

## Academic Year 2023-2024

### GUIDELINES FOR EXCELLENCE AWARDS

#### 1. Excellence Awards

HBKU Excellence Awards are bestowed annually as follows:

- Two Research Excellence Award
- One Teaching Excellence Award
- One Service Excellence Award

Each award consists of a one-time monetary payment of 10,000 QAR, recognition plaque, and listing on HBKU's wall of fame inductees.

#### 2. Research Excellence Award:

- **Selection Criteria**

The award winner shall be chosen based on outstanding research or work (e.g., artistic, literary, philosophical, historical, technical, or scientific) that received recognition from the academic community beyond HBKU. The award is not to be given for a particular piece of research or work, but rather for outstanding achievement, primarily during the candidate's tenure at HBKU.

- **Letters of Recommendation**

The application packet should include 3-5 letters detailing the scholarly accomplishments of the individual. At least one letter should be from within HBKU and at least 2 should be external to HBKU.

#### 3. Teaching Excellence Award:

- **Selection Criteria**

Outstanding teaching is not easily assessed. Whether instruction takes place in lecture courses, seminars, or laboratories at introductory or advanced levels, exceptional pedagogy is marked by the active, critical role of the instructor who mentors students, fosters critical thinking, and inspires them to engage in the quest for knowledge. The award is given based on demonstrated outstanding teaching and student mentoring activities at HBKU.

- **Letters of Recommendation**

The application packet should include 3-5 letters detailing the teaching excellence of the individual and the impact he or she has had. At least one letter should be from an HBKU faculty member and at least 2 should be from former HBKU students.

#### 4. Service Excellence Award:

- **Selection Criteria**

This award recognizes exceptional service at a level significantly above and beyond the baseline expectation and has an impact that would not exist otherwise. The award is given based on exceptional service in one or more of the following categories:

- Innovative academic programs or related to another facet of university life, such as programs that serve students or faculty in an important and unique way
- Service that contributes to the growth and stature of the University
- Service that expands the impact or reputation of the University in larger communities

- **Letters of Recommendation**

The application packet should include 3-5 letters detailing the service contributions of the individual. At least one letter should be from an HBKU faculty member or administrator, and at least 2 should be from those impacted by that faculty member's service.

## **5. Application Material:**

1. A nominee's written reflections on his or her achievements (1000 to 2500 words). Suggested topics include a description of their achievement, the particular problems or issues that they have addressed, the success they have had, the impact of their success, the future direction of their work, and any major external recognitions
2. Current Curriculum Vitae (CV)
3. Support letter from the nominee's dean or executive director
4. Letters of recommendation as stipulated for each award
5. Sample of representative works, syllabi, or other materials relevant to the specific award
6. Other supporting material that the nominee wishes to submit

All application materials must be submitted electronically to [provost@hbku.edu.qa](mailto:provost@hbku.edu.qa). Please attach PDF file(s) of all application materials and place the name of the Excellence Award that you are applying for in the subject line of the email. Application materials not submitted electronically will not be considered.

## **6. Eligibility:**

- All current full-time academic or research faculty members from HBKU colleges (Assistant Professor or above) and research institutes (Scientists or above) are eligible
- Nominees must have at least three academic years of service at HBKU
- No individual may apply for different awards in the same year
- No individual may receive the same award more than once

## **7. Timeline:**

- Announcement: Late September
- Appointment of Excellence Awards Committee: Late October
- Electronic Submissions Deadline: Sunday, February 18, 2024
- Awards Announced: Late June