



King Faisal University

Deanship of Development & Quality Assurance

Distinguished Faculty Member Award

Version 5

1440 / 1441 AH

2019 / 2020

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Preliminary

A faculty member is a key element in any educational institution that seeks to advance and thrive. The educational system cannot be completed, in its three dimensions: effective teaching and learning, sound scientific research, and community engagement, without distinguished and ambitious Faculties. King Faisal University is keen to provide a motivated academic atmosphere. Accordingly, the Deanship of Development and Quality Assurance has launched an award for distinguished faculty members in order to open a new horizons of creativity and honest competition among them, which would lead to progress and prosperity for the University and the surrounded environment.

Award Goals

The Outstanding Faculty Member Award aims to achieve the following goals:

1. Motivate faculty members to provide best practices and applications.
2. Creating an academic environment that is characterized by competition and creativity.
3. Discovering the various talents that faculty members of KFU have.
4. Improving teaching and learning process among faculty members.
5. To enrich scientific research.
6. Active participation in community service.

Target Group

Each faculty member and the like, who have been on service for one year without interruption, can apply for this award.

The following categories are not entitled to participate:

- Faculty members who are assigned for working outside the university, including seconded or delegated faculty members, whether they are in full-time or in part-time job.
- Faculty members who are on sabbatical leave.
- Those who have not completed two semesters in service.
- Faculty members who are on unpaid leave.
- Faculty members who are attending training courses of more than eight weeks in one or both of the two main semesters.
- The one who won one of the top three ranks of the award during the last two years.
- Members of the Executive and Supervisory committees of the Award.



General Controls for Applying to the Award

1. The applicant must be a faculty member in one of the academic sectors of the university (Colleges, Deanships, Institutes, Centers / Departments), who has a study teaching load (not less than 3 hours for each semester) during the period of the award.
2. The candidate must receive 60% of the total point of the prize, as a minimum, in order to compete for the Award.
3. The candidate must obtain an excellent evaluation by the head of the department and the dean of the college to ensure participation in the award (Attachment 4)

First: Excellence in Learning & Teaching

Standard Value (45%)

Measurement Standards for Learning & Teaching

Standard 1: Excellence and Creativity in Teaching Process

N.	Evidences	Point	Point Calculation
1.	Use and employ of diverse and distinctive teaching methods	60 Points	Teaching - Skills Standard Evaluation Card (Attachment 1)
2.	Use and employ diverse and distinctive evaluation methods		
3.	Use and employ fast and effective feedback methods		
4.	Using and employing modern techniques in teaching and evaluation		
5.	Candidate participation in course development.		

Standard 2: Professional Development

N.	Evidences	Points	Point Calculation
1.	Attend training programs, workshops and discussions related to teaching and learning.	20 Points	Standard Evaluation Card (Attachment 2)
2.	Preparing and presenting training programs, workshops and discussions related to teaching and learning.		



Standard 3: Quality of course file

N.	Evidences	Points	Point Calculation
1.	Course file for all courses that the faculty member taught during the year of applying for the award.	20 Points	Standard Evaluation Card (Attachment 3)
Total		100 %	

The applicant should adhere to the following conditions:

- All participations must be during the last two semesters of the date of applying for the award.
- The applicant must submit reports about the courses he / she regularly teaches.
- The applicant must adhere to office hours according to the weekly schedule.
- The applicant must attend at least 80% of the meetings of the committees assigned to him.



Measurement Standards for Scientific Research Activities

Standard 1: Research Articles published in refereed journals

The applicant shall be given points for each work as follows:

For Scientific Colleges

N.	Rate	First Publication	Second Publication	Third Publication
1.	Research Article published in Science or Nature Journals, or in any other journal that is equivalent or have a higher impact factor.		30	
2.	A patent filed and registered under the name of KFU.		20	
3.	Research Article published in Q1 journal (Web of Science)	10	7	6
4.	Research Article published in Q2 journal (Web of Science)	9	6	5
5.	Research Article published in Q3 journal (Web of Science)	8	5	4
6.	Research Article published in Q4 journal (Web of Science)	7	4	3
7.	Research Article published in journals registered in Scopus Database and not listed in ISI.	6	3	2
8.	Research article that is published locally or regionally outside Scopus and ISI.	5	2	1
9.	One additional point is awarded for each joint research with a researcher or a group of researchers from outside the university.			

For Human Colleges

N.	Rate	First Publication	Second Publication	Third Publication
1.	A patent filed and registered under the name of KFU.		20	
2.	Research Article published in Q1 journal (Web of Science)	10	7	6
3.	Research Article published in Q2 journal (Web of Science)	9	6	5
4.	Research Article published in Q3 journal (Web of Science)	8	5	4
5.	Research Article published in Q4 journal (Web of Science)			
6.	Research Article published in journals registered in Scopus Database and not listed in ISI.	7	4	3
7.	Research article that is published locally or regionally outside Scopus and ISI.			
8.	One additional point is awarded for each joint research with a researcher or a group of researchers from outside the university.			



Standard 2: Scientific books composed and published (not translated):

The applicant gains for each work submitted a number of points as follows:

N.	Rate	One Author	Co-Author (2 Authors)	Co-Author (3 or more)
1.	A refereed book published in an international publishing house such as: Wile, Cambridge, Oxford, Elsevier, Springer, IEEE ... etc.	10	5	3
2.	A refereed book published in a local or regional publishing house and is accredited by the Scientific Council of the university.	8	4	2

The submitted scientific production MUST fulfill the following conditions:

- All applicants' contributions must be within the last two years, starting from January 2018 to the end of December 2019.
- All participations must be published under the name of King Faisal University.
- The number of submitted papers should not exceed eight research, provided that the must be published in accordance with the terms approved by the university's scientific council.
- Patent registered in the Saudi, Gulf or American Patent Offices are accepted.
- The submitted research should not be translated into previously published research.



Measurement Standards for Community Engagement

Standard 1: Community Activities

Measurement standards for Activities of Community Engagement Track

All activities in which a faculty member participates in community service (inside and outside the university) and includes (exhibitions, campaigns, visits, consultations, and Committees).

1. Exhibitions and Campaigns

Official participation in exhibitions and campaigns through invitations from the organizer .

Supervising the organization of an exhibition or participating in its organization.

2. Visits:

Visits paid by a faculty member to any community sector in order to consolidate relations between the university and that institution.

Organizing student visits to any community sector.

3. Consultation:

The external consultations provided by the faculty member to the local community institutions.

4. Committees:

Committees that a faculty member is involved in, inside or outside the university.

Internal committees: Committees in which the faculty member participates in at the College, Department or University level.

External committees: Committees (outside the university) in which a faculty member participates in.

Standard 2: Training Activities

All training courses offered by a faculty member inside or outside the university for the purpose of community service, including (lectures, seminars, training courses and workshops).



1. Lectures:

Lectures delivered by a faculty member within the university in the field of community service.

2. Seminars:

Seminars provided by a faculty member within the university in the field of community service.

3. Training Courses:

Training courses provided by a faculty member within the university in the field of community service.

4. Workshops:

Workshops provided by a faculty member within the university in the field of community service.

Standard 3: Media Activities

It is intended that a faculty member participates in various media programs (video, audio or written) that serve the local community.

1. Visual: Participation in television programs.

2. Audio: Participation in radio programs.

3. Written: Participation in press writing, in both electronic and non-electronic newspapers.

50 points are allocated for community engagement field, as follow:

Standard 1: Community Activities (maximum 20 points)

Participation Type		Points	
Exhibitions & Campaign	Participation		1.5 for each participation
	Organization		3 points for each organization
Visits	Participation		1.5 for each participation
	Organization		2 points for each organization
Consultations		External	2 points for each consultation (maximum 5 consultations)
Committees	Internal	University Level	2 points for each committee
		College Level	1 point for each committee
		Department Level	1 point for each committee
	External		4 points for each committee



Standard 2: Training Activities (maximum 20 points)

Participation Type	Points	
1. Lectures	Community Service	2 points for each lecture
2. Seminars	Community Service	2 points for each seminar
3. Training Courses	Community Service	4 points for each course
4. Workshops	Community Service	3 points for each workshop

Standard 3: Media Activities

Participation Type	Point	
1. Visual Participation	4 points for each participation	
2. Audio Participation	2 points for each participation	
3. Written Participation	Publishing in local newspapers (electronic and non-electronic ones)	4 points for each participation
	Publishing in local electronic newspapers	3 points for each
	University Journal and newspapers	2 points for each participation
Total	50 points	

All participations must be within the last 2 years



Award Ranks

First: Outstanding Faculty Member Category

First Rank: Gets a financial reward of 15,000 riyals and attends an international conference outside the Kingdom

Second Rank: Gets a financial reward of 14,000 riyals and attends an international conference outside the Kingdom

Third Rank: Gets a financial reward of 13,000 riyals and attends an international conference outside the Kingdom

Fourth Rank: Gets a financial reward of 12,000 riyals to attend a local conference in the Kingdom

Fifth Rank: Gets a financial reward of 11,000 riyals to attend a local conference in the Kingdom

Sixth Rank: Gets a financial reward of 10,000 riyals to attend a local conference in the Kingdom

Seventh Rank: Gets a financial reward of 9,000 riyals

Eighth Rank: Gets a financial reward of 8000 riyals

Ninth Rank: Gets a financial reward of 7,000 riyals

Tenth Rank: Gets a financial reward of 6000 riyals.

Second: Excellence Initiatives Category

First Rank: Gets a financial reward of 5000 riyals

Second Rank: Gets a financial reward of 5000 riyals

Third Rank: Gets a financial reward of 5000 riyals

Fourth Rank: Gets a financial reward of 5000 riyals

Fifth Rank: Gets a financial reward of 5000 riyals



Appendices

Appendix (1)

First Standard Evaluation Card

Excellency and Creativeness in Teaching Process (60 points)

no.	Standard	Estimation				Notes
		Unsatisfied 0 point	Fairly Satisfied 4 points	Satisfied 8 points	My Model 12 points	
1.1	<p>Provide the following evidences of educational practices:</p> <ul style="list-style-type: none"> - To adopt the candidate and employ him/her based on a variety of effective and creative teaching methods and strategies in presenting the curricula in order to improve and develop students' learning which eventually would achieve the targeted educational outcomes. (Such as analysis strategies and critical thinking, problem solving, self-learning, project-based learning, inverted learning, consolidated learning ... etc.). - Design and present various, interactive and collaborative educational activities and methods aiming to develop students' learning skills and motivation which would achieve the desired learning outcomes. 					
1.2	<p>Provide the following evidences of educational practices:</p> <ul style="list-style-type: none"> - The candidate would be employed based on variety of distinct evaluation methods, which include educational objectives that are directly connected to the targeted educational outcomes to suit students' characteristics and needs. (Using different styles of formative and final evaluation methods, those evaluation tools are totally objective when they would be used in accordance with the quantitative and descriptive (Rubrics) evaluation cards, and using alternative assessment tools). 					
1.3	<p>Provide the following evidences of educational practices:</p>					



	<ul style="list-style-type: none"> - The candidate would be employed based on urgent and effective feedback methods about students' strengths and weaknesses, and they would be guided toward curative or enrichment approaches to improve performance. - Maintain positive communication with students (e-mail, announcements, discussion board, virtual classes, etc.), and encourage positive contact among students by employing cooperative learning strategies, participatory or peer to peer teaching. 					
1.4	<p>Provide the following evidences of educational practices:</p> <ul style="list-style-type: none"> - The candidate would be employed and used based on his/her ability of using modern technologies especially in designing, implementing / presenting and evaluating all courses. (Designing electronic courses and presenting them to students through the Blackboard learning management system. - Design and provide electronic evaluation tools: Rubrics, Quizzes, Self and Peer Assessment Discussion Board tools, which are available on the Blackboard system, electronic tests, classes and virtual laboratories (Virtual Reality), Augmented Reality, and simulation. 					
1.5	<p>Provide the following evidences of educational practices:</p> <ul style="list-style-type: none"> - Candidate's participation in courses, curricula and programs developing and reformulate them in a way that suits with the students' needs and labor market requirements (continuous updating based on the relevant data collection and analysis) this can be performed by the competent committees and councils such as department board. 					

Final grade (60)



Appendix (1)
Second Standard Evaluation Card
Profession Development (20 points)

no.	Standard	Estimation				Notes
		Unavailable	achieved to a minimum	Sufficiently achieved	Outstanding	
		0 point	4 points	8 points	10 points	
2.1	<ul style="list-style-type: none"> - Candidate's participation and attendance in training programs, workshops, and join discussion groups internally and externally with trusted entities have the following areas: teaching quality (planning, implementation, evaluation), courses interfaces and other disciplines, making comparisons for the purpose of improvement and development, designing courses and programs, field of specialization, and others. - The minimum of candidate's attendance and participation should not be less than two training programs, workshops or seminars. 					
2.2	<ul style="list-style-type: none"> - Prepare and present training programs, workshops, and seminars in connection with one of the following fields: teaching quality (planning, implementation, evaluation), courses interfaces and other disciplines, making comparisons for the purpose of improvement and development, designing courses and programs, field of specialization. - Participate in teaching skills development with his/her colleagues. 					
Final grade (20)						



Appendix (3)

Required components for the third standard estimation

The quality of course file (20 points)

Card's final point (60)

1.	Cover sheet including basic information about the course file	1	Whether this component is available or not
2.	Course file contents list sheet	1	
3.	Curriculum vitae		
4.	the description of the prepared course according to Education Evaluation Commission (EEC)	10	Course introduction 1.5 point Goals 1 point Course Description 3 points Academic and Supportive Student's guidance 1 point Learning Sources 1 point Required Appendices 0.5 point Course Evaluation and Improvement processes 2 points
5.	Copies from student's projects and assignments	3	6 assignments, 0.5 point for each
6.	Copies from periodic and final examinations	3	6 examinations, 0.5 point for each
7.	Assignment and examination typical answers	3	4 copies, 0.75 for each
8.	Course prepared report in accordance with the copies	25	Course introduction 2 points Curriculum Implementation 7 points Results 4 points References and appendices 1 point Administrative issues 1 point Curriculum Evaluation 4 points Development Planning 6 points
9.	A brief of course outcomes that have been showed after the end of the semester	3	Whether this component is available or not
10.	Prepare detailed courses syllabus and offer them to students electronically	10	Prepare and offer well-organized courses syllabus, including: <ul style="list-style-type: none"> - Contacting data with the course instructor 1 point - Course description 1 point - Learning desired goals and inputs 2.5 points - Organize the schedule - A comprehensive description of all assignments and duties with proper grades (they should be weighted based on the assessment approaches 2.5 points - Performance Evaluation Timetable 1 point - Basic and enrichment course references 1 point
Standard points 20		Final grade 60 points	



Appendix (4)

Initiative Submission Form

In areas: Teaching and learning, scientific research, and community engagement

First: Personal data

Name:

Job title Employment no.

Cell phone no. Phone no. (office)

E.mail Date of delivery

Second: General conditions of (Excellence Initiative) submission

- 1- The applicant must be a faculty member at the university for a period of no less than one academic year (two semesters) from the date of application.
- 2- The initiative should be directly related to one of the following fields: Teaching and learning / scientific research / community engagement.
- 3- The initiative must be applicable.
- 4- S/he should not have previously applied in the initiative at King Faisal University or participated in any other competition.
- 5- In the event that the initiative is accepted, the winner shall submit an operational plan to achieve the initiative.

Third: Initiative information

1. Initiative title:

2.	Initiative fields	Teaching and Learning	Scientific Research	Community Engagement	Other...
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Initiative description (a simple description of the initiative, no more than 200 words)				
4.	The entity which is responsible for the implementation (determining the proposed entity for implementing the initiative inside or				



	outside King Faisal University)						
5.	Initiative Goals						
6.	Beneficiary Category	students	faculty members	employees	academic leaders	community	others...
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	The importance of the initiative: (To review the reason, the problem, or the opportunity that the initiative seeks to find a solution or to address it by using the available facts that made you to think about this idea)						
8.	Expected outputs after implementation (a perception of outcomes you expect from implementing the initiative activities in less than 500 words; and the most important achievements that will be achieved, and how the results will be quantified and quantified? Also, mention any other improvements that will occur).						

Fourth: Initiative grades:

no.	item	grade
1.	Initiative title	5
2.	Initiative description	25
3.	Initiative Goals	25
4.	Initiative importance	20
5.	Expected outputs after implementation	25
Total		100

