



AUC Award for Excellence in Academic Service

The Excellence Award in Academic Service honors faculty members who demonstrate a record of excellence in academic service to AUC. The candidate must show evidence of sustained service to the University above and beyond normal service that is compensated for. Criteria for determining an award are based on the quantity and quality of service.

The recipient of this annual award has his/her name engraved on a commemorative plaque and receives a personal cash award of \$5,000.00. Up to two full-time faculty may receive the award annually. Awards will be selected and presented once a year.

General Guidelines

- Deadline for Nominations: **December 16**
- Deadline for Nominees to submit their dossiers: **February 3**
- Deadline to receive support letters **February 3**
- Eligible nominee must be a full time faculty member at AUC with at least five full years of service to AUC.
- Nominations may be made by AUC full time faculty. *It is the responsibility of nominee to insure that all required materials are submitted to Award Committee in the correct form and before the deadline. Solicited nomination by the nominee is not permitted. Self-nomination is allowed.*
- Past recipients are ineligible.
- Past nominees are eligible, but must be re-nominated. Their dossiers need to be resubmitted and appropriately updated.
- No award shall be given in any year if members of the Award Committee decide no qualified candidates have been nominated.
- Late nomination/application will not be accepted.

Nomination Process

Nominations from AUC full time faculty can be submitted online through the following process:

- While signing in to your AUC email, click on the below link https://docs.google.com/a/aucegypt.edu/forms/d/1AXjfHWOSJoU1ft_0O9Sg_u_SBNMNofuIXpDwtstdryME/viewform?c=0&w=1
- Indicate the name of your nominee. Please note that your nominee should be a full time faculty.
- Indicate how long you have known the nominee and in what capacity.
- A statement up to 500 words to describe the individual's accomplishment, recognition, and level of service provided to AUC.
- Please make sure to complete all required fields
- Incomplete nomination form will be disregarded

Each nominator should provide the following:

- A statement of 1000 words or less to describe the nominee's accomplishment, recognition, and level of service provided to AUC and beyond.
- A statement of 500 words or less to describe how did you witness the nominee academic service and why should AUC worth recognize such service.

The Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC) will inform each department chair and Dean of the nominations received for faculty in his/her department/school. If the department chair or Dean would like to provide any additional comments on the nominee(s) or compare the relative merits of two or more nominees from the same department/school, he/she is welcome to send an email to the Associate Provost for Research, Innovation and Creativity (AP-RIC).

Submission Process

- Documentation in support of each nominee is electronically submitted online through the faculty support grants and merit awards online system at: <https://www4.aucegypt.edu/grant/faculty/>
- Please select the award type that you have been nominated to, fill in the application and submit the required documents.
- Submitted materials are evaluated by the Award Committee according to the criteria described below.
- Documents received after the submission deadline will not be included in the dossier.
- It is the responsibility of the nominee to ensure that all documentation submitted are accurate and in the proper format.

Submissions must include and are limited to:

1. At least three support letters from AUC faculty
 - i. Those letters should be sent directly to the Office of the Associate Provost for Research, Innovation and Creativity (AP-RIC). Support letters received after the deadline of submission will not be included in the dossier of the nominee.
 - ii. Person providing these letters should have firsthand experience and knowledge related to one or more of the criteria for evaluation described below.
 - iii. If a department head is nominated, then he should only solicit a letter of support from the Dean of his/her school.
2. Each nominee must submit a portfolio including evidence of accomplishment, recognition, and level of service provided. Nominees should undertake primary responsibility for preparing documentation to support their nomination. This portfolio may include (but not limited to) the following:
 - i. A statement by the nominee of no more than three pages outlining his or her excellence in academic service.
 - ii. Complete Curriculum Vitae
 - iii. Detailed description the following services:
 1. Service to the department
 2. Service to the school

3. Service to the university
4. Professional service
5. Service to civic organizations
6. Public service
7. Others

A Candidate should clearly describe his/her role and contribution in each of the above-mentioned service and why it is worth recognition by the university.

- iv. Miscellaneous supporting documents, if any.
3. If necessary, the Award Committee will request additional information from the nominee.

Selection Process

Evaluation of nominees and selection of the recipient for the AUC Excellence Award in Academic Services is carried out by the Award Committee. The selection process, in part, involves the evaluation of written material submitted to the Award Committee by the nominee according to the criteria described below. The Award Committee may seek advisory opinions from the Departmental Research Committee (DRC), the Department Chair and the Dean of the school. The Award Committee provides the Provost with a short list of the three top candidates. The Provost, in consultation with the AP-RIC, makes the selection of the award winner/s.

Composition of the Award Committee

- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will select a standing committee composed of at least 5 faculty members. The members may be previous award winners from all schools, if possible
- The composition of the Award Committee will be reviewed by the Associate Provost for Research, Innovation and Creativity (AP-RIC) and may be fully or partially replaced every two years.
- No one can serve on the committee for more than four consecutive years.
- Committee members will elect the committee's chair. The chair of the Award Committee will report to the Associate Provost for Research, Innovation and Creativity (AP-RIC).
- Award Committee members cannot be nominated for the faculty merit awards, submit nominations or write support letters for nominees.
- The Associate Provost for Research, Innovation and Creativity (AP-RIC) will attend the first meeting of the Award Committee and will oversee the election of the chair of the committee.
- The chair of the committee will be managing the short listing process and will be reporting to the Associate Provost for Research, Innovation and Creativity (AP-RIC) on the details of the process and results.

Criteria for Evaluation of Submissions

Materials submitted to the Award Committee in support of each nomination will be evaluated for evidence of *sustained excellence* in academic service, as follows:

1. Evidence of sustained effort and achievement in service which is beyond normal service that is compensated for. (40 points)

2. Quality and impact of contributions (working diligently and effectively, significance of outcomes, taking initiative). (30 points)
3. Diversity of service (contributions at different levels of service, or different roles). (20 points)
4. Collegiality and teamwork. (10 points)

Questions about this award should be directed to the current Chairperson of the Award Committee by contacting: ap-ric@aucegypt.edu