

**Kingdom of Saudi Arabia  
Ministry of Higher Education  
Majmaah University  
Faculty of Science, Zulfi**



# **Excellence Awards For Faculty Members**



## Preface

In the almighty of God, prayer and peace be upon the Messenger of Allah and his family and companions.

The Faculty of Science at Majmaah University keen to encourage the excellence, and appreciate the role of distinguished faculty members in various departments.

Awards are one of the mechanisms to encourage and motivate employees in any sector to increase productivity and achieve quality work. Awards are the means for estimating the efforts of the individuals in the provision of services at a higher level of achievements or distinct contributions. The pursuit of continuous development is the keen Faculty of Science to provide Awards of Excellence for the faculty members. The aim of these awards to the appreciation of their efforts, and honor them for their contributions and achievements of creative value in the field in which they work in order to attain high levels of achievement in academic and administrative aspects and reflected on the outcomes of the college and its contributions to community service.

Awards of Excellence include four branches, the first for the faculty members in Excellence in Teaching, the second in Scientific Excellence, the third in Excellence in Education eBook, and the fourth in Excellence in Website.

It has been worked out on the development of standards and mechanisms for these awards including nomination provides an opportunity for all to stand in accordance with the regulations and standards and to ensure fairness and transparency.

Dr. Mohammed Bin Saleh Al- Aboudi  
Dean of the Faculty of Science

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## Excellence Awards

### Definition of Excellence Awards

The Excellence Awards program seeks to achieve quality in the Faculty of Science at Zulfi under the supervision of the Vice Dean of the development and quality and the auspices of the Dean of the College, Dr. Mohammed Bin Saleh Al –Aboudi. This award reflects the appreciation of the college and its recognition of the efforts of the faculty members. Launched the idea of granting the medal of Excellence of the Faculty of Science; platinum, diamond and gold medal to consolidate a culture of excellence, resettlement, the dissemination of the concept of quality and achievement standards in higher education, and the search for the permanent development and attention to member players in the university community, and work on the appreciation of their efforts, and their distinctiveness.

The Medal of Excellence is annual prizes awarded at the Faculty level, according to specific conditions and compatible with the concepts of quality and excellence. Concerning the award is subject to strict criteria when evaluating candidates in various stages. The college is keen represented in the awards committees at various levels to employ all the potential to keep pace with the level of hopes and aspirations and achieve the desired goals. Receive the medal under the auspices of Dean and his continued support, and the direct supervision of the Vice Dean of development and quality.

### **Vision:**

Develop the leadership quality at national and international level.

### **Mission:**

Appreciate the achievements of the faculty members of Faculty of Science, and contribute to creating a strong competitive environment in different fields, and promote the upgrading of scientific outputs, which build a knowledgeable society.

**Objectives:**

- 1 - Achieve excellence in the performance of the employees of the college to improve the academic work, education, and the administrative standards of quality.
- 2 - Induction on positive competition between the faculty staff for innovation and excellence in the achievement in various fields.
- 3 - To encourage academic departments to compete in performance, and achievement in various academic fields.

**Target:**

All the faculty members of the Faculty of Science at Zulfi are our target.

**General Provisions:**

- 1 - Any member of the faculty has the right to nominate himself or someone else for the award.
- 2 – Any department has the right to nominate itself or any person of the department, or staff.
- 3 - The right to run for one award but have no right to run for more than one award at the same time.
- 4 - Does not accept the nomination if no candidate achieves 60% of the degrees of the criteria for the award.
- 5 - Each department nominates only one candidate for each award among the five awards.
- 6 - Does not accept the nomination in any branch of the award which is not completed all the forms and attach all required attachments.
- 7 - Files that did not meet the requirements set forth in the regulation are excluded.
- 8 - Those who won a prize in a previous period have the right to apply for another award after two years.
- 9 - All actions of the secretariat of the award nomination are in the strictest confidence, and the results of screening of candidates announced only after approval of the owner of the power.
- 10 – The secretariat should not re-nominate prize or enclosures to complement the shortcomings.
- 11 - The Standing Committee of the Excellence Award selects the winners at the college level.

12 - The process of differentiation between the candidates on the basis of its contents and the files provided to achieve the standards set forth regulations and provisions.

13 - The deadline for the delivery of nomination applications should be considered and do not consider late applications.

14 - Is not allowed to the head of the department or any of the committee members attend meetings of the award if they are among the candidates for this award.

### **Candidate qualities:**

There are a number of qualities that should characterize candidate:

- Belonging to the area of work, and dedication to work.
- A commitment to professional ethics and controls.
- Desire to develop the capabilities in the areas of scientific, professional, research and technology.
- Possesses the skills of conversation and positive interaction with others.
- The candidate should not have irregularities or disciplinary councils.
- Have the skills to employ technology effectively in their respective fields and diverse.
- Provide service to different segments of society.

### **Award value:**

The college offers three medals awarded for each of the five prizes. They are distributed as follows:

First: Platinum Medal of excellence + cash prize

This medal is given to first winner of the faculty members in the field of excellence in teaching, scientific excellence, excellence in e-learning, and excellence in websites, as well as the first winner of the students in the field of academic excellence, excellence in the field of student leadership, excellence in the field of student activities, excellence in scientific achievement, and excellence in the field of educational activity, Also, this medal is given to the first winner in the field of excellence employee.

Second: Diamond Medal of excellence

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This medal is given to the second winner as mentioned above areas.

Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above areas.

## **Excellence Award in Teaching**

Excellence Award in Teaching is an annual prize awarded by the faculty member who made a distinct model in the process of teaching and who gives the students an opportunity to involve in the learning and education processes, and who works on the development of performance on an ongoing basis.

The Medal of excellence aims to achieve quality standards, and the creation of the spirit of fair competition between them to get serious, and the prize is awarded for excellence in teaching after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

### **Target:**

All the faculty members including professor, associate professor, assistant professor, lecturer who teach courses at the Faculty of Science at Zulfi are our target.

### **Vision:**

Support the excellence in teaching and develop the leadership quality at national and international level.

### **Mission:**

To appreciate the effort of the faculty member who are characterized in the teaching process and find out a competitive environment that makes contribution in the mission and goals of the college.

### **Objectives of the Award:**

The award seeks to develop the educational process and upgrade them through the followings:

1 - Motivate the faculty members for using the educational excellence that compatible with the concepts and principles of quality in teaching performance.

2 - Urging positive competition between the faculty members for innovation and excellence in teaching.

3 - The development of entrepreneurship and innovation which contribute to the strengthening and development of the teaching process altogether.

4 - To encourage the faculty members to extrapolate the mission of the university and the ongoing work to achieve them.

### **Nomination mechanisms:**

Nomination mechanisms include the followings:

1 – The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in teaching two weeks before the end of the first semester. The candidate should get at least 60% of the degrees of the standards of excellence in teaching according to the nomination form accompanied by the evidence.

2 – A committee at the department level named “the Excellence Award committee” is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

- Review the nomination form and the development of appropriate grades on its clauses.
- Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.
- Raise the initial nomination of the council of the department and with full attachments.

3 – The council of the department discusses the subject of the following aspects:

- Ensure complete models of the nominations.
- Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Conduct a trade-off between the candidates according to grades and the evidence.
- The board of the department conducts a ballot in the case of equal degrees of candidates.

- Council forward its recommendation and nominations to the Dean of the College with full attachments.

4 - The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)
- Two faculty members that nominated by the faculty council.
- Secretary of the committee.

Their tasks are as follows:

- Receive files of candidates for the various branches of Excellence Award.
- Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
- Ensure regular nominations by completing the terms of the nomination of candidates.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make sure justice nominations in the trade-off between the applicants.
- Make a trade-off between the candidates according to grades, and the evidence.
- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners.
- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5 - Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.

- Make a trade-off between the candidates according to grades and the evidence.
- The College Board to conduct a ballot in the case of equal degrees of candidates.
- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6 - The secretariat raises the award winners to the Dean of the college for approval.

7 – The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

### **Criteria for evaluating the Excellence Award in teaching:**

The candidate for this award illustrates the highlights what sets it apart in the teaching and attach the necessary evidence in light of the following criteria:

1 - Design and preparation of courses that he teaches in accordance with the following items:

- Vision and mission and philosophy of teaching.
- Ability to demonstrate in-depth knowledge of the content of the courses, and fasten it to studies and research, and recent developments in the areas taught.
- Ability to plan and organize units scheduled in a logical manner and methodology with an accurate description of the objectives and the expected learning outcomes.
- Participation in the design and preparation courses.
- Ability to identify the requirements of evaluation decisions clearly.
- Submit a list of coherent and modern sources related decisions taught.
- Use of technology in the design of the curriculum and preparation.

2 - Strategies of courses evaluation according to the following items:

- Ability to show enthusiasm and interest in teaching and communication with students.
- The extent of being able to specialization, and introducing mechanisms for learners.
- Ability to develop creativity, promote and increase the desire for discovery and development of motivation, self-learning among students.
- Ability to develop the skills of analysis and critical thinking among students.

- Ability to encourage students to participate and interact during the presentation of the decision, with his commitment to the development of scientific values and broadcast them.
- Adopted methods and instructional strategies for effective means of improving student learning.

3 - Evaluating the performance of students and feedback according to the following items:

- Ability to blend the evaluation strategies and objectives of teaching and purposes directly related to the expected outputs of the decision.
- Strategies adopted scientific evaluation and fit the needs of students and the requirements of courses taught by.
- Incorrigible student work in a comprehensive manner and constructive lead to the development of learning skills.
- Submit fast, effective and comprehensive feedback methods for students and a variety of strategies to help them identify the strengths and weaknesses they have.
- Determine timetable for evaluating the performance of the students during the semester.

4 - Academic Guidance according to the following items:

- Office hours allocated and abide by them.
- Attendance in the office during office hours to guide students and answer their questions and inquiries.
- Attendance in the lab to guide the students and answer their questions.
- Encourage the outstanding students and discover the gifted students and develop their talents.
- Directing students during their course of study, professionally and psychologically.
- Have a positive communication with students.
- Have appreciation of the needs of students, academic and professional.

5 – Self professional development related to the teaching process in accordance with the terms of the following:

- Attending conferences, seminars , workshops and teaching courses and learning related to the process of teaching.
- Presenting lectures and scientific papers in conferences, seminars and workshops related to the process of teaching.
- Conducting research and studies related to the direct teaching and dissemination.
- Supervision of research projects and theses related to teaching.
- Providing advices in the field of teaching for institutions and organizations at local , regional or international levels.
- Participation in joint research projects in the field of teaching with individuals or institutions or organizations at local, regional or international levels.
- Participating as a membership in local, regional or international organizations in the field of teaching.

**Award value:**

- Platinum Medal of excellence + cash prize  
This medal is given to first winner of the faculty members in the field of excellence in teaching.
- Second: Diamond Medal of excellence  
This medal is given to the second winner as mentioned above
- Third: Gold Medal of excellence  
This medal is given to the third winner as mentioned before.

## **Excellence Award in Website**

Excellence Award in website is an annual prize awarded to the faculty member who gave distinct model in his website, and work on the development of performance on an ongoing basis. The award aims to achieve quality standards, and the creation of the spirit of fair competition between them to get serious, and the prize is awarded for outstanding excellence in the field of websites after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

### **Target:**

All the staff members including professor, associate professor, assistant professor, lecturer who teach courses at the Faculty of Science at Zulfi.

### **Vision:**

Support excellence in the website for faculty members.

### **Mission:**

To appreciate the effort of all creators who are characterized in the website, creating a competitive environment and contribute to the mission of the university and its goals.

### **Objectives of the Award:**

The award seeks to develop the websites of the faculty members and upgrade them through:

- To motivate the faculty members to use the internet in the educational process compatible with the concepts and principles of quality excellence in teaching performance.
- Urging positive competition between the faculty members in the creativity and excellence in websites.
- Developing of entrepreneurship and innovation, which contribute to the strengthening and development of the teaching process altogether.

- To encourage the faculty members to extrapolate the mission of the faculty and the ongoing work to achieve them.

### **Nomination mechanisms:**

Nomination mechanisms include the followings:

1 – The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in websites two weeks before the end of the first semester. The candidate should get at least 60% of the degrees of the standards of excellence in websites according to the nomination form accompanied by the evidence.

2 – A committee at the department level named “the Excellence Award committee” is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

- Review the nomination form and the development of appropriate grades on its clauses.
- Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.
- Raise the initial nomination of the council of the department and with full attachments.

3 – The council of the department discusses the subject of the following aspects:

- Ensure complete models of the nominations.
- Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Conduct a trade-off between the candidates according to grades and the evidence.
- The board of the department conducts a ballot in the case of equal degrees of candidates.
- Council lifted its recommendation and nominations for the Dean of the College with full attachments.

4 - The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)

- Two faculty members that nominated by the faculty council.
- Secretary of the committee.

Their tasks are as follows:

- Receive files of candidates for the various branches of Excellence Award.
- Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
- Ensure regular nominations by completing the terms of the nomination of candidates.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make sure justice nominations in the trade-off between the applicants.
- Make a trade-off between the candidates according to grades, and the evidence.
- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners .
- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5 - Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make a trade-off between the candidates according to grades and the evidence.
- The College Board to conduct a ballot in the case of equal degrees of candidates.
- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6 - The secretariat raises the award winners to the Dean of the college for approval.

7 – The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

### **Criteria for evaluating a candidate website**

Candidate shows the address of the website and the date of last update for the site and the number of visitors to the site, as well as shows the contents of the site related to teaching such as:

- Last updated decision.
- Material at hand: lectures - duties - exams and solutions.
- The possibility of networking and communication: mail - advertising - virtual classes.
- The possibility of knowing the student's quarterly grades.
- The possibility of putting tests to determine the level of student electronically.
- The possibility of handing the duties electronically.
- External Links Related to the decision.

### **The website of the candidate should include:**

- The main menus include the curriculum vitae, academic guidance, and course schedule.
- The number of pages of website of member must not be less than 10 pages.
- Coordination must be taken into consideration and fit the size of all the content in the pages.
- All the information on the website should be modern.
- Active Office Hours must be placed and be one of the side boxes and not in a separate page.
- Advertisements should be inside one of the boxes on the side that holds the announcement date.
- The contents of the site should be linked directly or indirectly to the academic field only.
- The course schedule should be placed on the main menu in a separate page.

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- The faculty member must at least two means of contacts (phone or Shunt + e-Mail official) and placed inside one of the side boxes.
- Courses must be on the main menu.
- Each course should contains the following :
  - A description of the decision
  - Study plan during the chapter weeks
  - References
  - Exam models
  - Bank of questions

### **Award value:**

- Platinum Medal of excellence + cash prize  
This medal is given to first winner of the faculty members in the field of excellence in website.
- Second: Diamond Medal of excellence  
This medal is given to the second winner as mentioned above.
- Third: Gold Medal of excellence  
This medal is given to the third winner as mentioned above.

## **Excellence Award in E-learning**

E-learning is a key tributary of the university education and continuing education, the need for this type of learning has increased with increasing the numbers of wishing to enroll in the university education beyond the absorptive capacity of universities. This style of learning developed quickly, and regenerated new technologies to keep pace with this development through e-learning.

Here, the role of the concerned authorities to activate the e- learning solutions to be compatible with the embrace of technology in this area.

The idea of granting medal of excellence in e-learning in terms of stimulating and encouraging the faculty members and the development of the thought of creativity and innovation, inspire the spirit of competitiveness to enrich the electronic educational process, and in recognition of distinguished in the field of e-learning, and to deepen the concepts of excellence and innovation through the adoption of standards of excellence in the application of learning mail and integration efforts among the various educational institutions in the college to improve the outcomes of the educational process.

### **Target:**

All the faculty members, professor, associate professor, assistant professor, lecturer who teach courses in full at the Faculty of Science at Zulfi.

### **Vision:**

Award leader in driving excellence and innovation in the field of E-learning at distance in various applications, and care for excellence in various fields in order to seek to gain access to a prominent place on the level of Saudi universities, which qualifies for access to the prime location for the award locally, regionally, and internationally.

## **Mission:**

Contribute to improve the performance of e-learning and distance learning and its applications to provide the best technology and employment in educational programs, and care for excellence in this area, spreading the spirit of positive competition and cooperation which contributes to building a learning community electronic privileged.

## **Objectives of the Award:**

- Raise awareness of the culture of excellence in e- learning.
- Adopt the standards of excellence and innovation in e- learning applications.
- Promote the capabilities that contribute to the enrichment of e- learning university.
- Exchange of successful experiences and dissemination of best practices in the areas of e- learning.
- Desire to develop e-learning in the Faculty of Science.
- To encourage the excellences in the field of e-learning.
- Training on an extrapolation of mission of the university and the ongoing work to achieve them.

## **Nomination mechanisms:**

Nomination mechanisms include the followings:

1 – The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Excellence Award in E-learning two weeks before the end of the first semester. The candidate should get at least 60% of the degrees of the standards of excellence in E-learning according to the nomination form accompanied by the evidence.

2 – A committee at the department level named “the Excellence Award committee” is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

- Review the nomination form and the development of appropriate grades on its clauses.

- Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.
- Raise the initial nomination of the council of the department and with full attachments.

3 – The council of the department discusses the subject of the following aspects:

- Ensure complete models of the nominations.
- Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Conduct a trade-off between the candidates according to grades and the evidence.
- The board of the department conducts a ballot in the case of equal degrees of candidates.
- Council lifted its recommendation and nominations to the Dean of the College with full attachments.

4 - The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)
- Two faculty members that nominated by the faculty council.
- Secretary of the committee.

Their tasks are as follows:

- Receive files of candidates for the various branches of Excellence Award.
- Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
- Ensure regular nominations by completing the terms of the nomination of candidates.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make sure justice nominations in the trade-off between the applicants.
- Make a trade-off between the candidates according to grades, and the evidence.
- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners.

- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5 - Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make a trade-off between the candidates according to grades and the evidence.
- The College Board to conduct a ballot in the case of equal degrees of candidates.
- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6 - The secretariat raises the award winners to the Dean of the college for approval.

7 – The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

## **Criteria for evaluating the Excellence Award in E-learning**

### **The basic steps for the award:**

- E-mailing the correspondence award.
- Provide brief information about courses chosen not to exceed 500 words.
- Identify the software used in the design and operating requirements.
- Provide a simplified guide for the user, with the stated importance of passwords needed, if any.
- Presentation can be more of an interactive course.

**The basic conditions for accepting participation:**

- Providing the course in SCORM 2004 format.
- The course should be installed on the e- learning management system.
- The selected course must be scientifically and academically course within the university courses.
- The content must works without any problems or errors.
- Send the course and award attachments along with CD to the award e-mail.

This award has been allocated for the best digital courses designed, and the electronic course will be assessed based on several criteria related to the objectives, content and teaching strategies and learning activities, evaluation and technical design of the electronic course.

**Award value:**

- Platinum Medal of excellence + cash prize  
This medal is given to first winner of the faculty members in the field of excellence in E-learning.
- Second: Diamond Medal of excellence  
This medal is given to the second winner as mentioned above.
- Third: Gold Medal of excellence  
This medal is given to the third winner as mentioned above.

## **Scientific Excellence Award**

Scientific excellence award is an annual prize awarded for the faculty member who presented research distinct and published in global magazines that ISI classified, and high impact factor. Also, awarded to the faculty member who acts translation, authorship of scientific books and has contributed to enrich the library with his books and helped to the scientific progress. The prize also awarded to the person who has participation in the international scientific conferences, and work on the development of performance on an ongoing basis.

This award aims to achieve the quality, and create fair competition between the staff members after achieving the standards adopted in accordance with the mechanisms of nomination and procedures.

### **Target:**

All the faculty members, professor, associate professor, assistant professor, lecturer who teach courses in full of the Faculty of Science at Zulfi.

### **Vision:**

Support excellence and leadership in the scientific research, translation and authoring on the local, regional, and global levels.

### **Mission:**

Appreciation of the efforts of all creators who characterized by in scientific research, translation and authoring, creating a competitive environment and contribute to the mission of the university and its goals.

### **Objectives of the Award:**

This award seeks to develop the educational process and scientific research, translation, authoring and upgrade them through:

- Motivate the faculty members on the use of educational excellence compatible with the concepts and principles of quality in teaching performance.
- Urging the positive competition between faculty members in creation and excellence in scientific research, translation, authoring and attend seminars and scientific conferences at local and international levels.
- The development of entrepreneurship and innovation, which contribute to the promotion of scientific excellence and development of the college.
- To encourage the faculty members to extrapolate the mission of the university and the ongoing work to achieve them.

### **Nomination mechanisms:**

Nomination mechanisms include the followings:

1 – The department has the right to nominate a staff member, also any staff member of the department has the right to nominate other one or nominate himself for the Scientific Excellence Award two weeks before the end of the first semester. The candidate should get at least 60% of the degrees of the standards of scientific excellence according to the nomination form accompanied by the evidence.

2 – A committee at the department level named “the Excellence Award committee” is composed of three members, and is determined by the president of the commission not to be a member of candidates for the award, and holds the committee as follows:

- Review the nomination form and the development of appropriate grades on its clauses.
- Identify a faculty member who got the highest grades in his capacity as a preliminary candidate.
- Raise the initial nomination of the council of the department and with full attachments.

3 – The council of the department discusses the subject of the following aspects:

- Ensure complete models of the nominations.
- Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Conduct a trade-off between the candidates according to grades and the evidence.

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- The board of the department conducts a ballot in the case of equal degrees of candidates.
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4 - The recommendations for the awards exposed to the standing committee of the excellence award that is formed by decision of the college council and consisting of:

- Vice Dean for development and quality (chairman)
- Two faculty members that nominated by the faculty council.
- Secretary of the committee.

Their tasks are as follows:

- Receive files of candidates for the various branches of Excellence Award.
- Ensure that the candidates met the requirements of the awards, according to the criteria laid down regulations and provisions.
- Ensure regular nominations by completing the terms of the nomination of candidates.
- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make sure justice nominations in the trade-off between the applicants.
- Make a trade-off between the candidates according to grades, and the evidence.
- The secretariat of the award to conduct a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes, and determine the winners .
- Withhold the award when it is not fulfilled the criteria specified for any award or failure to complete the conditions and required documents.
- Files evaluate candidates in light of the standards set forth regulations and provisions for the nomination.
- Raise the results of the nomination to the Dean of the College with full documentation.

5 - Nominations results are displayed on the College Board to check the following:

- Ensure regular nominations of candidates by completing the terms of the nomination and approval.

- Review the evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Make a trade-off between the candidates according to grades and the evidence.
- The College Board to conduct a ballot in the case of equal degrees of candidates.
- College Board raises its recommendation and nominations for the award secretariat agent associated with the overall development and quality with full attachments during the first month of the second semester.

6 - The secretariat raises the award winners to the Dean of the college for approval.

7 – The Vice Dean for Development and Quality Chairman of the Standing Committee of the college awards announces winners of the college in all its branches.

### **Criteria for evaluating the Scientific Excellence Award:**

Candidate shows what sets it apart in the area of research, translation, authoring and sharing in the presence of global conferences, and attach the necessary evidence in light of the following criteria:

First: The criteria for evaluating the Excellence Researcher:

Take the following into consideration during the trade-off between the two candidates for the Excellence Researcher Award:

- Get a scientific awards and prestigious court in the area of specialization.
- Get a patent approved in the area of specialization.
- Active participation in specialized scientific events, such as conferences, seminars and research papers.
- Scientific publications that specified as ISI and get high impact factor.
- Contribute to the specialty service.
- Contribute to community service.

Second: The criteria for evaluating excellence research:

Take the following into consideration during the trade-off between the two candidates for the Excellence Researcher Award:

- Find originality.

## Excellence Awards granted by the Faculty of Science

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- Commitment to the origins and rules of scientific research.
- Find contribution in addition to the accumulation of new scientific field which is covered.
- The importance of the published subject.
- The quality of the journal which has been publishing.

### **Award value:**

- Platinum Medal of excellence + cash prize  
This medal is given to first winner of the faculty members in the field of scientific excellence award.
- Second: Diamond Medal of excellence  
This medal is given to the second winner as mentioned above.
- Third: Gold Medal of excellence  
This medal is given to the third winner as mentioned above.

# Appendixes

## Application form for the Excellence Award in Teaching

### Basic employee information \*

Academic year 14 H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

\*Supplemented by a faculty member

### Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award nominee.
- ❖ Presented all the evidence and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report sufficiently in the past two years was excellent.
- ❖ The trade-off was based on the grades obtained in different scales
- ❖ Candidate won the ballot because of equal scores between candidates

### Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV within three pages.
- ❖ Copy of the courses files who taught during full academic year, including the transcript of students and three models of students' answers to the ultimate test reflect the highest, lowest and middle grades, as well as the model answer.
- ❖ Teaching load certified by the head of the department..
- ❖ Copy of the results of survey students' opinions about the performance of the staff member for each section has taught during the previous semester of being nominated for the award.
- ❖ Report sufficiently documented for the last two years of the candidate.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Arranged the evidence in order metrics award supplements.

### Criteria for teaching characteristics

No.	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
1	Curriculum planning, design and preparation	Clarity of vision and mission and philosophy in teaching	Head of Department	5	
		Its ability to show an in-depth knowledge of the content of the courses, and linked to the studies and research and recent developments in the areas taught.	students questionnaire Head of Department	5	
		Ability to plan, organize and units scheduled in a logical manner and methodology with an accurate description of the objectives and the expected learning outcomes.	The course file	5	
		Participation in the design and preparation courses.	Head of Department	5	
		Ability to identify the requirements of calendar decisions clearly.	students questionnaire Head of Department	5	
		Submitted a list of coherent and modern sources related decisions taught.	The course file	5	
		Use of technology in the design of the curriculum and preparation.	The course file students questionnaire	5	
		Strategies to provide courses.	The course file students questionnaire	5	
		Its ability to adhere to the design, and planning.	students questionnaire Head of Department	5	
		Its ability to adopt the methods and strategies of distinct and creative in providing courses in a way that the	The course file students questionnaire	5	

Excellence Awards granted by the Faculty of Science

	targeted learning outcomes.			
	Total	=	50	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
2	Strategies to provide courses	Being able to show his specialty and mechanisms presented to the learners.	students questionnaire	5	
		Its ability to demonstrate enthusiasm and interest in teaching and communication with students.	students questionnaire	5	
		Its ability to develop creativity, promote and increase the desire for discovery and development of motivation for self-learning among students.	The course file students questionnaire	5	
		Its ability to develop the skills of analysis and critical thinking among students.	students questionnaire	5	
		Its ability to encourage students to participate and interact during the presentation of the decision, with his commitment to the development of scientific values they have.	students questionnaire	5	
		Methods adopted and effective teaching strategies to improve the level of students and scalability.	The course file students questionnaire	5	
	Total		=	30	

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No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
3	The student performance and feedback	Its ability to blend the methods of evaluation and teaching objectives and purposes of the direct relationship y s outputs expected from the decision.	students questionnaire	5	
		Strategies adopted a scientific evaluation and fit the needs of students and the requirements of courses taught by.	students questionnaire	5	
		Incorrigible student work in a comprehensive manner and constructive lead to the development of skills of learning.	students questionnaire	5	
		Introducing feedback fast, effective and comprehensive methods for students and a variety of strategies to help them identify the strengths and weaknesses they have.	students questionnaire	5	
		Declaration of results of the assessment with the students and discussed.	students questionnaire	5	
		Specified a timetable for assessing the performance of the students during the semester.	The course file students   questionnaire	5	
	Total		=	30	

Excellence Awards granted by the Faculty of Science

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
4	Academic Advising	Office hours allocated and abide by them.	students questionnaire	5	
		Interaction with the students and answer their questions and inquiries.	students questionnaire	5	
		Contribute to solving the problems of the students.	The course file students questionnaire	5	
		Encourage outstanding students and gifted students discover and develop their talents.	students questionnaire	5	
		Directed curriculum and students professionally and psychologically.	The course file students questionnaire	5	
		Positive communication with students.	The course file students questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
		Attending conferences, seminars, workshops and courses teaching and learning related to the process of teaching.	Head of Department	5	
		Presenting lectures and scientific papers in conferences, seminars and workshops related to the process of		5	

Excellence Awards granted by the Faculty of Science

5	Professional development related to the process of self-teaching	teaching.			
		Conducted research and studies related to the direct teaching and dissemination.	curriculum vitae	5	
		Participation in research projects and theses related to teaching.	curriculum vitae Head of Department	5	
		Providing advice in the field of teaching bodies, institutions and organizations.	curriculum vitae	5	
		Participation in research projects in the field of the Common m teaching with individuals or institutions or bodies or local organizations , regional or international nature of the developmental university teaching in the field of specialization .	curriculum vitae	5	
		Membership in local organizations and bodies , regional or international in the field of teaching only .	curriculum vitae	5	
		His presence and participation in training courses in university education.	curriculum vitae Head of Department	5	
		Contribute to the development of information regarding the decisions which taught and updated .	Head of Department	5	
		Attending conferences, seminars , workshops and courses teaching and learning related to the process of teaching.	curriculum vitae Head of Department	5	
Total		=	50		
Grand Total		=	190		

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	* Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

\* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
1	Score of standards	190	
2	Teaching load	10	
	Total	200	
Score of 100 = total score of 200/2			

Excellence Awards granted by the Faculty of Science

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Department Awards Committee				
No.	members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

## Application form for the Excellence Award in websites

### Basic employee information \*

Academic year 14 H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

\*Supplemented by a faculty member

### Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award nominee.
- ❖ Presented all the evidence and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report sufficiently in the past two years was excellent.
- ❖ The trade-off was based on the grades obtained in different scales
- ❖ Candidate won the ballot because of equal scores between candidates

### Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV within three pages.
- ❖ Copy of the results of survey staff members and students' opinions about the website of the candidate.
- ❖ Report sufficiently documented for the last two years of the candidate.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Arranged the evidence in order metrics award supplements.

**Criteria for the website characteristics**

Numbers of pages	Each appropriate page is given an one degree and gives this criterion a maximum of 10 degrees								
Coordination and few errors	<p><u>Pages:</u></p> <p>Pages are classified as follows:</p> <table border="1" data-bbox="594 604 1421 646"> <tr> <td>Suitable</td> <td>Short</td> <td>Long</td> <td>Very long</td> </tr> </table> <p>The grades are given as follows:</p> <table border="1" data-bbox="594 764 1421 806"> <tr> <td>1</td> <td>0.5</td> <td>-0.5</td> <td>-1</td> </tr> </table> <p>Boxes:</p> <p>Boxes should not exceed 6 lines, in case of violation of this condition two degrees will be deducted</p>	Suitable	Short	Long	Very long	1	0.5	-0.5	-1
Suitable	Short	Long	Very long						
1	0.5	-0.5	-1						
Curriculum vitae	This criterion is given 10 degrees, CV must be within the main menu. In case CV is present elsewhere, 3 degrees will be deducted								
Electronic models	<p>Each electronic model related to academic field is given two degrees and a maximum of 10 degrees for 5 models.</p> <p>In case there were not relevant models directly or indirectly, 4 degrees will be deducted for each model.</p> <p>Note: No score is calculated by any model if the data is incorrect or associated facility outside the university.</p>								
Academic guidance	<p>The existence of a special page for the academic guidance for the member containing the names of the students in charge of them.</p> <p>Must be present within the main menu of the site. Two degrees will deducted if it is in another page.</p>								
Number of articles and lectures	<table border="1" data-bbox="394 1587 578 1877"> <tr> <td>Word + excel</td> </tr> <tr> <td>Power point</td> </tr> <tr> <td>Acrobat file</td> </tr> <tr> <td>Others (video, flash)</td> </tr> </table> <p>Each file is given one degree if related to the academic field. In case any files unrelated to the academic field one degree is deducted for each file.</p>	Word + excel	Power point	Acrobat file	Others (video, flash)				
Word + excel									
Power point									
Acrobat file									
Others (video, flash)									

Excellence Awards granted by the Faculty of Science

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How current information	The degree of appreciation from ten degrees and taken average rating of the members of the Committee for this criterion	
Office Hours	This gives 10 degrees if it is found in side box. if it is found elsewhere 5 degrees will be deducted.	
Teaching table	Placed on separate page and be in the main menu. It is given ten degrees. If it is found elsewhere 3 degrees will be deducted.	
The presence of advertising on	It is given five degrees in case dated announcements found in the side boxes.	
Means of communication	5 degrees in case the following means of communication: E-Mail, official (3 degrees) Phone number Ext. (2 degrees)	
Academic Courses	Courses add	6 degrees are given and distributed according to the number of courses that the member teaching.
	Course description	10 degrees are given and distributed according to the number of courses that the member teaching.
	Study plan	10 degrees are given and distributed according to the number of courses that the member teaching included the study plan for the semester in weeks Note : Do not give this criterion any degree if the study plan not explained.
	References	4 degrees will be divided by the number of courses that have references.
	Previous Exams	10 degrees will be divided by the number of courses have previous exams.
	Bank of questions	10 degrees will be divided by the number of courses that have bank of questions. Note: Bank must contain model answers to the questions.

### Evaluation model for website

Personal website data			
Name:	.....	Department:	.....
Website title:			
Criterion:			Mark
Number of pages:			/ 10
Curriculum vitae:			/ 10
Coordination and low errors			/ 5
Academic guidance:			/ 10
Number of article and lectures:	Word + excel	/ 5	/ 20
	Power point	/ 5	
	Acrobat file	/ 5	
	Others (video, flash)	/ 5	
Recent knowledge:			/10
Office hours:			/10
Semester results + statistics absence			/10
Teaching table:			/10
Dated announcement:			/5
Communication means:			/5
Courses	Is it added	/6	
	Course description	/10	
	Study plan	/10	
	References	/4	
	Exam model	/10	
	Bank of questions	/10	
Total	/155	Percentage of matching criteria	.....
Responsible notes .....			
Date: .....			

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	* Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

\* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
1	Score of standards	155	
2	Teaching load	10	
	Total	165	
Score of 100 = total score of 200/2			

Excellence Awards granted by the Faculty of Science

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Department Awards Committee				
No.	Members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

## Application form for the Excellence Award in E-learning

### Basic employee information \*

Academic year 14 H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

\*Supplemented by a faculty member

### Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award nominee.
- ❖ Presented all the evidence and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report sufficiently in the past two years was excellent.
- ❖ The trade-off was based on the grades obtained in different scales
- ❖ Candidate won the ballot because of equal scores between candidates

### Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV within three pages.
- ❖ Copy of the results of survey students' opinions about E-learning of the candidate.
- ❖ Report sufficiently documented for the last two years of the candidate.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Arranged the evidence in order metrics award supplements.

### Basic Criteria of Arbitration of the excellence branch in the design of digital content

Criteria	Evaluation indicators
<b>The first: Objectives and contents of E-course</b>	
<b>a-Evaluation criteria of E-course description</b>	
1. The plan includes the schedule of general educational goals as clear and specified.	<ul style="list-style-type: none"> <li>• clear and can be applied.</li> <li>• measurable.</li> <li>• Comprehensive in various educational areas (knowledge - skill - and emotional)</li> <li>• support for higher-order of thinking skills.</li> </ul>
2. The plan identifies scheduled educational resources and requirements necessary for the study of the course.	<ul style="list-style-type: none"> <li>• The educational resources are specified.</li> <li>• The previous requirements are identified for the course study.</li> </ul>
3. Each unit of the course has an overview of the study and its objectives, content and activities, functions and evaluation questions.	<ul style="list-style-type: none"> <li>• Content is divided into small teaching units which have specific target.</li> <li>• Each unit has introductory class describing the goals of each unit and the study elements.</li> </ul>
<b>b-Evaluation criteria of E-course content</b>	
1. The content of the course should include references and sources.	<ul style="list-style-type: none"> <li>• The existence of references and sources for reference.</li> <li>• Contents are displayed in a manner urges the learner to research.</li> </ul>
2. The content should have no errors.	<ul style="list-style-type: none"> <li>• The educational materials (videos, photos, graphics) should be free of any mistakes.</li> <li>• Content is free of spelling and grammatical errors, scientific and printing errors.</li> </ul>
3. Pictures, charts and tables should be distinct.	<ul style="list-style-type: none"> <li>• clear</li> <li>• equipped with adequate explanations.</li> </ul>
4. It should be characterized by modernity and contemporary.	<ul style="list-style-type: none"> <li>• scientific content is modified or updated periodically.</li> <li>• Content cope with contemporary events and developments.</li> <li>• sources are characterized by modern and contemporary learning.</li> </ul>
<b>C – Evaluation criteria for appropriate E-course and target group:</b>	
1. That is characterized by scheduled mail and inclusive coverage.	<ul style="list-style-type: none"> <li>• The content includes a variety of scientific materials (video, music and documents and external websites).</li> <li>• Includes additional and rich sources of content (the presence of additional comments</li> </ul>

	<p>and explanations).</p> <ul style="list-style-type: none"> <li>• provide summaries at the end of each educational unit.</li> <li>• high expectations in the course has been communicated clearly</li> </ul>
2. That the content is appropriate to the level of the target group.	<ul style="list-style-type: none"> <li>• appropriate depth and breadth of content.</li> <li>• Provides educational alternatives fit individual differences.</li> <li>• multiplicity of activities and applications for the target group.</li> <li>• allows organize content for the target group of movement between the different units according to the self-learning.</li> </ul>
3. The content reflects the ideas and multiple concepts .	<ul style="list-style-type: none"> <li>• stimulates scheduled remember prior knowledge needed to start the new learning.</li> <li>• Suitable illustrations and charts and maps to the level of the target group.</li> <li>• There dictionary of terms and definitions.</li> </ul>
4. Scheduled to be consistent.	<ul style="list-style-type: none"> <li>• displays the topics in a logical sequence.</li> <li>• unified approach in providing assistance and the drafting of the content.</li> <li>• a balance between the units scheduled in terms of the number of items and educational goals, activities and exercises.</li> </ul>
The second: Strategies for teaching and learning activities	
a-Evaluation criteria of teaching strategies and learning activity:	
1. The course used a real learning activities	<ul style="list-style-type: none"> <li>• To assist the target group to apply the ideas of the course and achieve its objectives.</li> <li>• linked to previous experiences of the target group.</li> <li>• provide sufficient time to apply the skills and mastery.</li> <li>• diversity of teaching strategies (simulation - Exercise etc.).</li> </ul>
2. the course includes activities via external Links to enrich it	Provide learning activities Links for remedial and enrichment information appropriate to the level of performance of the target group and their curricula in the study.
3. Strategies that are consistent with the scheduled course in its goals and objectives and accurately represent its scope and clarity.	<ul style="list-style-type: none"> <li>• measuring the specific learning outcomes.</li> <li>• inclusiveness in the measurement of all learning objectives in the course.</li> <li>• detailed instructions about what is required</li> </ul>

	clearly and accurately.
4. Contain a variety of methods to assess the learner	<ul style="list-style-type: none"> <li>• diversity of questions (true error - multiple Choice - Connecting - ...).</li> <li>• appropriate evaluation is available at each unit or subject of study.</li> <li>• Final evaluation is available for the learner.</li> <li>• Allows attempts to perform the exercises and drills.</li> <li>• archiving of student activities in the course including all of the application.</li> </ul>
5. Provide the target group with models and examples of self-assessment.	<ul style="list-style-type: none"> <li>• Provides models for self-evaluation.</li> <li>• An explanation of the criteria for evaluating performance.</li> </ul>
<b>B - standards arbitration interaction and feedback:</b>	
1. To control studying in the -course	<ul style="list-style-type: none"> <li>• a list of topics are available to choose what needs to learn.</li> <li>• learner controls the level of difficulty of the content.</li> <li>• have enough time for the learner to give its response.</li> <li>• keep the information displayed in the window after the response to the learner to decide the learner's transition to a new window.</li> <li>• The course can be stopped and restarted again.</li> </ul>
2. The course contains interaction with the learner	<ul style="list-style-type: none"> <li>• The course includes interaction and dialogue with the learner.</li> <li>• It raises the motivation of the learner through the presentation of scientific material.</li> <li>• Includes multiple methods due to the interaction of the learner (simulation - Games).</li> </ul>
3. It used appropriate feedback	<ul style="list-style-type: none"> <li>• provide feedback immediately after the response.</li> <li>• provide positive reinforcement for the learner manner.</li> <li>• clarify the wrong response in a positive way.</li> <li>• appropriate assistance is available, according to the nature of the response provided by the learner.</li> <li>• additional therapeutic resources are available when needed or wrong responses.</li> </ul>

<p>4. The use of multimedia is properly</p>	<ul style="list-style-type: none"> <li>• The use of sound, graphics and video properly.</li> <li>• multimedia files sizes are suitable.</li> <li>• There is a clear text addresses the media files.</li> </ul>
<p>The Third: Technical design</p>	
<p>a-Evaluation criteria for ease using E-course:</p>	
<p>1. using the course without problems.</p>	<ul style="list-style-type: none"> <li>• Accompanying the course associated publications (books - Photos - bulletins).</li> <li>• Run with ease.</li> <li>• devoid of bugs that hinder its use.</li> </ul>
<p>2. The design features a display of simplicity and convenience.</p>	<ul style="list-style-type: none"> <li>• Good choice of colors and fonts.</li> <li>• The information displayed on the screen and clear.</li> <li>• The information displayed on the screen follow the logical sequence of ideas.</li> <li>• Avoids design crammed display information on the screen.</li> </ul>
<p>3. The design uses appropriate methods to display information</p>	<ul style="list-style-type: none"> <li>• The use of the property to change color or show a sound when you select an item, such as changing the color of the link when you pass the mouse.</li> <li>• a consistent method in the use of color, line and shape and size of the screen to the other.</li> <li>• Consistency style of presentation and design in a single screen, and among all of the screens.</li> </ul>
<p>4.The design is functionally used the fonts and sizes.</p>	<ul style="list-style-type: none"> <li>• The importance of attraction in some of the titles and important information.</li> <li>• placement type and font size in the text displayed commensurate with the importance of the text.</li> </ul>
<p>B-Evaluation criteria for understanding tools within the E-course:</p>	
<p>1. Designed to keep the screen on sites consistent tools for control and navigation in the course.</p>	<ul style="list-style-type: none"> <li>• firming places controls for not distracting the user.</li> <li>• Smooth and freedom of the course and control the movement between its parts.</li> <li>• All of the pages contains button to return to the main page.</li> </ul>
<p>2. It used simple guidelines maps to display the contents of the decision.</p>	<ul style="list-style-type: none"> <li>• The course adopts the shape of the picture or graphic navigation tools such as graphical</li> </ul>

## Excellence Awards granted by the Faculty of Science

	<p>icons.</p> <ul style="list-style-type: none"> <li>• The existence of a table or index or map indicative of the contents of the course.</li> </ul>
3. Hyperlinks and its design in the course.	<ul style="list-style-type: none"> <li>• The existence of hyperlinks on each part of the index was able to move directly to it.</li> <li>• distinguishes link in a different color.</li> <li>• The safety of bonds.</li> <li>• The color change if the link was used.</li> </ul>

Basic standards of excellence in branch use of modern technologies for e-learning:

Practices	Application of practice	
	Evaluation indicators	
The first: Technology activation		
Evaluation criteria for technology application:		Marks
1. The method used to achieve the desired goals.	<ul style="list-style-type: none"> <li>• Clarity of goals</li> <li>• Targets are achievable</li> <li>• Targets suitable for the target group</li> <li>• Suitable time period</li> <li>• Environment suitable for implementation</li> </ul>	10
2. To urge on the innovation, creativity and the use of higher-order thinking patterns	<ul style="list-style-type: none"> <li>• The areas of innovation and creativity specific</li> <li>• Clarity of how to employ higher-order thinking patterns</li> </ul>	10
<ul style="list-style-type: none"> <li>• Evaluation criteria of communication and interaction between the target group for technology:</li> </ul>		
1. Permitted interactive communication between the teacher and the student	<p>At least (3) of the following, or the other.</p> <ul style="list-style-type: none"> <li>• educational forums.</li> <li>• duties and activities.</li> <li>• social networks.</li> </ul>	10

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through multiple ways.	<ul style="list-style-type: none"> <li>• E-mail.</li> <li>• Blogs.</li> </ul>	
2. Verify that the interaction between the students themselves. Through multiple ways, including:	<p>At least (3) of the following, or the other.</p> <ul style="list-style-type: none"> <li>• educational forums.</li> <li>• social networks.</li> <li>• E-mail.</li> <li>•Blogs.</li> </ul>	10
3. That includes interactive posts.	<ul style="list-style-type: none"> <li>•Visits interactive students.</li> <li>•Visits interactive teachers.</li> <li>•The diversity of the nature of the posts submitted by students.</li> </ul>	10
Evaluation criteria for contents and the mechanism of technology activation		
1. Be designed in a manner appropriate content and interactive	<ul style="list-style-type: none"> <li>• newness Content</li> <li>• updatable</li> <li>• the amount of content submitted by the teacher</li> <li>• volume of content submitted by students</li> </ul>	10
2. Be applied to different educational models	<p>The possibility of using the available models, at least (3) of the following, or the other.</p> <ul style="list-style-type: none"> <li>• linguistic</li> <li>• Logical</li> <li>• Sports</li> <li>• Optical</li> <li>• Spatial</li> <li>• Social</li> </ul>	10
3. To help in the educational process.	<p>The possibility that is available to the following, at least (5) of the following, or the other.</p> <ul style="list-style-type: none"> <li>• The possibility of discussion</li> <li>• Viewing questions</li> <li>• Delivery duties</li> </ul>	10

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	<ul style="list-style-type: none"> <li>• Performance tests</li> <li>• Write reports</li> <li>• assist the student</li> <li>• feedback to students</li> <li>• Solve problems</li> </ul>	
4. Reduce dependence on the teacher and takes into account the differences between learners.	<ul style="list-style-type: none"> <li>• supports self-learning</li> <li>• support collaborative learning and teamwork</li> <li>• take into account individual differences among learners</li> <li>• adopt the multiple intelligences of learners</li> <li>• The existence of an effective multi-media</li> </ul>	10
5. That students can use technology easily, and powers.	<ul style="list-style-type: none"> <li>• Easy at entry and exit</li> <li>• Accessibility</li> <li>• Easy to deal with system</li> <li>• Add replies</li> <li>• Upload</li> </ul>	10
6. That the teacher can use technology easily, and flexibility.	<ul style="list-style-type: none"> <li>• Easy at entry and exit</li> <li>• Accessibility</li> <li>• Easy to deal with system</li> <li>• Ability to communicate with students</li> <li>• the possibility of developing questions</li> </ul>	10
The second: Characterization of technical technology		
A – Evaluation criteria of general characteristics of the use of technology		
1. Be easily obtained.	<ul style="list-style-type: none"> <li>• Available</li> <li>• favorable price / free</li> <li>• Easy to download</li> </ul>	10
2. Be handled easily.	<ul style="list-style-type: none"> <li>• accept the update</li> <li>• You can modify data</li> </ul>	10

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	<ul style="list-style-type: none"> <li>• provide a guide to letter</li> <li>• devoid of technical errors and downtime</li> </ul>	
<b>b – Evaluation criteria of overall coordination and good language</b>		
1. That offers content in an appropriate manner by the teacher.	<ul style="list-style-type: none"> <li>• attractive and interesting in view</li> <li>• Ability to identify most of the characteristics of the system directly</li> <li>• easy to read text displayed on the screen, in multiple ways</li> <li>• You can print any part of the technical content</li> </ul>	10
2. Include safety language and content	<p>Content is free of errors :</p> <ul style="list-style-type: none"> <li>• linguistic</li> <li>• spelling</li> <li>• Religious</li> <li>• Ethical</li> </ul>	10
Total		150

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	* Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

\* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
1	Score of standards	150	
2	Teaching load	10	
Total		160	

**Excellence Awards granted by the Faculty of Science**

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Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

**Recommendation of the department council**

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

**Recommendation of the college council**

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

## Application form for Scientific Excellence Award

### Basic employee information \*

Academic year 14 H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

\*Supplemented by a faculty member

### Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award nominee.
- ❖ Presented all the evidence and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report sufficiently in the past two years was excellent.
- ❖ The trade-off was based on the grades obtained in different scales
- ❖ Candidate won the ballot because of equal scores between candidates

### Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV within three pages.
- ❖ Copy of the published articles, literature and translations.
- ❖ A copy of the letters to attend scientific conferences and symposia during the previous semester of being nominated for the award.
- ❖ Report sufficiently documented for the last two years of the candidate.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Arranged the evidence in order metrics award supplements.

**Criteria for characteristics of scientific excellence**

Subheadings	Source evaluation	Maximum score	Obtained score
Accomplished faculty member and distinguished research project before the presentation at a conference, or a scientific symposium in his specialty	Certificate and documents	10	
Showing a faculty member in a research project a distinct scientific conference, seminar or specialist	Copy of articles	10	
Deployment of a faculty member in a research project a distinct global magazine classified ISI	Copy of articles	10	
Deployment of a faculty member in a research project Make magazine has a global impact factor high	Copy of articles	20	
Deployment of a faculty member a book translator	Copy of translated book	10	
Deployment of a faculty member composed a book	Copy of written book	10	
Received a patent	Certificate and documents	20	
<b>Total</b>	<b>Maximum mark =</b>	<b>90</b>	

Supplemented by the department committee

**Teaching Load (10 marks)**

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	* Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

\* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

Excellence Awards granted by the Faculty of Science

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The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
1	Score of standards	90	
2	Teaching load	10	
Total		100	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
2	Member			/ / 14 H
3	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

**Excellence Awards granted by the Faculty of Science**

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College Awards Committee				
No.	Members	Academic Rank	Signature	Date
1	Head			/ / 14 H
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**Recommendation of the college council**

Session no.	Date	Signature of the Head of the department
	/ / 14 H	