



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE (APP)

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<b>NUMBER</b>	: 011-P-V03-2020
<b>TITLE</b>	: <b>President's Award</b>
<b>ORIGINATING DEPT</b>	: <b>Development and Quality Management Affairs</b>
<b>ORIGINAL DATE</b>	: <b>11 November 2015</b>
<b>REVISED DATE</b>	: <b>11 November 2019</b>
	: <b>10 November 2020</b>

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### 1. STATEMENT OF PURPOSE

To establish a policy and set of procedures to evaluate, recognize and reward the outstanding academic programs, courses and faculty members in the University.

### 2. APPLICABILITY

This APP applies to all KSAU-HS faculty members, programs and courses in its all regions.

### 3. RELATED REFERENCES

- President's Award for Excellence Handbook

### 4. DEFINITIONS

- 4.1 **Academic Program** refers to all bachelor and master academic programs offered at KSAU-HS colleges
- 4.2 **Course** refers to all courses delivered at KSAU-HS colleges as part of an academic program
- 4.3 **Course Coordinator** is a nominated faculty member from the program who is responsible to coordinate course activities among all sections (male, female) within a campus
- 4.4 **DQMA** is an acronym for Development and Quality Management Affairs
- 4.5 **Faculty member** refers to academic teaching staff at KSAU-HS including full-time faculty and joint appointment faculty working at MNG-HA
- 4.6 **Faculty Researcher** refers to faculty member at KSAU-HS who has exhibited extraordinary achievement in research activities and research-based teaching

- 4.7 **KSAU-HS** is an acronym for King Saud Bin Abdulaziz University for Health Sciences in all regions
- 4.8 **MNG-HA** is an acronym for Ministry of National Guard - Health Affairs
- 4.9 **President's Award** covers annual awards given by the president at the University level, according to specific standards, to encourage excellence and promote best practices among all University faculty members and colleges' academic programs/courses, divided into the following categories:
  - 4.1.1 Best Academic Program Award
  - 4.1.2 Best Course Award
  - 4.1.3 Outstanding Faculty Member Award
  - 4.1.4 Outstanding Faculty Researcher Award
  - 4.1.5 Distance Learning Award

## 5. POLICY

- 5.1 The nomination for the best academic program and best course awards:
  - 5.1.1 The nomination for the best academic program and best course awards must be endorsed through the Dean of the college
  - 5.1.2 Colleges with more than five academic programs are allowed to submit maximum of two programs per academic year
  - 5.1.3 Each program can submit one course only per academic year
  - 5.1.4 The nominated program/course must have an approved Program Specifications/Course Specifications
  - 5.1.5 The nomination must meet all the eligibility requirements of the respective award stated in the latest handbook of President's award for Excellence
  - 5.1.6 Prior to the submission of nominated academic program/course, the college should be responsible for the following:
    - 5.1.6.1 Review the program and course nominations
    - 5.1.6.2 Review the evidences and verify its compliance with the awards' criteria and check the appropriateness of the allocated grades
    - 5.1.6.3 Make sure the nomination process was done fairly and accurately to the awards standards and regulations
  - 5.1.7 Previous winners for best academic program or course award will not be eligible to apply again for two years
- 5.2 The nomination for outstanding faculty member award, outstanding faculty researcher award and distance learning award:

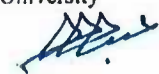


- 5.2.1 A faculty member (full-time and joint appointment) can nominate himself/herself for the outstanding faculty member award or outstanding faculty researcher award or distance learning award
- 5.2.2 Faculty member is allowed one submission a year only for either the outstanding faculty member award or outstanding faculty researcher award or distance learning award
- 5.2.3 The nomination must meet all the eligibility requirements of the respective award stated in the latest handbook of the President's award for Excellence
- 5.2.4 Previous winners for outstanding faculty member award and/or outstanding faculty researcher award and/or distance learning award will not be eligible to apply again for two years
- 5.3 The President's Award Subcommittee should be formed by a resolution of President's Award Executive Committee and it shall be responsible of the following:
  - 5.3.1 Review the nominations submitted by the colleges for the best academic program and best course awards and the nominations submitted by individuals for outstanding faculty member, outstanding faculty researcher, and distance learning awards for compliance with the eligibility requirements
  - 5.3.2 Ensure fairness in decisions related to the submitted documents
  - 5.3.3 Ensure appropriateness of the grades allocated.
  - 5.3.4 Give initial recommendations in a report for determining the most deserving winner in each category
  - 5.3.5 Endorse the initial approved nominations to President's Awards Executive Committee chairman for the final approval
  - 5.3.6 Handle any related issues
- 5.4 The President's Award Executive Committee should be chaired by the Vice President, Development and Quality Management Affairs. The members of this committee should be nominated by the University President, and it shall be responsible of the following:
  - 5.4.1 Review the report submitted by the President's Award Subcommittee
  - 5.4.2 Give final recommendation to the nominations
  - 5.4.3 Endorse the approved nominations to H.E. President of KSAU-HS for the final approval
  - 5.4.4 Withheld any of the awards as may deem appropriate as the case may require
  - 5.4.5 Announce the names of the winners
  - 5.4.6 Handle any related issues
  - 5.4.7 The President's Award Executive Committee has the right to re-evaluate any submission



## 6. PROCEDURE

- 6.1 DQMA announces the launching of the President's Award in the 1<sup>st</sup> semester of academic year.
- 6.2 For the best academic program and best course awards:
  - 6.2.1 The College Dean in consultation with the Program Director / Course Coordinator or equivalent at each college nominate one of its existing program for the best academic program and/or one of its existing courses for the best course
  - 6.2.2 The college prepares and reviews the eligibility requirements and the supporting documents for the nominated academic program/course
  - 6.2.3 The College Dean reviews, approves and submits the nominations with the full supporting documents electronically to the DQMA by following the method of submission stated in the President's Award for Excellence Handbook
- 6.3 Send the nomination for the outstanding faculty member award, the outstanding faculty researcher award and distance learning award electronically to the DQMA by following the method of submission stated in the President's Award for Excellence Handbook with all the supporting documents attached
- 6.4 The President's Award Subcommittee reviews the nominations submitted by the colleges / faculty members and recommend the following nominees:
  - 6.4.1 Three academic programs most deserving of the award (one academic program from each campus) for best academic program. The top among the three winners will be the winner at the University level
  - 6.4.2 Three courses most deserving of the award (one course from each campus) for best course. The top among the three winners will be the winner at the University level
  - 6.4.3 Three full-time faculty members most deserving of the award (one full-time faculty member from each campus) for outstanding faculty member. The top among the three winners will be the winner at the University level
  - 6.4.4 Three joint appointment faculty members most deserving of the award (one joint-appointment faculty member from each campus) for outstanding faculty member. The top among the three winners will be the winner at the University level
  - 6.4.5 Three faculty researchers (full-time or joint appointment) most deserving of the award (one faculty researcher from each campus) for outstanding faculty researcher. The top among the three winners will be the winner at the University level



- 6.4.6 Three course coordinators most deserving of the award (one course coordinator from each campus) for distance learning award. The top among the three winners will be the winner at the University level
- 6.5 The President's Award Subcommittee prepares and sends a report that contains the evaluation forms of winners to the President's Award Executive Committee
- 6.6 The President's Award Executive Committee reviews the report submitted by the President's Award Subcommittee and sends the approved nominations to H.E. Presidents, KSAU-HS, for the final approval
- 6.7 The chairman of the President's Award Executive Committee announces the names of the winners across all KSAU-HS campuses during a major university activity

## 7. RESPONSIBILITY

It is the responsibility of KSAU-HS colleges, academic departments and faculty members to implement this APP. The Development and Quality Management Affairs will be responsible for monitoring and evaluating this APP periodically



8. APPROVALS

PREPARED BY:



**DR. ABDULLAH AL ZAHEM**  
Associate Dean, DOQ, DQMA, KSAU-HS

12.11.2020

DATE

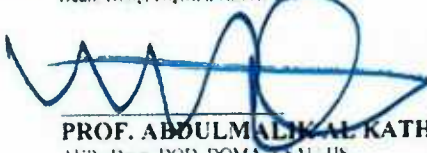
REVIEWED BY:



**DR. KHALID AL JAMAAN**  
Dean, DOQ, DQMA, KSAU-HS

12 Nov 2020

DATE



**PROF. ABDULMALIK AL KATHERI**  
AVP - Dean, DOD, DQMA, KSAU-HS

12/11/20

DATE

RECOMMENDED BY:



**PROF. MOHAMED ALMOAMARY**  
Vice President, Development and Quality Management, KSAU-HS  
Chairman, KSAU-HS Steering Committee for QAAA  
King Saud bin Abdulaziz University for Health Sciences

19.11.2020

DATE

APPROVED BY:



**H.E. DR. BANDAR AL KNAWY**  
President, King Saud bin Abdulaziz University for Health Sciences

01 DEC 2020

EFFECTIVE DATE