Guidelines

Award for Excellence in Academic Outreach

These awards are to recognize, appreciate, encourage, and honour the academic staff members in the University of Jaffna who are excelling in teaching, research, innovation, contribution to department/Faculty/University, student related activities and outreach activities/ community interaction. These recognitions will create junior staff members to follow, be encouraged, and get involved in research and innovation activities that will uplift the university's ranking nationally and internationally. Through these awards, the university expects to motivate the staff members to actively engage in not only teaching and research activities but also community involvement.

1. Objective:
The award is presented in recognition and appreciation of teaching, research and outreach activities of academic staff with an intention of promoting fostering and strengthening of outreach culture in the faculty/university.

2. Eligibility Criteria
- The applicant should be a member of the permanent staff of a faculty of the University of Jaffna.
- The applicant should have done at least 60 hours (4 credits) teaching (or equivalent practical) during the year under consideration. If the applicant has carried administrative duties (Head of the Department/Dean of the Faculty) the teaching load is reduced to 30 hours (2 credits).
- The affiliations for all components considered for awards should represent University of Jaffna as an affiliation.

3. Awarding criteria:

Four (4) awards will be presented to the eligible applicants at the university and faculty levels, as elaborated below.

1. Academic Excellence Award
2. Excellence in Teaching Award
3. Excellence in Research Award
4. Excellence in Outreach Award

The total points and minimum points for each component of evaluation (Section A, B and C) should obtain in order to qualify for the Awards are given below.

Awards	Section A	Section B	Section C	Total
Academic Excellence Award	15	15	10	50
Excellence in Teaching Award	30	10	5	50
Excellence in Research Award	10	30	5	50
Excellence in Outreach Award	10	5	30	50

Section A: Teaching & Academic Development
Section B: Research & Creative Work
Section C: Contribution to National/University Development & Outreach Activities

4. Evaluation Process

- Applicant has to submit an application by completing the template is provided herewith with supportive evidences for each aspect claimed.
    - For the department development: a detailed report should be submitted with recommendations of the Head of the Department.
    - For the faculty/university development: a detailed report should be submitted with recommendations of the Dean of the respective Faculty.
    - Application should be submitted through the respective Head and Dean to the Evaluation Committee appointed by the Senate.
- The period falls between 1st January and 31st December is considered for an award. Academic contributions can also be made considering this period.
- The senate-appointed evaluation committee should include Dean of the Faculty (chairman), one member from Senate Standing Committee on Quality Assurance, one senior academic staff among staff members from faculty and one senior academic staff among staff members from outside the faculty.
- The Evaluation Committee have the mandate to make any changes in the marks claimed by the applicant if the committee is of the 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.
- The **Awards** shall be conferred upon the recipients during a meeting of the University Senate.

Section A: Teaching & Academic Development

Maximum

A1. **Student feedback**   05
A detailed student feedback report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.

Ref. Annex A1

A2. **Peer evaluation**   05
A detailed peer evaluation report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.

Ref. Annex A2

A3. **Extra teaching workload in the Department**   05
A detailed teaching workload report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.

Ref. Annex A3

A4. **Extra Teaching Load outside the Department**   05
A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.

- Outside the Discipline
- Inter-faculty teaching

A5. **Postgraduate Supervision**   no limit
Supervision of PhD. and MPhil theses and dissertations (For joint supervision, the marks should be appropriately apportioned)
- Completed on particular year
   PhD:
                              (5 points/ Thesis)
   MPhil:
                              (3 points/ Thesis)

A6. **Contribution to curriculum planning/revision/development**   05
A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.
- Introduction of new courses/new degree programmes
- Curriculum planning and development
- Development of new material for existing courses (both Undergraduate and Postgraduate)
- Laboratory planning and development

A7. **Any other relevant contribution to teaching** 05
A detailed report on any other relevant contribution to teaching prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.

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Section B: Research & Creative Work

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B1. **Publication**
Type 1: Published in peer-reviewed articles in the recognized   no limit
indexed journals

(5 points/Article)
Additional marks provide based on SJR (Scimago Journal & Country Rank) score of the journal (Note: Authorship contribution calculated for total marks for particular publication including addition marks for SJR score)
SJR>2.0: 4 points
SJR>1.5: 3 points
SJR>1.0: 2 points
SJR>0.5: 1 point

Indexed journals for this purpose are as listed under at least one of the following categories:
  a) Web of Science (Clarivate Analytics): Science Citation Index Expanded/ Emerging Sources Citation Index (ESCI)/ Social Sciences Citation Index/ Arts and Humanities Citation Index:
  b) www.scopus.com
  c) www.ncbi.nim.nih.gov/m/pubmed (PubMed, MEDLINE)
  d) Library and Information Science Abstracts (LISA)
  e) Library, Information Science and Technology Abstracts (LISTA)
  f) ERIC
  g) Engineering Index

Type 2: Published in peer-reviewed articles in the journals other than   05
the list in Type 1. (Note: Candidate have made sure article should not be Unethical publications with particular reference to predatory Journals and Plagiarism. Evaluation panel have right to remove such a publication from the list)

(1.5 points/ Article)

Type 3: Published as a peer reviewed full paper in conference   05
proceedings.

(1 point/ Article)

Type 4: Published article in the scientific magazines   05
(0.5 points/article)

B2. **Books and Book chapters**

- Books published by a reputed international publisher   no limit

  (6 points/ Book)
- Books published by a reputed national publisher   05

  (2 points/ Book)
- Book chapters published by a reputed international publisher   no limit

  (2 points/ Chapter, max 6 points)
- Book chapters published by a reputed national publisher   05

  (1 points/ Chapter, max 2 points)

Note: Evaluation committee should exercise caution in allocating points for each work taking into account the quality and standard of the content as well as reputation of the publisher.

B3.   **Patents & certificate for inventions**   no limit
- International patent

  (6 points/ Patent)
- National patent

  (2 points/ Patent)
- International certificate

  (2 points/ Certificate)
- National certificate

  (1 points/ Certificate)

B4.   **Awards**
- International <u>competitive</u> awards   no limit

  (6 points/ Award)
- National <u>competitive</u> awards   no limit

  (4 points/ Award)
- National threshold awards

  (2 points/ Award)   no limit
- Recognized international/national awards for research

  (1 points/ Award)

        03

Note:
University level awards and best presentation or best paper in conference are not considered for awards categories.
Applicant should provide a brief writeup of the credibility of awarding body. Evaluation committee should exercise caution in allocating points for each award taking into account the standard of the awarding body.

B5.   **Research Grants**   no limit
- Total grant amount over LKR 50 million

  (8 points per year/ Grant)
- Total grant amount LKR 10 – 50 million

  (6 points per year/ Grant)
- Total grant amount LKR 5 – 10 million

  (4 points per year/ Grant)

- Total grant amounts up to LKR 5 million or other personal grants
  (2 points/ Grant)

Note for B1, B2, B3, B4 and B5:
- Authorship or ownership for publications, books, patents, awards and grant are allocated in following distribution.
  a) If single author/awardee/investigator, the candidate will receive 100% of the points.
  b) If two authors/awardees/investigators, first author/principal awardee/principal investigator will receive 60% of the points and second author/awardee/investigator will receive 40% of the points and for award points, it is equally shared.
  c) If the publication has more than two authors/awardees/investigators, first/corresponding author/principal awardee/principal investigator will receive 40% of the points and remaining authors/awardees/investigators will share points equally according to balance percentage and for award points, it is equally shared.
- Research published (with volume number and page number/article ID) within the previous year from January to December will be considered. Accepted articles and online first articles are not considered for that particular year.
- Paper should be uploaded in the Research Repository of University of Jaffna, http://repo.lib.jfn.ac.lk/ujrr/.

B6.   **Editorial & Reviewing activities**
- Editor-in-chief in an International Indexed Journals — no limit
  (6 points/ Journal)
- Editor-in-chief in National Journals — no limit
  (3 points/ Journal)
- Member of Editorial Board/Guest Editor in International Indexed Journals — 05
  (2 points/ Journal)
- Member of Editorial Board/Guest Editor in National Journals — 05
  (1 point/ Journal)
- Reviewer for Indexed Journals — 05
  (0.5 points/ Journal)

B7.   **Creative works** — 10
Originally created poem, songs, lyrics, and music composed, drama play, films produced.
  (5 points/ Activity)

**Section C: Contribution to National/University Development &
Outreach Activities**

C1.   **Outreach activities/ community interaction**
        Organizing training programmes/ awareness programmes etc.   10
                        (2 points/ Event)

C2.   **Involvement in professional societies at different levels**   05
        - President/ Secretary/ Treasurer/ Editor of a Professional/
          Academic Association at National / International level
                        (2 points/ Position)
        - Council Member/Committee Member of a Professional/
          Academic Association at National / International level
                        (2 points/ Position)
        - Membership of Councils, Boards of Management / Boards of
          Study in other Universities / Higher Educational Institutes,
          which are not ex- officio posts)
                        (2 points/ Position)
        - Chairman, Secretary, Member of National / International
          Committees, Task Forces or Statutory Bodies
                        (2 points/ Position)
        - Other appropriate contributions at national / international level
                        (1 point/ Position)

C3.   **Involvement in academic and other tasks for well-being of**   10
        students at university level
        - Director/Coordinator of a Centre/Unit
        - Coordinator for Postgraduate Programmes
        - Proctor
        - Chief Student Counselor
        - Warden of a hostel
        - Alumni officer at the University
        - President/ Secretary/ Treasurer of University Teacher Union
        - Member of Board of Study/ Board of Management/ Committee
          outside the Faculty (other than ex official post)
        - Involvement in students' welfare activities
                        (2 point/ Position)

C4.   **Involvement in academic and other tasks for well-being of**   05
        students at Faculty level
        - Deputy Proctor
        - Student Counselor
        - Academic Counsellor
        - Senior Treasurer in student society
        - President/Secretary/Treasurer of a Faculty level Teacher Union
        - Alumni officer at the Faculty
        - Involvement in students' welfare activities
                        (1 point/ Position)

C5.	**Evaluation of research grants/ MPhil thesis/ PhD thesis/ Promotion/ Institutional Review/ Programme Review**	03

<div align="center">(0.5 points/ Assignment)</div>

C6.	**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**	05

<div align="center">(1 point/ Assignment)</div>

C7.	**Contribution to the development of the Department** A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Head of the Department.	10

<div align="center">(1 point/ Assignment)</div>

C8.	**Contribution to the development of the Faculty/University** A detailed report prepared by the applicant should be submitted for evaluation with the recommendations and observations of the Dean of the Faculty.	10

<div align="center">(1 point/ Assignment)</div>

Note for C6, C7 and C8
Relevant evidence-based document about activity should be submitted with endorse by coordinator/Chairperson, Director/ Head/ Dean of the relevant committee

C9.	**Chief Examiner for GCE (A/L) paper marking**	01

C10.	**National / International level contribution** President of a Professional/Academic Association at National / International level	10

<div align="center">(up to 2 points/assignment)</div>

Secretary/Treasurer of a Professional/Academic Association at National / International level

<div align="center">(up to 1 points/assignment)</div>

Chairman, Secretary, Member of National / International Committees, Task Forces or Statutory Bodies

<div align="center">(up to 1 point/assignment)</div>

Member of the National bodies such as NEC, NRC, NSF, NIFS, etc.

<div align="center">(up to 1 point/assignment)</div>

Other appropriate contributions at national / international level

<div align="center">(up to 1 point /assignment)</div>

Annex

A1: Student Evaluation

- Should have been carried out on form prescribed by Department/Faculty/University
- Should have been carried out and analyzed by Head of Department or nominee
- Should be carried out for each teacher separately, if course is shared
- Can be carried out for each course taught by teacher
- At least 60% of registered students for the course must be sampled
- Marks based on mean score[1] corresponds to:

        $5.0 \geq S > 4.5$: 5 marks
        $4.5 \geq S > 4.0$: 4 marks
        $4.0 \geq S > 3.5$: 3 marks
        $3.5 \geq S > 3.0$: 2 marks
        $3.0 \geq S > 2.5$: 1 mark

Table A1: Calculation of mean score for student evaluation

Course Code	Course credit (A)	Student enrolment	Course credit share for Lecturer (B)	Student evaluation score (D)	Weighted Score (B*D)
A001	3.0	80	2.0	4.20	
A002					
			Σ(B)		**Σ(B*D)**

Mean score calculated as, S = Σ(B*D)/ Σ(B)

Note:
   i.   If student evaluation score given for value other than out of 5.0, the score should be normalized to 5.0.
  ii.   If Lecturer not conduct required credit load, marks to be factored by "Credit load for which teacher is responsible)/Required credit load"

A2: Peer Evaluation

- Should have been carried out on form prescribed by Department
- Should have been carried out by peer appointed by Faculty on the recommendation of the Head of Department (along with appointment of Examiners and Moderators)
- Should be carried out for each course taught by teacher
- Marks based on mean score[1] corresponds to:

        $5.0 \geq P > 4.5$: 5 marks
        $4.5 \geq P > 4.0$: 4 marks
        $4.0 \geq P > 3.5$: 3 marks
        $3.5 \geq P > 3.0$: 2 marks
        $3.0 \geq P > 2.5$: 1 mark

Table A2: Calculation of mean score for peer evaluation

Course Code	Course credit (A)	Student enrolment	Course credit share for Lecturer (B)	Marks given by peer evaluation (D)	Weighted Score (B*D)
A001	3.0	80	2.0	4.20	
A002					
			Σ(B)		**Σ(B*D)**

Mean score calculated as, P = Σ(B*D)/ Σ(B)

Note:
  i.   If peer evaluation score given for value other than out of 5.0, the score should be normalized to 5.0.
  ii. If Lecturer not conduct required credit load, marks to be factored by "Credit load for which teacher is responsible)/Required credit load"

A3: Department teaching workload

- Should have been carried out on form prescribed by Department
- Should be carried out for each course taught by teacher
- Marks based on mean score[1] corresponds to:

$$W > 2.00 \qquad\qquad : 5 \text{ marks}$$
$$2.00 >= W > 1.75 \qquad : 4 \text{ marks}$$
$$1.75 >= W > 1.75 \qquad : 3 \text{ marks}$$
$$1.50 >= W > 1.25 \qquad : 2 \text{ marks}$$
$$1.25 >= W > 1.00 \qquad : 1 \text{ mark}$$

Table A3: Calculation of mean score for **Inter department teaching workload**

Course Code	Course credit (A)	Student enrolment	AF[1]	Course credit share for Lecturer (B)	Weighted Score (B*AF)
A001	3.0	80	1.2	2.0	
A002					
					Σ(B*AF)

Mean score calculated as, W = Σ(B*AF)/ Required credit load

Required credit load = 9 credit equivalent hours

[1] Adjustment Factors for Class Size of Lectures

Class Size *	**AF**
0-15	0.5
15-24	0.6
25-34	0.7
35-39	0.8
40-44	0.9

45-54	1.0
55-64	1.1
65-74	1.2
75-84	1.3
85-94	1.4
95-104	1.5
105-114	1.6
115-124	1.7
125-134	1.8
135-144	1.9
145-154	2.0
155-164	2.1
165-174	2.2
175-184	2.3
185-194	2.4
195-204	2.5
205-214	2.6
215-224	2.7
225-234	2.8
235-249	2.9
≥ 250	3.0