

*Sultanate of Oman  
Ministry of Higher Education  
Directorate General for  
The Colleges of Applied Sciences  
Office of the Director General*

## **Worksheet for a Teaching Excellence Award**

In order to enhance the teaching process in higher education institutions and promote their reputation locally and internationally, and in recognition of the significant role played by faculty teachers in that respect, many academic institutions all over the world grant Teaching Excellence Awards and Outstanding Teacher Awards for their best teachers.

Within this framework, Ibri college of Applied Sciences has submitted a Proposal for a Teaching Excellence Award and an Outstanding Teacher Award, after having consulted other colleges as well as the Department of Academic Programs.

Therefore, Ibri College of Applied Sciences hopes that the Proposal for a Teaching Excellence Award is met with approval.

## **The Teaching Excellence Award**

### Goals:

In order to enhance the teaching process in higher education institutions and promote their reputation locally and internationally, and in recognition of the significant role played by faculty teachers in that respect, many academic institutions all over the world grant Teaching Excellence Awards and Outstanding Teacher Awards for their best teachers.

Such an award fulfills a number of goals, including:

1. To substantiate the higher education institution's recognition of the excellent teacher's effort
2. To confirm the degree of importance the higher education institution lends to the teaching and learning processes
3. To make all teachers aware about the teaching standards the College endeavors to achieve. The awarded teacher will serve as a model in that respect.
4. To validate the talents of outstanding teachers and their ability to put their paramount knowledge and effort at the service of their students. Honoring earnest employees actually falls within the set of goals the Quality Assurance scheme aims to achieve.

### The Award:

Based on the aforementioned goals, the following awards are suggested:

1. A Teaching Excellence Award at the level of each college
2. An Outstanding Teacher Award: It will consist of only one award for all colleges to be granted to just one teacher among the winners of the Teaching Excellence Award.

### Nomination Conditions for the Award:

All CAS faculty teachers are entitled to either submit their own nomination themselves or be nominated by any other colleague on the following conditions:

- a) The nominee must have been employed at the college for a minimum of two years

- b) He/she must not have won the award during the previous three years
- c) He/she must be actually fulfilling his/her teaching duties during the year in which his/her nomination has been submitted
- d) The Outstanding Teacher Award will not be granted more than twice during any teacher's College career, in which case a time gap of five years has to have elapsed between the first and second award.

Selection Criteria:

- a) The selection criteria are contingent upon the fulfillment of two essential conditions:
  - i. Commitment to the principles prescribed by the Colleges of Applied Sciences in their strategic plans in accordance with their visions and mission
  - ii. Excellence in teaching through acknowledged practices, whether the latter be traditional, modern or both.
  
- b) The selection will be done according to the following criteria:
  - i. To have designed an academic course or provided assistance in that respect (this could be either writing the whole course or parts of it, working as a course coordinator who has made tangible contributions in revising the course, or serving as a member of a course revision panel—as it is actually the case in the Colleges)
  - ii. To be using modern teaching techniques
  - iii. To have made innovations in the teaching approaches and methods
  - iv. To have published books or course books related to the actual academic programs
  - v. To have designed course materials that helped students better understand and assimilate the course
  - vi. To be committed to the goals and content of the academic program
  - vii. To take course-related assignments seriously and be keen on correcting them
  - viii. To supervise student progress and work towards improving the overall students' levels
  - ix. To use the Blackboard system by uploading helpful material to the students
  - x. To have good relations with the students inside and outside the classroom
  - xi. To take student evaluation and feedback seriously

- xii. To be committed to the job duties inside and outside the college, such as the fulfillment of academic advising tasks and participation in different committees

### **The Teacher's Portfolio**

In order for the above criteria to be verified, the nominee must submit a portfolio about his/her teaching performance comprising the following:

1. An updated Resume
2. A précis of his teaching philosophy, the means utilized to fulfill his/her teaching objectives and the most important target results his/her students are expected to achieve through his/her teaching
3. A specification of the teaching methods and aids he/she used in order to meet the course objectives and the extent to which they were successful. The nominee must also indicate any other means he utilized to fulfill the said objectives (for example the teaching material he designed and the assessment material he used such as quizzes, assignments, slides, films, videos, etc.).
4. An account of the distribution of the Units in each of the courses he taught
5. An account of the classes he taught including their levels and the number of students in each level
6. A description of the channels of communication he/she employed with the students other than usual teaching (such as supervision of projects, discussion forums, revision lectures, etc.), and the way he/she carried them out
7. An account of his/her indirect impact on students through:
  - a. Curriculum development on different levels such as the courses and units, with a specification of its importance in helping fulfill the teaching objectives
  - b. The contributions he/she made to help advance and improve the teaching process inside and outside the College through his/her own books, articles, lectures and workshops, and the extent to which these contributions had influenced students as well as the teaching process as a whole (relevant print publication data must be provided)
8. An explanation of personal self-development efforts as a teacher through:
  - a. A description of his/her attitude towards the student survey results whether they be positive or negative
  - b. An account of personal self-development efforts as a teacher based on feedback from students as well as fellow teachers

- c. Actual changes to his way of teaching that occurred thanks to his/her own self-evaluation, and prospective ones based on future plans
9. Any other suggested criteria

#### The Selection Committee (Inside the College):

In order to ensure that the nominee has accomplished all of the aforementioned and other requirements and is actually outstanding, the following steps have to be taken:

- a. The setting up of a College Committee chaired by the Assistant Dean for Academic Affairs (or an HOD of any academic department other than the nominee's) and two senior teachers (one holding a higher scientific degree than the nominee, while the other having at least the same degree level)
- b. The committee would be in charge of the following tasks:
  - i. It would ensure that the nominee fulfills the required conditions
  - ii. It would examine the following:
    - a) The teacher's Blackboard website
    - b) The student survey results
    - c) The nominee's portfolio
    - d) The Head of Department's Report on his/her performance
  - iii. The committee would have the right to take any other procedures to reinforce its decisions, such as: talking with the College Dean, the HOD, the nominee's colleagues or random samples of students either personally or over the phone

#### Nomination Procedures:

- 1. The nominee must complete a relevant form
- 2. He/she must submit relevant documents to his/her HOD who, in turn, would transmit them to the College Dean to be, then, forwarded to the Selection Committee's chair
- 3. A deadline for the submission of nominations has to be set (for example: the second week of March every year)

#### The Committee's Work Procedures and Declaration of Winners:

- 1. The Selection Committee must complete its tasks, send its nominations and submit an exhaustive report about its work in the first week of May every year
- 2. The nominations must be submitted to the College Dean

3. They must then be approved by the College Academic Council
4. The results must be declared in the first week of June
5. The winners would be honored in a ceremony attended by H.E. the Undersecretary and/or the General Director in the second or third week of June every year

**\* The Outstanding Teacher Award at the level of all colleges**

1. It would be subject to the same criteria as the above
2. The Outstanding Teacher Award committee must be appointed by the General Director of colleges. Its members' scientific degrees must be equal to or above those of the nominees.
3. The results would then be made public

Value of the Award:

We suggest that the Award consist of:

- a. A considerable financial prize
- b. A shield bearing the emblem of the Sultanate and the colleges with the "Teaching Excellence Award" written on it
- c. A certificate of merit
- d. The names of winners to be published annually on the colleges' website
- e. The Outstanding Teacher Award's financial prize to be the higher one