

**Nomination Form for the  
Dean Award for Excellence**

**University academic staff**

**Year – 1444/1445**

المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة المجمعة  
كلية العلوم الطبية التطبيقية

Name of the academic staff	Academic degree	Academic department
University email	phone extension	Mobile

Points due	Points	Standard	M
	0 - 5 hours (2 points)	The percentage of the teaching load for an academic year to the full quorum according to the scientific rank certified by the head of the department.	1
	5 - 10 hours (6 points)		
	10 – 14 hours (10 points)		
	Number of units presidency (at the college level): ...../2 (15 points) per presidency	Committees and executive units within the college	2
	Number of chairmen of the committee (at the college level): ...../2 ( 7 points)		
	Number of unit memberships (at the college level): ...../2 ( 5 points )		
	Number of memberships of committees (at the college level): ...../2 (3 points)		
	Number of units presidency (at the department level): ...../2 (5 points)	Committees and executive units within the college	3
	Number of chairmen of the committee (at the department level): ...../2 (4 points)		
	Number of unit memberships (at the department level): ...../2 ( 2 points )		
	Number of memberships of committees (at the department level): ...../2 (1 votes)		
	Number of courses and workshops = ...../5 (Two points) for each course or workshop Number of scientific conferences = ...../3	Attending workshops, training courses, and scientific conferences	4

	(two points) per conference		
	Number of courses and workshops = ...../5 (3 points) per course or workshop Number of scientific conferences =...../2 (4 points) per conference	Participation in recitation (workshop, training course, scientific conference)	5
	Issue ...../5 (two points) per research	Supervising research projects during the current academic year (with students)	6
	Number of published researches: ...../5 (5 points) per search	Publishing scientific research during the current academic year (ISI journals)	7
	60 - 69 % (1 points)	Results of a survey of students' opinions on the performance of the faculty member in all subjects of the academic year	
	70 - 79 % (2 points)		
	80 - 89% (3 points)		
	90 - 100% (4 points)		
	Total points		
Total points in writing .....			

To be filled by the Commission			
Points due	Points	Standard	M
	75 - 84 % (5 points)	Evaluation of the candidate's performance by the head of the department	
	85 - 94% (10 points)		
	95 - 100% (15 points)		
	From (5 points)	Active participation in quality work (Evaluation will be done by the Head of Department)	9
	Total points		
Total points in writing .....			

### ❖ Criteria for nomination

#### **A. The following is required from the academic staff to be nominated for the prize:**

- 1- The application is opened for all the academic staff in the college.
- 2- The academic staff has not been subjected to any punishment related to academic / professional conduct during his / her university work.
- 3- The applicants who won last years are eligible to apply this year.
- 4- Incomplete files will be excluded from nomination if not fulfillment the required criteria
- 5- The applicants should have spent at least two academic semesters working at the university.
- 6- The process of evaluation and selection between candidates will be based on the file contents and the extent to which they meet the criteria and terms of this prize.

### ❖ Attachments

#### **(All the attachments should be for 1444-1445)**

- 1- Academic burden for this year signed and approved by the head of the department.
- 2- Copy of committee membership and participation in committees and units.
- 3- A copy of survey results of student opinions on the performance of the faculty member for each division he/she is teaching.
- 4- A copy of the workshops certificates, training courses, and scientific conferences.
- 5- A copy of the certificate of the workshops presentations, the training course and the scientific conference.
- 6- A copy of participation in scientific researches.
- 7- A copy list of published scientific researches.
- 8- A copy of academic counselling office hours to guide and answer the students enquires.
- 9- Performance appraisal by the head of the department.
- 10- Excellence in activating the e-learning system

**Result: (.....) Written.....**

Name of the committee member:		Signature:
Name of the committee member:		Signature:
Name of the committee member:		Signature:
Name of the committee member:		Signature:
Name of the committee member:		Signature:
Name of the head of the committee member:		Signature:
Date: / / 14		

Name of the academic staff	
Name:	
Signature:	