accordance with what is shown in the list of the award.
8. The permanent committee for Excellence in Teaching Award chooses the winners.
9. The process of differentiation between candidates is based on the file contents and how they achieve the standards and provisions of the regulations laid down.

10. The deadline for the delivery of applications should be met, and late applications will not be considered.

11. Those who have previously won the Excellence in Teaching Award can apply for the prize again after three academic years.

12. The head of the department or dean or any of the members of the award committees in the colleges or the permanent committee for Excellence in Teaching Award cannot be nominated for the award.

Special Provisions for the Award Committees

1. The committees in charge of the nominations for the Excellence in Teaching Award should undertake to deal with all data and information provided by the candidates in strict confidence, which will only be used for the purposes of nominations for the Excellence in Teaching Award.

2. The committees in charge of the nominations should be committed not to disclose the names of the candidates or the results of shortlisting of candidates.

3. The committees in charge of the nominations for the Excellence in Teaching Award should be committed to exclude the files that do not meet the standards and provisions of the regulations laid down.
Award Committees

1. The Committee of the College of the Nomination for the Excellence in Teaching Award:

A committee named “The Committee of the College of the Nomination for the Excellence in Teaching Award” is formed by a decision of the College Council. It is treated as a permanent committee at the university level, and it consists of:

* Vice Dean for Development and Quality (or the oldest vice dean if there is no Vice Dean for Development and Quality) (Chair)
* Head of Quality Unit in the college (Vice President)
* Three faculty members (members)
* Secretary of the committee

Its duties are as follows:

a) Receiving the applications from the candidates for the Excellence in Teaching Award.

b) Ensuring that the files meet the requirements for the award and in accordance with the standards and provisions of the regulations laid down.

c) Assessing the candidates’ applications in light of the standards and provisions of the regulations prescribed for the nomination.

d) The identification of only one candidate for each academic department at the college.

e) Submitting the results of the nomination to the Dean of Quality.

2. The Permanent Committee for Excellence in Teaching Award:

A committee named “The Permanent Committee for Excellence in Teaching Award” is formed by the Rector, and it consists of:

* Dean of Quality (Chair)
* Four male faculty members (members)
* Two female faculty members (members)
* Secretary of the committee

Its duties are as follows:

a) Identifying the criteria for selection of a distinguished faculty member in the light of the objectives and goals of the award.

b) Determining the conditions and procedures for granting the award.

Supervising the process of identifying the distinguished faculty member and ensuring the compliance with deadlines to end the nomination process by the departments.

c) Reviewing names nominated for the award according to standards, procedures and the provisions of the award.

d) Recommending the names of the winners from different levels and submitting them to the Vice President for Development and Quality for approval.

e) Studying all topics related to the award and issuing proper recommendations about them.

**Procedures for Selecting the Award Winners**

**First: Procedures for selecting candidates of departments:**

The head of the department receives candidates’ applications for the Excellence in Teaching Award.

The department council forms a committee to sort the applications in accordance with the standards and provisions of the regulations set forth, and then shortlists the best three of them in case of whether the number of candidates is more than three members.
The head of the department submits the files to the committee of the college of the nomination for the Excellence in Teaching Award.

**Second: Procedures for selecting candidates for the college:**

The chair of the Committee of the College of the Nomination for the Excellence in Teaching Award receives the candidates of the departments.

a) The college committee sorts and assesses the candidates’ files according to the standards and provisions of the regulations laid down.

b) The college committee prepares a report on the overall results of assessing candidates’ files for the Excellence in Teaching Award, containing the names of all candidates, and scores that are obtained, and encloses a summary of the results of the assessment committee (Form D) for each candidate.

c) The college award committee nominates only one candidate for each academic department.

d) The committee shall submit its report on the overall results of assessment of the candidates’ file to the Dean of Quality and enclose a hard copy and electronic file of each candidate to win the department award.

**Third: Procedures for selecting the winners of excellence in teaching at all levels**

a) The permanent committee receives the candidates’ files for excellence in teaching from the colleges.

b) The permanent committee of Excellence in Teaching Award sorts the files into three groups: Files of humanitarian colleges, files of applied colleges and files of medical colleges.
c) The permanent committee of Excellence in Teaching Award assesses the files according to standards and provisions of the regulations laid down.

d) Reports of the results of assessment are prepared.

e) The permanent committee for Excellence in Teaching Award nominates the winners for all levels and prepares a report to do so.

Fourth: The permanent committee for Excellence in Teaching Award submits a report to the Vice President for Development and Quality for approval.

Fifth: The Vice President for Development and Quality submits a report of the winners at all levels to the Rector for approval.

Sixth: The Quality Deanship announces the winners for all levels of the award.

Seventh: The winners are honored at the annual ceremony of the university.

Nomination Requirements

The application for nomination file should include the following:

Form (A) which should be signed by the candidate and certified by the head of the department.

1. Curriculum vitae of the candidate.

2. A copy of the full files of courses he taught (during the academic year), including a list of students’ grades and three samples of students’ responses in the final test reflecting the highest, the lowest and the medium grade, as well as the model answer.

3. Teaching load (for the last two academic years) certified by the head of the department.
4. A copy of the results of a survey of students’ views about the performance of the faculty member for each course taught.
5. Copy of the performance report for the past two years.
6. Recommendations from two faculty members in the department according to Form (B) which are confidential and opened only by members of the award committee in the college.

Sections of Application Forms for the Award Nomination

Section I: Criteria for Excellence in Teaching

In this section, the nominee faculty member demonstrates what highlights and sets him/her apart in teaching, and encloses the necessary evidence in the light of the following criteria:

A. Planning, design and preparation of the course material in accordance with the following items:
   * Vision, mission and philosophy of teaching.
   * Ability to demonstrate an in-depth knowledge of the content of courses, and linking this with studies and research and recent developments in the areas taught.
   * Ability to plan course units, organize them in a logical manner and methodology with a detailed description of the objectives and expected learning outcomes.
   * Participation in the design and preparation of course material.
   * Ability to define the requirements of course evaluation clearly.
   * Submitting a list of up-to-date interrelated and relevant sources of the courses taught by him/her.
   * Use of technology in the design and preparation of study material.
B. Strategies to present study material and in accordance with the following items:

* Ability to demonstrate enthusiasm and interest in teaching and contacting students.
* Ability to implement unique and innovative techniques and strategies in the presentation of study material in a way that achieves the intended learning outcomes.
* Use of technology in the presentation of course materials.
* Ability to develop and raise the creativity and the desire to increase the discovery and development of motivation for self-learning among students.
* Ability to develop analytical skills and critical thinking among students.
* Ability to encourage students to participate and interact during the presentation of the material, with his/her commitment to the development of their scientific values.
* Adoption of the methods and strategies for effective educational development of student learning.

C. Assessing students’ performance and feedback in accordance with the following items:

* Ability to combine assessment strategies, objectives and teaching purposes directly related to the expected outcomes of the course.
* Adoption of scientific assessing strategies which fit students’ needs and requirements of the taught courses.
* Assessment of students’ work in a comprehensive and constructive way leading to develop their skills and learning motivation.
Providing fast, effective and comprehensive feedback methods for students in a variety of strategies to help them identify the strengths and weaknesses.

* Selecting a schedule to assess students’ performance during the semester.

D. Academic advising, according to the following items:

* Identifying office hours to guide students academically.
* Availability in the office during office hours to guide students and answer their questions and queries.
* Presence in the laboratory to guide students and answer their questions and queries.
* Helping students with special needs to participate and succeed in the courses taught by him/her, as well as guiding them academically.
* Encouraging gifted students, and discovering and developing their talents.
* Guiding students professionally, psychologically and academically. Communicating with the positive students.
* Appreciation for students’ academic and professional needs.

E. The professional development of self-related process of teaching and in accordance with the following items:

* Attending conferences, seminars and workshops, and distance education courses relevant to the process of teaching.
* Introducing 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 publishing them.
* Supervision of research projects and theses related to teaching. Presenting consultations in the field of teaching for the local, regional or international institutions and organizations.
* Participation in joint research projects in the field of teaching with individuals or local, regional or international institutions and organizations.
* Membership in local, regional or international institutions and organizations in teaching only.

Section II: Assessing the candidate’s performance in teaching

a) The candidate faculty member for the Excellence in Teaching Award should show the teaching load for the previous two years to apply for the award.

b) The results of the survey of students’ views about the candidate’s performance for each course taught during the previous two years to apply for the award from the Quality Deanship site on the network.

c) Enclosing a copy of the candidate assessment by the head of the department for the previous two years to apply for the award.

d) The candidate chooses two faculty members who are able to assess the teaching process and write a recommendation by the enclosed form (Form B) including explaining the eligibility of the candidate to teach and examples of excellence in the teaching process. The recommendation should be sent confidential in an envelope closed tightly to the College Committee of the Nomination for Excellence in Teaching Award.
Section III: Assessing Candidate Site on the Internet

The candidate should show his/her web site address, the date of last update of the site, and the number of online visitors to the site. He/she should demonstrate the contents of the site related to teaching such as:

* Last update for course
* Material: lectures, assignments, exams and answers
* The possibility of networking and communication: email, e-advertisements and virtual classes.
* The possibility of student's knowledge of the quarterly grades.
* The possibility of including placement tests to determine the student level electronically.
* The possibility of submitting assignments electronically.
* External links related to the course.

Section Four: Awards and Letters of Excellence in Teaching

This section shows the candidate's awards and letters of appreciation and outstanding performance in teaching, their names, the donor and copies of them.

Section Five: Other Materials Related to Teaching

The candidate demonstrates any other materials related to teaching, and he/she should enclose a copy of these materials such as CD, tape, film, etc.

Rules of Candidates Complaint

1. The candidate may appeal in case of clear evidence of violation of the standards and provisions of the Excellence in Teaching Award.
2. The candidate must request formally in case of complaint to the Quality Deanship, showing the justification for his/her
complaint in a thorough and logical way in a maximum period of two weeks from the date of announcement of the results of the winners.

3. The Dean of Quality refers the complaint to the permanent committee of the award for its consideration and discussion of its reasons, and then submits its recommendations to the Dean of Quality.

4. The Dean of Quality submits the recommendations of the permanent committee of the award on the complaint to the Vice President for Quality and Development to take necessary action.

**Forms**

* Form (A): Application Form for Nomination for Excellence in Teaching Award.
* Form (B): Recommendation
* Form (C): Assessment Degrees by the Members of the Jury
* Form (D): Summary of Assessment Results by the Jury