

# **National University Of Computer and Emerging Science**



## **Best Teacher Award Policy**

**Version 1.0**

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**Islamabad – Chiniot-Faisalabad – Karachi – Lahore – Peshawar**

**[www.nu.edu.pk](http://www.nu.edu.pk)**

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**Definitions:** In the policy, the following expressions shall have the meanings hereby respectively assigned to them as under:

BCTA:	Campus level - Best Teacher Award.
BUTA:	University level - Best Teacher Award.
Campus HR:	Human Resource Department of a Campus.
FLEX:	It is an academic record management system.
HEC-BUTA:	It is national level award conferred by Higher Education Commission of Pakistan. HEC-Best University Teacher Award.
HoD:	Head of Department.
SE:	Selection Committee.
SLATE:	It is a learning management system.
NUCES:	National University of Computer & Emerging Sciences.

## 1. Purpose

The Best Teacher Award is established to recognize outstanding teachers at National University of Computer and Emerging Sciences (NUCES). It would be a source of motivation and encouragement for all teachers to enhance their pedagogical and professional skills.

## 2. Scope

It is open to all the teachers from Lecturer to the Professor. The framework of Best Teacher Award is a set of criteria, based primarily on indicators of effective teaching and pedagogical skills.

## 3. Timeline

The teachers for award will be evaluated over an academic year (July-June).

## 4. Award Levels

NUCES announces Best Teacher Award at two levels.

1. Best Campus Teacher Award (BCTA).

The campus level award would be conferred by the Campus Director. This award would consist of a certificate of appreciation, a shield, and a cash prize.

2. Best University Teacher Award (BUTA).

The university level award would be conferred by the Rector in the ceremony of convocation. This award would consist of a certificate of appreciation, a shield, and a cash prize. The teacher who will win the Best University Teacher Award will be the nominee for the HEC National-Level Best University Teacher Award from the NUCES.

## 5. Eligibility Criteria

The eligibility criteria for Campus level are given below, whereas HEC eligibility criteria would be followed for the University level award.

1. Full-time permanent faculty member (Professor, Associate Professor, Assistant Professor, and Lecturer).
2. Completed three years of consecutive/active service as a permanent faculty at the university. Candidate shall not be on probation.
3. The candidate is not recipient of Campus Best Teacher Award in the last three years.
4. The candidate has not availed long-term leave (i.e., exceeding 3 weeks) during the period of evaluation?
5. There shall not be any disciplinary proceedings against the faculty member during the previous three (03) years.
6. There shall not be any adverse remarks recorded in the APR of the faculty member during the previous three (03) years.

## 6. Parameters

For award, following parameters would be considered by given weightages.

No.	Parameter	Maximum Weightage
1	Workload	5
2	Course Outline	10
3	Teaching Methodology & Assessment	20
4	Regularity/Punctuality	15
5	Job Responsibility	10
6	Student Feedback	5
7	Trainings	10
8	Institutional Development	10
9	Campus & Departmental Development	15
	<b>Total</b>	<b>100</b>

## 7. Selection Committee

Each campus would constitute a permanent Section Committee (SC) for BCTA having following composition.

1. Campus Director - Committee Chair.
2. All Head of Departments.

A permanent SC at NUCES Head Office shall review/evaluate the nominations from each campus for BUTA as per HEC framework. This committee will also forward the Best Teacher nomination from NUCES to National-Level award. This committee, as guided by HEC, shall be comprised of.

1. Rector – Committee Chair.
2. Registrar.
3. Director Quality Enhancement Cell.
4. Dean of the short-listed teacher.

## 8. Procedure

1. The Selection Committee (SC) shall request Campus HR department to share the list of teachers who fulfill the basic eligibility criteria.
2. Upon receipt of list of eligible teachers from Campus HR, the SC shall call for the nominations.
3. All the nominees shall provide their responses as per the form attached as annex I on Flex and upload supporting documents as evidence.
4. Score will not be marked in case required documentary evidence is not provided in support of accomplishment(s) claimed. The evidence must be uploaded in order against each parameter and must be tagged properly to facilitate evaluation.
5. The SC would review and scrutinize the applications as per the guidelines given in the Annex I of Assessment Method and finalize its decision by selecting a winner.
6. The top scoring teacher would be nominated for Campus Award at each campus, and the top scored teacher amongst the campuses would be nominated for University Award.
7. All Best Teacher Awards shall be distributed at the time of University Convocation.
8. Each award would consist of a certificate of merit, a shield, and a cash prize See Annex II.
9. The award winner teacher can apply after a lapse of three years.
10. Members of SC will not be eligible for the award.
11. Anyone who provides false or misleading evidence will be barred from the competition during their stay at NUCES. And the award granted based on false and misleading evidence will be withdrawn.

## 9. Assessment Method

1. There are multiple questions for each parameter. Response to all questions is mandatory.
2. The question carries equal marks as Yes=2, Somewhat=1 and No=0
3. Weightage against each parameter must be calculated as per the following formulae:

**(Marks Secured divided by Maximum Marks multiply by Weightage) x 100**

*Below is the solved example for Parameter 3 (Teaching Methodology & Assessment) in a scenario where the candidate's answer to 2 questions is "Yes" and to 1 question is "Somewhat":*

*Total questions in parameter 3 are 3, thus maximum marks of the parameter are 9*

*Weightage of parameter 3, as per Table above, is 15 % or 15/100*

*Marks Secured for "Yes":  $2 \times 2=4$  and for "Somewhat":  $1 \times 1=1$ , so total marks secured are 6*

***Weight calculation as per above mentioned formulae =  $(6/9 \times 15/100) \times 100 = 10$***   
*(weight obtained by the candidate in parameter 3)*

The total weight obtained by the candidate in all parameters will be the sum of weights obtained by the candidate in each of the eleven parameters.

**General Information**

No.	Particulars	To be Filled by Applicant
1	Employment Number	
2	Name	
3	Present Position	
4	Department	
5	Discipline	
6	Area of Specialization	
7	Date of joining	
8	Total Teaching Experience	
9	Terminal Qualification	
10	Year of Terminal Qualification	
11	Degree awarding Institute/University	
12	Date of Birth	
13	Year of Reception of Best Campus Teacher Award	
14	Year of Reception of Best University Teacher Award	

Yes <input type="checkbox"/>	2
Somewhat <input type="checkbox"/>	1
No <input type="checkbox"/>	0

S.No.	Weightage	Parameter	Q.No.	Questions	Description	Response (Yes/Somewhat/No)			Evidences with appropriate title and annex number
1	5	Workload	i	Did you take the teaching workload as per NU rules during the assessment period?	All such cases will be included where teaching load is reduced by the University by keeping status as Full-Time. Break due to Meternity Leave shall be ignored.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Time Tables (Fall & Spring)
			ii	<u>Did you take any new courses or labs during the assessment period?</u>		Yes <input type="checkbox"/>		No <input type="checkbox"/>	Time Tables of previous year
2	10	Course Outline	i	<u>Did you prepare the Course Outline as per the given template, which includes details such as mapping the Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs), specifying course prerequisites, selected textbooks and reference materials, an assessment plan, a week-wise lesson plan that identifies CLOs for each lecture, and outlining the teaching methodology?</u>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Course Outline
			ii	<u>Did you plan the content well enough to cover the entire subject?</u>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Course Outline
3	20	Teaching Methodology & Assessment	i	Did you deliver the course material at a reasonable pace throughout the semester?		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Course Outline
			ii	Did you employ teaching methodology that foster student learning and classroom participation? (Lecture, Interactive Lecture, Directed Discussion, Direct Instruction, Guided Instruction, Just-in-Time Teaching, Scenario-based, Case-based, Inquiry-based, Project-based, etc.)		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Teaching material or PPTs
			iii	<u>Did you assess and evaluate student proficiency in expected learning outcomes to meet educational objectives?</u>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Grading scheme, tests, quizzes, assignments developed during assessment period.
			iv	<u>Dis you used modern technologies for classroom and assessment activities?</u>	List the modern technologies did you used for classroom and assessment activities	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	provide appropriate evidence



			v	<a href="#">Did all the Final Year Project (FYP) groups assigned to you during the reporting period complete their projects on time?</a>	How many Final Year Project were completed under your supervision during the assessment time period?	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Notification: Provide a list of all assigned FYP groups assigned to you along with their completion status.
			vi	<a href="#">During the reporting period, have any of the Final Year Projects (FYPs) you supervised—assigned within the same period—been completed in collaboration with industry?</a>	How many Final Year Project were completed under your supervision in collaboration with Industry?	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
4	15	Regularity/Punctuality	i	Did you share the results of formative assessment (quizzes, assignments, etc.) with students on time?		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Provide Screenshot
			ii	Did you submit exam results by updating Flex within due time?		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Provide Screenshot
			iii	<a href="#">Did you timely update Flex and SLATE/Google Classroom during the assessment time period?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Provide Screenshot
			iv	<a href="#">Did you give feedback after every semester on courses that you teach, through the Faculty Course Review Report (FCRR) on Flex OR through the CLO CQI form during the assessment period?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Provide Screenshot
			v	<a href="#">Did you maintain or update course files for all the courses you taught during the assessment time period?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Provide Course File
5	10	Job Responsibility	i	<a href="#">Were you available on campus as per the department's expectations, like for departmental meetings, FYP evaluations, etc.?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
			ii	<a href="#">Were you available on campus as per the campus's expectations, like for invigilations and campus meetings, etc.?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	
			iii	<a href="#">Have you participated/attended all relevant trainings/seminars, etc. arranged by the campus (within) for faculty?</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Certificate/Date and Title of event
6	5	<a href="#">Student Feedback</a>	i	<a href="#">Were the students satisfied according to the Feedback provided on Flex? (mark "Yes" for &gt; or = to 70%, mark "Somewhat" if marks range from 69% to 50%, below 50% mark "No")</a>		Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	2 different Student Feedbacks from both semesters

7	10	Trainings	i	<a href="#">Did you impart any training workshops/seminars for the faculty/staff as a resource person?</a>	During evaluation, number of imparted trainings will be considered.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Approval from HoD for said Activity, Certificate, Invitation as Resource Person etc.
			ii	<a href="#">Did you arrange any training workshops/seminars for the faculty/staff as principal organizer?</a>	During evaluation, number of arranged trainings will be considered.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Approval from HoD for said Activity, Certificate, attendance list etc.
			iii	<a href="#">Did you attend any training workshops/seminars etc. outside university?</a>	During evaluation, number of arranged trainings will be considered.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Approval from HoD for said Activity, Certificate.
8	10	Institutional Development	i	Were you a member of any committee at University level like BoS, BoF, etc. during a reporting time period?	During evaluation, number of memberships in campus committees will be considered.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
			ii	If yes, share your contribution along with participation in meetings of such committee(s).	HoDs will be consulted for the Agenda Items floated by a faculty member for discussion in University Committee. It will help the selection committee to assess faculty contributions.	Yes <input type="checkbox"/>	Somewhat <input type="checkbox"/>	No <input type="checkbox"/>	Minutes
9	15	Campus & Departmental Development	i	<a href="#">Were you a member of any committee at the Campus level like DC, Condemination committee, EHS committee, etc.?</a>	During evaluation, number of memberships in campus committees will be considered.	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
			ii	<a href="#">Have you participated as a member of a key mega events like NESCON/DAIRA etc.?</a>		Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
			iii	Did you contribute to QA activities as a member Program Team (PT) or Assessment Team(AT) etc.?	This record will be taken from Campus QECs	Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
			iv	Do you have any contributions towards campus & departmental development for which you avail course load waiver?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	Notification
			v	Do you have any contribution towards campus & departmental development for which you did not avail course load waiver?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	Minutes

