01.01.2020

All permanent academic staff of the Faculty of Science

**Calling Applications for Faculty Award for Excellence in Academic Outreach in 2018**

The guidelines for calling applications for Faculty awards for Excellence in Academic Outreach in 2018 is enclosed herewith. Please submit the duly filled application to the Dean’s office on or before 31.01.2020.

Please follow below given guidelines when preparing your applications. Applications that are not in the appropriate format will not be considered.

Thank you.

Prof.K.R.R Mahanama

Dean/Science

**Faculty Award for Excellence in Academic Outreach**

**Objective**: Recognizing and appreciating the academic outreach activities with the intention of promoting and strengthening a strong academic outreach culture within the Faculty of Science.

**Marking scheme**

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Marking scheme** | **Marks claimed by the applicant** | **Marks given by the evaluators** |
| 1. Off campus activities | 01 mark/event  (max 05 marks) |  |  |
| 2. Involvement in professional societies at different levels | President/ Secretary/Treasurer / Editor of a Professional/ Academic Association at National / International level – 02 marks per post  Council Member/Committee Member of a Professional / Academic Association at National / International level – 01 mark per post  Membership of Councils, Boards of Management/Boards of Study in  other Universities/Higher Educational Institutes, which are not ex-officio posts – 02 marks per post  Chairman, Secretary, Member of National / International Committees, Task Forces or Statutory Bodies– 02 marks per post  Other appropriate contributions at national / international level – 01 mark per assignment  (max 04 marks) |  |  |
| 3. Involvement in academic and other tasks for well-being of students | Student Counselor – 01 mark  Academic advisor – 01 mark  Warden of a hostel – 01 mark  Senior Treasurer in student society – 01 mark  President/Secretary/Treasurer of University Teacher Union – 01 mark  Member of Board of Study/ Board of Management/ Committee outside the Faculty (other than ex officio post) – 01 mark  (max 05 marks) |  |  |
| 4. Evaluation of  research grants/ MPhil thesis/ PhD thesis/ Promotion/ Institutional Review/ Programme Review | 02 marks per assignment  (max 06 marks) |  |  |
| 5. As a resource person in Seminars / Workshops / Staff Development Programmes /  CPD Programmes / Extension Courses / Short Courses  Keynote / Invited/ Plenary Speaker in Symposium/ Mini Symposium/ Conference | 02 marks per assignment  (max 06 marks) |  |  |
| 6. Department Development | 01 mark per activity (other than the previously mentioned activities)  (max 15 marks) |  |  |
| 7. Faculty and University Development | 02 marks per activity (other than the previously mentioned activities)  (max 20 marks) |  |  |

**Awarding criteria:**

Any applicant that scores a minimum of 20 marks will receive a Faculty Award for Excellence in Academic Outreach which will carry a certificate.

**Conditions**

* The applicant should be a member of the permanent staff of the Faculty of Science, University of Colombo and had done at least 60 hours (4 credits) teaching (or equivalent practical) during the year under consideration (On account of staff member’s administrative duties, the 60 hours should be reduced to a minimum of 30 hours for the Head of the Department/Dean of the Faculty).
* One academic member is entitled to only one award per year.

**Evaluation Process**

* Applicant has to complete the table given under the marking scheme by providing details and evidence under each of the seven criteria where marks are claimed. For the department development: a detailed report should be submitted with recommendations of the Head of the Department. For the faculty development: a detailed report should be submitted with recommendations of the Dean/Science. Complete table with necessary evidence should be submitted to the Heads Committee.
* Academic contributions made under any of the categories listed above, dated between 1st January and 31st December of the year under consideration, are eligible for the award.
* Heads Committee should evaluate the applications and determine whether the marks claimed by the applicant are acceptable. The Heads Committee have the mandate to change the marks claimed by the applicant having evaluated the application if the members are of the view that the marks claimed by the applicant are not in accordance with the guidelines provided or if the applicant has claimed more marks than that can be assigned reasonably for the work presented.
* Those applicants who receive at least the minimum score qualify for the Faculty Award for Excellence in Academic Outreach.
* The Faculty Award for Excellence in Academic Outreach shall be conferred upon the recipients during the special faculty board meeting.

**APPLICATION FOR FACULTY AWARDS FOR EXCELLENCE IN ACADEMIC OUTREACH**

**(This application should be submitted with the relevant evidence to the Heads Committee on or before the deadline to be considered for the above award)**

SECTION 1:DETAILS OF APPLICANT

Name:

Department:

**Details from January 01 to December 31, 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Marks Claimed by applicant** | **Marks given by Evaluators** |
| 1 | Description of the activity  **Attach evidence (example: invitation letter / appreciation Letter)** |  |  |
| 2 | Details of the positions in professional societies  **Attach evidence (appointment Letters/appreciation Letter/ minutes)** |  |  |
| 3 | Details of the positions in academic and other committees for well-being of students  **Attach evidence (appointment Letters/appreciation Letter/ minutes)** |  |  |
| 4 | Details of the assignment  **Attach evidence (appointment Letters/appreciation Letter)** |  |  |
| 5 | Details of the events  **Attach evidence (invitation letter / appreciation Letter/ Certificate)** |  |  |
| 6 | Details of the department development activities  **Attach evidence (letter from the head of the Department)** |  |  |
| 7 | Details of the Faculty/University development activities  **Attach evidence (letter from the Dean of the Faculty)** |  |  |

Details of courses you taught during the year (January 1st to December 31st 2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code** | **Lecture/Practical** | **Course Title** | **Number of Credits** | **Number of Hours** |
|  |  |  |  |  |

I hereby certify that the details furnished are true.

**Date Signature of Applicant**

Observation of the Head of the Department (Recommended/ Not recommended)

**Date Signature of Head of the Department**

Observation of the Dean (Recommended/ Not recommended)

**Date Signature of the Dean**