

MEMO 2: Faculty Award for Excellence in Academic Outreach

Memo 439/FB/02 b

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. 05marks)		
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	Student Counselor – 01 mark		

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students	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 previously mentioned activities) Max 15 marks		
7. Faculty and University Development	02 mark per activity (other than 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

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should be reduced to a minimum of 30 hours for the Head of the Department/Dean of the Faculty.).

- One academic member is entitled for only one award per year

Evaluation Process

- Applicant has to complete the table given under the marking scheme by providing details and evidences 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 evidences 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 guideline 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.