

## **How to apply for the College Dean Quality Award for administrative staff:**

### **General rules**

1. Nominee annual performance should rate good and above for the last three years.
2. Nominee should have no warning letters for the last three years.
3. A staff member who has previously received the award is not eligible to apply for the following three academic years.
4. A staff member may nominate him/herself or a colleague for the award.
5. CODs, HODs and Vice Deans may apply for this award.
6. Award committee members are not eligible to apply for this award.
7. All applications should be submitted to VDDQ by the announced due date.

### **Procedure**

1. The applicant submits the following items to VDDQ:
  - a) Application form filled by the nominee or his/her colleague. (Attachment 1)
  - b) Filled self-evaluation in attachment 2.
  - c) Current curriculum vitae.
  - d) Evidences that support the applicant. (Some of suggested evidences are found in Attachment 2).
2. The applicant may attach a report that shows any other contributions towards the College advancement.

# Attachment 1

## Nomination Form

Name of Nominee: \_\_\_\_\_

ID Number: \_\_\_\_\_

Title: \_\_\_\_\_

Position: \_\_\_\_\_

Directorate/Department/Unit: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Work Ext: \_\_\_\_\_

## Attachment 2

<b>College Dean Quality Award for Non-Teaching Staff members</b>						
#	Main Criteria	#	Sub Criteria	Suggested Evidence	Given Points	Max. Points
1	<b>Quality of work and Competencies</b>	1	The nominee demonstrates high quality and work competency.	A recent CV, certificates ...etc.		10
		2	The nominee consistently and substantially exceeds the expectations of the position, performing at a level beyond normal job requirements and expectations.	A letter shows involvement in committees or duties helped improvement of other department		10
		3	The nominee significantly improves the work process or increased its efficiency.			10
		4	The nominee takes ownership of his/her job and strives for professional development.	A list professional development workshops attended		10
		5	The nominee possesses strong organizational and planning skills.	A brief explanation of how the nominee organizes his/her work at office		10
2	<b>Work ethics</b>	1	The nominee constantly demonstrates morality and integrity while interacting with stakeholders.	Reports, recommendation letters, etc...		10
		2	The nominee consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others.	Certificates, reports, etc...		10
		3	The nominee creates a positive work environment and influences the behavior of other employees by being supportive and optimistic in daily activities.	Reports, recommendation letters, plaques, etc...		10
		4	The nominee demonstrates excellent time management skills and ability to multi-task and prioritize work	No. of tasks completed on time in the past year		10
3	<b>Annual Appraisal</b>	1	Annual staff appraisal result	The annual appraisal average for the last three years from HR		10
					<b>Total</b>	100%