

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

STRICTLY CONFIDENTIAL

HRO/PA/F2a

**Nomination for President's Award for Outstanding Performance
of Academic/Teaching Staff**

- Notes:**
1. The information provided in this form is collected for the purpose of consideration of the President's Award for Outstanding Performance and will be presented to the Selection Sub-Committees/Committee for consideration.
 2. The completed form will be filed with the staff member's personal file throughout his/her entire service at the University.
 3. In compliance with the Personal Data (Privacy) Ordinance, the contents of this form may need to be disclosed to the staff member concerned upon request. However, the identity of the assessor and any other persons mentioned in this form will be concealed.
 4. For access to or correction of data after submission of this form, please contact the Officer-in-charge of personal data in the Human Resources Office.
 5. Please send the completed form together with the supporting documents as listed in the Human Resources Policy for President's Award for Outstanding Performance of Academic/Teaching Staff to the Human Resources Office.

Please "✓" as appropriate

- Nomination by Faculty/School [Please complete Part I and Part II (A) only.]
 Nomination other than Faculty/School [Please complete Part I, Part II (B-C) and Part III (A-C).]

PART I: Personal Particulars of Nominee/Team Nominees

Name: _____ Staff ID No.: _____
Faculty/School/Office: _____ Department: _____
Post Title: _____ Date of Appointment: _____

(For Team Teaching, please include the information of each member and indicate Team Leader with * beside the name.)

PART II (A): Recommendation by the Faculty/School Review Panel

1. The Faculty/School Review Panel recommends the above-named staff member for the following Award (*please tick one of the boxes*):

(a) Teaching

- President's Award for Outstanding Performance in Teaching (Individual)
 President's Award for Outstanding Performance in Early Career Teaching
 President's Award for Outstanding Performance in Team Teaching

(b) Scholarly Work

- President's Award for Outstanding Performance in Scholarly Work
 President's Award for Outstanding Performance as Early Career Researcher
 President's Award for Outstanding Performance in Research Supervision

(c) Service

- President's Award for Outstanding Performance in Service

2. Evidence in support of the recommendation:

3. Confirmation of the staff concerned has demonstrated overall good performance in the three areas of Teaching, Scholarly Work (as appropriate) and Service, with particular outstanding achievement in the area nominated for the Award in the past five years (as detailed in the Nomination Guidelines/Selection Criteria for the Award):

Yes

If not, please give justifications for the consideration of the Selection Sub-Committee/Committee:

Signature of Dean
of Faculty/School,
Director of AVA
(Chairperson):

Name:
(In block letters)

Department/Office:

Date:

PART II (B): Nomination (other than by Faculty/School)

I would like to nominate

- an academic/teaching staff member
 a teaching team
 myself

for the following Award (please tick one of the boxes):

- President's Award for Outstanding Performance in Teaching (Individual)
 President's Award for Outstanding Performance in Early Career Teaching
 President's Award for Outstanding Performance in Team Teaching

PART II (C): Agreement of Nomination

I/We (for team nomination) agree to the above nomination.

Signature: _____ Name: _____
(In block letters)

Date: _____

PART III (A): Support Statement from the Nominator

My reasons for making this nomination are given below (*within 500 words*):

- Please provide evidence of exemplary teaching in support of this nomination (such as examples, cases, qualitative or quantitative data, etc.)
- Please give more details if the nominee adopted any innovative pedagogies/practices that inspired you or enhanced your learning.

Signature:	_____	Name:	_____
		(In block letters)	
Staff ID No.:	_____	Post Title and Department/Office:	_____
		Date:	_____

PART III (B): Support Statements from the Seconders
Seconders should be different from the list of students (as supporting document) who provide additional feedback on teaching.

Secunder (1)
My reasons for seconding this nomination are given below (*within 250 words*):

Signature:	_____	Name:	_____
		(In block letters)	
Staff ID No.:	_____	Post Title and Department/Office:	_____
		(For Staff only)	
Student ID No.:	_____	Contact email and phone:	_____
(For Students and Alumni)		(For Students and Alumni)	
Year of Graduation:	_____	Date:	_____
(For Alumni only)			

Secunder (2)

My reasons for seconding this nomination are given below (*within 250 words*):

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

Secunder (3)

My reasons for seconding this nomination are given below (*within 250 words*):

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

Secunder (4)

My reasons for seconding this nomination are given below (*within 250 words*):

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

Secunder (5)

My reasons for seconding this nomination are given below (*within 250 words*):

Signature:	_____	Name: (In block letters)	_____
Staff ID No.:	_____	Post Title and Department/Office: (For Staff only)	_____
Student ID No.: (For Students and Alumni)	_____	Contact email and phone: (For Students and Alumni)	_____
Year of Graduation: (For Alumni only)	_____	Date:	_____

PART III (C): Endorsement from Head of Department/Office

I endorse/ do not endorse the above nomination (Please delete as appropriate)

Please elaborate your decision as appropriate:

Signature of Head: _____ Name: _____
(In block letters)

Department/Office: _____ Date: _____

KJ/RL/cs
Doc:PVCaward/form/pa-f2a
10/2024

APPENDIX: Supporting Documents Checklist

To facilitate the selection process, nominees for the President's Award are advised to provide the following materials for the consideration of the Selection Sub-Committees/Committee.

Points to note in preparing supporting documents:

- Please name your document in the following format:
“Document Name_Award Category_Nominee Name (Faculty/School)”

Examples:

- *Nomination Form_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *Teaching Philosophy_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *CV_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *Impact of Learning Outcomes_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *Engagement in Professional Development_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *List of Students_Teaching (Individual)_Prof. Peter Chan (BUS)*
- *Impact on Collaborative Work_Team Teaching_Prof. Peter Chan's Team (BUS)*
- *Publication_Scholarly Work_Dr. Chan Tai Man (SCI)*
- *List of Journal_Early Career Researcher_Dr. Chan Tai Man (SCI)*
- *List of PhD Students_Reserch Supervision_Dr. Chan Tai Man (SCI)*
- *Statement of Achievement_Service_Ms. Mary Chan (COMM)*

- **Do not submit the documents as merged files.** Please submit each document individually.

For Awards in Teaching

- (a) a curriculum vitae of the nominated individual/each member of the nominated team (in no more than 1,600 words);
- (b) a statement of teaching philosophy with reference made to the selection criteria (in no more than 2,000 words);
- (c) evidence-based materials showing the impact of teaching on students' learning outcomes and its application to other disciplines (in no more than 800 words);
- (d) *Office/Student/alum/full-time academic or teaching staff member/self nominations* should be supported by rationale statements from the nominator (no more than 500 words), and each of the FIVE seconders (no more than 250 words). The nomination should also include a consent form signed by the nominee (except for self-nominations) and endorsement from Head of Department.
- (e) evidence-based materials showing engagement in professional development activities and commitment in continuous professional development (in no more than 800 words);
- (f) a list of students (up to 10 existing or former students) from which additional feedback on teaching could be obtained;
- (g) *for team nomination only* - materials on demonstration of impact of the collaborative work on the development of effective teaching practice, and the role and percentage contribution of each of the team members (in no more than 800 words).

For Awards in Scholarly Work and Service

- (a) a curriculum vitae;
- (b) a statement of achievements with specific reference made to the selection criteria of the Award being nominated;
- (c) sample of three representative publications and/or other relevant materials (for Awards in Scholarly Work);
- (d) a journal/output list of various disciplines for assessment of nominees' scholarly work from respective Faculties/Schools (for Awards in Scholarly Work).
- (e) a list of PhD students (up to 10 current or graduated students in the past five years) under the supervision of the nominee, and evidence-based materials showing the research quality, achievements, career development of these students (for Awards in Research Supervision)