

**Faculty Award Scheme for Outstanding Performance and  
University President’s Award for Outstanding Performance of Academic/Teaching Staff, AY2017/18**

	<b>A. Faculty Award Scheme for Outstanding Performance</b> <b>(Self-nomination is accepted)</b>	<b>B. University President’s Award for Outstanding Performance of Academic/Teaching Staff</b> <sup>Note</sup>
<b>Awards and Submission of Documents</b>	<p style="text-align: center;"><u>Teaching</u></p> <p><b>A1. The Faculty Award for Early Career Academic (Teaching)</b> <a href="#">Guidelines</a></p> <ul style="list-style-type: none"> <li>• application and nomination form</li> <li>• verification form</li> <li>• an abbreviated CV of each applicant/nominee outlining current workload, responsibilities and significant achievements (no more than 2 pages per applicant/nominee)</li> <li>• a statement providing demonstrated evidence against the assessment criteria</li> <li>• any additional certificates and/or proof of professional development</li> <li>• a list of students from which additional feedback on teaching could be obtained</li> <li>• details of Teaching Evaluation/ Course Feedback Questionnaires</li> </ul>	<p><b>B1. President’s Award for Outstanding Performance in Early Career Teaching</b> <sup>Note</sup></p> <p><b>B2. President’s Award for Outstanding Performance in Teaching (Individual)</b></p> <p><b>B3. President’s Award for Outstanding Performance in Team Teaching</b></p> <p><b>B4. President’s Award for Outstanding Performance in Research Supervision</b></p> <ul style="list-style-type: none"> <li>• a nomination form</li> <li>• a verification form</li> <li>• a CV of the nominated individual/each member of the nominated team (in no more than 1600 words)</li> <li>• a statement of teaching philosophy with reference made to the selection criteria (in no more than 2000 words)</li> <li>• evidence-based materials showing the impact of teaching on students’ learning outcomes and its application to other disciplines (in no more than 800 words)</li> <li>• evidence-based materials showing engagement in professional development activities and commitment in continuous professional development (in no more than 800 words)</li> <li>• a list of students (up to 10 existing or former students) from which additional feedback on teaching could be obtained</li> <li>• <i>for team nomination only</i> - materials on demonstration of impact of the</li> </ul>

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)

**Scholarly Work**

**A2. The Faculty Award for Early Career Academic (Research)**  
[Guidelines](#)

- application and nomination form
- verification form
- an abbreviated CV of each applicant/nominee outlining current workload, responsibilities and significant achievements (no more than 2 pages per applicant/nominee)
- a statement providing demonstrated evidence against the assessment criteria
- any additional certificates and/or proof of professional development

**B5. President's Award for Outstanding Performance as Young Researcher<sup>Note</sup>**

**B6. President's Award for Outstanding Performance in Scholarly Work**

- a nomination form
- a verification form
- a CV
- a statement of achievements with specific reference made to the selection criteria of the Award being nominated
- sample of 3 representative publications and/or other relevant materials
- a journal/output list of various disciplines for assessment of nominees' scholarly work from respective Faculties/Schools

**Service**

**A3. The Faculty Award for Outstanding Academic Contribution to Service** [Guidelines](#)

- application and nomination form
- verification form
- an abbreviated CV of each applicant/nominee outlining current workload, responsibilities and significant achievements (no more than 2 pages per applicant/nominee)
- a statement providing demonstrated evidence against the assessment criteria
- any additional certificates and/or proof of professional development

**B7. President's Award for Outstanding Performance in Service<sup>Note</sup>**

- a nomination form
- a verification form
- a CV
- a statement of achievements with specific reference made to the selection criteria of the Award being nominated

<b><u>Support Service (For support staff only)</u></b>		
	<p><b>A4. The Faculty Award for Outstanding Support Service (Individual)</b></p> <p><a href="#">Guidelines</a></p> <ul style="list-style-type: none"> <li>• application and nomination form</li> <li>• an abbreviated CV of each applicant/nominee outlining current workload, responsibilities and significant achievements (no more than 2 pages per applicant/nominee)</li> <li>• a statement providing demonstrated evidence against the assessment criteria</li> <li>• any additional certificates and/or proof of professional development</li> </ul>	N/A
<b>Details and Application/ Nomination Forms</b>	<ul style="list-style-type: none"> <li>• <a href="#">Application and Nomination Form</a></li> <li>• <a href="#">Verification Form</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Guidelines</a></li> <li>• <a href="#">Nomination Form</a></li> <li>• <a href="#">Verification Form</a></li> </ul>
<b>Enquiry</b>	Ms. Sally Lee, Faculty Office ( <a href="mailto:lee_sw@hkbu.edu.hk">lee_sw@hkbu.edu.hk</a> )	

*Note: If there is no nomination for the University President's Awards (B1, B5 and B7) this year, the awardees of the Faculty Award Scheme for Outstanding Performance (A1-A3) would be nominated by the Faculty for the President's Award (if appropriate).*

### Timeline

Date	Faculty Award Scheme for Outstanding Performance	University President's Award for Outstanding Performance of Academic/Teaching Staff
Early October 2017	Call for application/nomination	
20 October 2017	Formation of Vetting Committee	
<b>5:00 pm, 8 November 2017</b>	<b>Submission deadline to the Faculty Office (AAB1325)</b>	
10-24 November 2017	Vetting	
27 November 2017 (Tentative)	Announcement of the results (FASOP recipient would be invited to prepare the relevant documentation for the UPA, if appropriate)	
8 December 2017	/	Submission to PERS (For <sup>Note 1</sup> , if any)