

HONG KONG BAPTIST UNIVERSITY

HUMAN RESOURCES POLICIES AND PROCEDURES/PERFORMANCE MANAGEMENT

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

PURPOSE

Established in May 2000, the President's Award for Outstanding Performance Scheme is for recognising outstanding performance of academic/teaching colleagues, promoting excellence in performance standards, and encouraging colleagues to press on for greater achievements.

KEY FEATURES

2. The Scheme includes seven categories of awards in the areas of Teaching, Scholarly Work and Service:

(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

3. The Scheme operates as a two-tier Award System at the Faculty/School level and the University level. Under the Scheme, the President and Vice-Chancellor will give out up to two President's Awards in each category for every round of exercise.

4. With the integration of the President's Award Scheme and the University Grants Committee (UGC) teaching award schemes, the recipient(s) of the President's Award in Teaching, in Early Career Teaching, in Team Teaching, whose teaching duties are primarily in UGC-funded programmes, will at the same time be considered as University's potential nominee(s) for suitable UGC teaching awards. In this regard, the University's nominees for the UGC teaching awards will be selected from a pool of potential candidates. The Chair of the Selection Sub-Committee (Teaching) may set up a task force to assist the consideration and grooming of possible nominees for entering the UGC Teaching Award.

5. The candidates selected for the General Education (GE) teaching awards will also be considered for the President's Awards in the teaching categories with other nominated candidates of the year under the same selection criteria. In the event that the GE teaching awardees are selected for the President's Award for Outstanding Performance in Teaching, they can be considered as University's potential nominees for the UGC Awards with other eligible candidates as stipulated in paragraph 4 above.

SELECTION COMMITTEE

6. Three Sub-Committees for Teaching, Scholarly Work and Service will be formed to first consider all the nominations and make recommendations to the Selection Committee for final consideration.

(a) **Selection Sub-Committees**

- The Vice-President (Teaching and Learning) as Chair for Teaching Awards
- The Vice-President (Research and Development) as Chair for Scholarly Work Awards
- The Provost as Chair for Service Award
- Members comprising at least three previous award recipients in the respective performance areas of Teaching, Scholarly Work and Service in each Sub-Committee
- The Chair may invite additional members to serve on the Sub-Committee

- Awards in Teaching:
 - ~ student representative(s) will be invited to serve on the Sub-Committee
 - ~ the Director of Centre for Holistic Teaching and Learning will be invited to sit in the Sub-Committee (in attendance) and to provide professional assistance to the nominated colleagues for the UGC Teaching Award in refining their teaching portfolios and enhancing their presentation

- Awards in Scholarly Work:
 - ~ external assessments may be sought at the discretion of the Chair
 - ~ resource person(s) may be invited to provide additional information on the nominated candidates

(b) **Selection Committee**

- The President and Vice-Chancellor as Chair
- Members comprising the Provost, Vice-President (Research and Development), Vice-President (Teaching and Learning) and one representative from Members of each Sub-Committee
- The Chair may invite additional members to serve on the Committee, and/or seek external assessment as deemed appropriate

SELECTION CRITERIA

7. The Selection Sub-Committees/Committee will consider each nomination from the Faculty/School according to the following criteria. Specifically, the Committees will look for the following behavioural traits, evidence-based materials, and/or achievements of colleagues in the past five years for consideration of the Award:

(a) ***Outstanding Performance in Teaching***

- **Genuine care and concern for student performance and development** and be responsive to their feedback, devoting time to meet with students outside classrooms for discussion and counseling; careful design and marking of student assignments and receiving good feedback from students.

- **Adoption of learner-centred approaches, ability to engage/inspire/impact on students and demonstration of superior acumen in teaching**, which may include a good understanding of pedagogy, understanding how students learn and adopting suitable teaching and assessment

approaches that can achieve better student learning outcomes; being able to interact with students and engage them in learning with enthusiasm; inspiring and supporting students, with respect for their diverse learning needs, to build confidence and capability (including critical thinking, analytical skills, values, etc.), and outstanding classroom teaching (in face-to-face, virtual or hybrid settings).

- **Course/programme/curriculum design that can reflect a command of the field**, which may include demonstrating up-to-date knowledge of the field of study in the design of the curriculum and student learning resources (e.g., textbooks, e-learning resources) and adopting complementary research-informed teaching practices, and developing appropriate student learning outcomes and adopting innovative approaches to teaching and assessment which can facilitate students' achievement of the learning outcomes etc., at/within an institutional, inter-institutional or sector-wide level.
- **Past/present achievement(s) and leadership in teaching and potential scholarly contribution to and impact on the development of effective teaching practice within the nominee(s)' own university and/or in other institutions**, which may include demonstrating educational research and innovations in the field of study; and demonstrating leadership in the promotion of teaching excellence within the university and/or in other institutions. In the case of early career faculty nominations, the focus will be on the nominees' potential of leadership in teaching as well as their past achievements. In the case of team nominations, the impact of the collaborative work of the team on the development of effective teaching practice will also be considered.
- **Contributions which go beyond classroom teaching**, such as provision of service/experiential learning opportunities to students, internationalisation of students' learning experience, use of eLearning technologies, contribution to the development of teaching and learning such as participation in projects supported by internal and external teaching grants and conferences, and other initiatives that are in line with the University's strategic goals.

For Team Teaching Award:

- **Demonstration of collaborative work as an advantage**, supported with detailed information about the impact of outcomes/outputs of collaborative work.
- Proof of **enhancement of student learning through the collaborative work** of the team.

(b) *Outstanding Performance in Scholarly Work*

- **High quality of scholarly work** as evidenced by peer reviews, citations, awards, honours and/or prizes.
- High quality of scholarly work is **making an important impact and contribution to the relevant academic discipline or profession**, which is widely recognized in the field.
- **Recognition as an expert in the field** as evidenced by invitations to be keynote speakers in important international conferences, and/or member of the editorial board for refereed journal publications or a member of the review panel for other forms of quality scholarly output.
- **Independent research leadership** leading to initiation and development of creative ideas, discovery of new frontier, and/or enrichment of the related disciplines.

For Early Career Researcher Award:

- **Contribution to high-impact scholarly work** leading to significant breakthrough and/or enrichment of the related disciplines.
- **Demonstrated growing maturity in scholarly work** with emerging standing in the international scene.
- Recognition of scholarly work as evidenced by **attainment of research grants** from prestigious bodies, peer reviews, citations, etc. which may vary across different disciplines.

For Research Supervision Award:

- **An outstanding track record in research supervision** that leads to the ability to recruit and attract quality postgraduate candidates locally and internationally.
- Demonstration of **enthusiasm for supporting students’** personal, professional and career **development**, including but not limited to navigating students over difficulties in the process, provision of opportunities to students by engaging them in academic discourse, and for them to gain independence in publications, in winning prizes and awards, and/or preparing presentations at prestigious conferences, as well as giving guidance on career path.
- Evidence of **leadership in research training** including but not limited to the dissemination of good practice in supervising research students.

(c) *Outstanding Performance in Service*

- **Dedication and commitment to serve the Department/Faculty/School/University** through taking up various academic and administrative leadership positions, with a view to helping the University grow and develop and prosper.
- **Active involvement in consultancy work, public service, professional community, and the community at large** which help to raise the academic standing of the University. Paid consultancies/services would normally be excluded from award consideration.
- **Frequent invitations to provide services to other academic institutions/professional bodies** which resulted in collaborations and exchanges between the University with other academic institutions and the wider community.

8. The Selection Sub-Committees/Committee have the discretion in refining the selection criteria for the respective Awards taking into account the uniqueness of different academic disciplines and making regular reference to the criteria set up by UGC awarding bodies.

NOMINATION GUIDELINES

9. Nominators are invited to note the following guidelines in making nominations for the Award:

- (a) Colleagues nominated for the Award should demonstrate consistent overall good performance respectively in the three areas of Teaching, Scholarly Work and Service, with particular outstanding achievement in the area nominated for the Award;
- (b) All full-time academic and teaching staff (excluding visiting staff) can be nominated for the Award. Due to the job nature and scope, Research Assistant Professors are not eligible for nominations for the Teaching Awards;

- (c) Faculties/Schools can submit nominations for all the Awards, while nominations for the Teaching Awards can also be made by an Office, a full-time academic/teaching staff member, a student, an alum or self;
- (d) Staff colleagues should only be nominated for one category of Award in each round of exercise;
- (e) President's Awardees may be nominated again for the same award after a waiting period of three years;
- (f) If President's Awardees are nominated for the same award category again, only their accomplishments after receiving the last Award will be considered. However, they can be nominated for another award category in the same area.
- (g) Each Faculty/School will make at most one nomination in each award category;
- (h) The selection mechanism within the Faculty/School, process and procedures should be clearly made known to all academic/teaching colleagues of the Faculties/Schools;
- (i) Under special circumstances, the respective chair of selection sub-committee can make nominations for the Award on the basis of the latest development of staff members' achievement;

For Nominations in Teaching

- (j) Early Career Teaching Award – Colleagues should have no more than five years of teaching experience in higher education institutions (including service in other tertiary education institutions) by the closing date for nomination;
- (k) Team Teaching Award – The team should have a minimum of two and a maximum of five members, including at least one full-time teaching staff member (as team leader). Non-teaching staff and teaching support staff can be team members;

For Nominations in Scholarly Work

- (l) Scholarly Work Award – Colleagues should have at least three years of service at an academic rank by the closing date for nomination and only research work conducted at the University will be considered;
- (m) Early Career Researcher Award – Nominees should be academic staff in their initial six years of appointment on the Assistant Professor rank.

SUBMISSION OF DOCUMENTS

10. 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:

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).
- ~ meeting with the Sub-Committee and presentation of teaching practices, if considered necessary, will be arranged for the nominees
- ~ additional feedback on teaching may be sought from students through a questionnaire survey

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*)

TWO-TIER AWARD SYSTEM

11. The President's Award Scheme is a two-tier Award System with a Faculty/School Performance Award at the Faculty/School level and the President's Award for Outstanding Performance at the University level, as follows:

- (a) ***At the Faculty/School Level – Faculty/School Performance Award***
 - Faculties/Schools will be invited to select one outstanding academic/teaching colleague or team in each category of award. These colleagues will be presented with a Faculty/School Performance Award, comprising an Award certificate and a cash award.
 - The Faculty/School will also nominate these colleagues or team to be considered for the President's Award on a University-wide and competitive basis.
- (b) ***At the University Level – President's Award for Outstanding Performance***
 - The President and Vice-Chancellor, with the advice of the Selection Committee, will normally give out up to two President's Awards in each award category.
 - Colleagues selected for the President's Award will not receive the Faculty/School Performance Award but the President's Award.
 - The President's Award comprises a plaque and a cash award. The name of recipients will also be inscribed on an Honour Roll in relevant Faculty/School and their good work will be publicised through the University website.
 - With effect from 2014-15, colleagues on the rank of Assistant Professor/Associate Professor who have received the President's Award for Outstanding Performance in Teaching from 2006-07 onwards (starting from which all nominations for the Award were considered by a central

Selection Committee chaired by the President and Vice-Chancellor) OR a UGC Teaching Award will be favourably considered for promotion to the next higher rank.

Human Resources Office

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KJ/RL/cs

(Approved by Staff Affairs Committee in May 2000)

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