

CoHS EXCELLENCE AWARDS

GUIDELINES

College of Health Sciences
KNUST



Awards Guidelines

1 Categories of Awards

- i. Best Senior Member (Teaching)
- ii. Best Senior Member (Research & Scholarship)
- iii. Best Senior Member (Services and Innovation)
- iv. Best Senior Member Administrative & Professionals
- v. Best Senior Staff
- vi. Best Junior Staff

2 Criteria for Nominations

To be eligible nominees must have at least five years of continuous service to the University by **May 31, 2021**, and be current FULL-TIME employees in good standing (no caution, queries, reprimand nor suspensions). Staff of a professorial rank do not qualify to apply.

3 Nominations

Nominations may be made by any faculty or staff member. No self-nominations are allowed. All nominations must be accompanied by a **Nomination Form** and the appropriate supporting documents justifying the nominee's accomplishments.

A **brief CV** of the nominee must be attached to the documents.

Nomination forms may be downloaded [here](#)

4 Guideline for the Categories

4.1 Senior Member (Teaching)

The following shall serve as a guide:

- a. Quality of student relation (E.g. Communication, availability, tutorial)
- b. Effectiveness of assessment techniques (E.g. assignments, papers, projects, exams, etc.)
- c. Creativity and innovation in teaching (including direct instruction as well as course, curriculum or programme development.)
- d. Student's evaluation of courses
- e. Lecture/Teaching load
- f. Regularity and punctuality at lectures
- g. Preparation of lecture materials (lecture notes, handouts, PowerPoint slides, etc.)
- h. Provision of learning experience for students (practical, field trips, etc.)
- i. Ability to complete the syllabus

- j. Quality of examination questions and marketing schemes
- k. Punctuality in setting examinations' questions and marking of examinations' scripts.
- l. Comments of external examiners and moderators on applicant's examination questions and marking scheme.
- m. Supervision of project works and theses of Undergraduate and Postgraduate students. List of PhD students should also indicate the progression stage of students (beyond year one up to completion date)

4.2 Senior Member (Research)

The following shall serve as a guide:

- a. The number of quality research work published
- b. The amount of research grants attracted
- c. The impact of research on humanity
- d. Products developed from research
- e. Citation score (Scopus/Sciver)
- f. The number of research students supervised
- g. Research Awards won
- h. Certify Exhibitions held where applicable
- i. The position of publications in KNUST repository
- j. Internal/external collaborations
- k. Publications arising out of research
- l. Patented inventions and technologies or products

4.3 Senior Member (Service and Innovation)

The following shall serve as a guide:

- a. Activities that have led to innovations and improvement of systems/services to local/national/international communities/Services
- b. Initiatives that have led to the attraction of resources to the College and KNUST
- c. Awards/activities leading to the projection of the image of CoHS and KNUST
- d. Service to the College and University
- e. Services to National bodies including Professional Associations
- f. Services to International Communities

4.4 Senior Member (Registrars)

The following shall serve as a guide:

- a. Ability of work

Ability of Work/Knowledge in Work shall include the following:

- i. Knowledge of Administrative Procedures, current administrative trends including relevant Government Administrative Policies and Guidelines

- ii. Initiative, resourcefulness and drive
- iii. Quality of work
- iv. Sense of responsibility/confidentiality
- v. Supervision of subordinate staff/mentorship
- vi. Provision of necessary logistics, accuracy of records of proceedings, quality of reports, timeliness in taking action on minutes, follow ups on implementation of Committee decisions, thoroughness. In the case of the Registrar's Offices, servicing of committees

b. Promotion of knowledge

- i. Articles/Papers published in Refereed Journals
- ii. Conference/workshop presentation
- iii. Written Reports; Papers; Memoranda on Administrative matters and issues; and any other relevant Publications (if any)

The written Reports/Memos/Proposals/Publications, etc. shall provide evidence of any of the following:

- Must lead to a change in policy;
- Must have impact on management and must advance the cause of policy direction;
- Must impact on policy implementation;
- Must lead to initiation and or innovation of a new product or new policy directive;

c. Service

Indicators for Assessment

- i. Secretary/Member of Committee in the University, other than one's schedule
- ii. Secretary/ Member of Committee of a National Character
- iii. Rapporteur of /Resource Person for Workshop/Conference/ Seminar
- iv. Guest Speaker at a Function/Programme
- v. Member/Secretary of University related activity/function
- vi. Member/Executive of Professional Association/Alumni Association

d. Human relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

4.5 Senior Member (College Finance Office)

The following shall serve as a guide:

- a. Knowledge of work/Ability in Work

The extent to which the candidate's work reflects current development and skills in accountancy, finance and management information systems;

- i. The extent to which the candidate's work reflects current development and skills in accountancy, finance and management information systems;
 - ii. The extent to which the candidate enforces financial and related regulations of the University in the execution of his duties; and
 - iii. Ability of candidate to adapt to changes in government legislative directives and policies in the discharge of duties.
- b. Application of Knowledge/Promotion of Work
- i. Competence in the performance of the candidate's duties; evidence of competence could include:
 - a. Accuracy of Work;
 - b. Timely Delivery of Reports;
 - c. Firm grasp of Accounting/Auditing Policies.
 - ii. Development by the candidate of effective Control Accounting System;
 - iii. Quality of Advice.
 - a. Ability to provide sound financial advice to various University Committees and Units, as evidenced by contributions either orally or written at meetings;
 - iv. Ability to handle and control subordinate staff.

c. Human relations

Human Relations shall include:

Good image and comportment in dealing with colleagues, Staff and the public.

d. Service

Service to the community shall include:

Contribution to the University community; Local; National and International communities other than one's schedule of duties.

Administrative Support/Related Offices:

4.6 Best Senior Staff

The following shall serve as a guide:

- a. Shown great understanding of the university policies and procedure in the nominee's area of work.
- b. Have assisted to improve services in his/her area of operation.
- c. Reliable and available all the time.
- d. Have exhibited great professionalism in his performance of duties.
- e. The nominee should have exhibited creativity in the performance of his notices.

- f. Should be respectful, innovative, resourceful among others and must have used same to support teaching and learning.
- g. Should have gone the extra mile in the performance of his duties.
- h. Should have students at heart in his performance of his duties.

4.7 [Should have worked in team and have respect for supervisors and subordinates he/she works with.](#) Best Teacher

The following shall serve as a guide:

a. Qualifications	10
b. Number of years of actual teaching	
i. 5-10 years	5
ii. 11-15 years	6
iii. 16-20 years	7
iv. 21-25 years	8
v. 26-30 years	9
vi. 30+ years	10
c. Special work done to revise the standards of education.	13
d. Inculcating interest in co-curricular activities	8
e. Excursions (within and outside the school over the past 3 years)	5
f. Debates, Quiz Competitions, Sports, etc. in which students were made to participate	8
g. Participation in voluntary community services (provide evidence)	8
h. Interest in helping persons with disability (provide evidence)	15
i. Human relation with staff, students and parents (recommendation from HoD)	8
j. Punctuality and attendance	10
k. Any other achievements worth mentioning	5
Total Marks	100

4.8 [Administrative Support/Related Offices: Best Junior Staff](#)

The following shall serve as a guide:

- i. Shown great understanding of the university policies and procedure in the nominee's area of work.
- j. Have assisted to improve services in his/her area of operation.
- k. Reliable and available all the time.
- l. Have exhibited great professionalism in his performance of duties.
- m. The nominee should have exhibited creativity in the performance of his notices.
- n. Should be respectful, innovative, resourceful among others and must have used same to support teaching and learning.
- o. Should have gone the extra mile in the performance of his duties.
- p. Should have students at heart in his performance of his duties.

- q. Should have worked in team and have respect for supervisors and subordinates he/she works with.