

CHS EXCELLENCE AWARDS

GUIDELINES

**College of Health Sciences
KNUST**

Awards Guidelines

1 Categories of Awards

- i. Best Mentor – Teaching Staff (Professorial Rank)
- ii. Best Mentor – Non-Teaching Staff (Deputy Registrars/ Accountants/ Internal Auditors/ Procurement Officers, etc.)
- iii. Best Senior Member (Teaching)
- iv. Best Senior Member (Research & Scholarship)
- v. Best Senior Member (Services and Innovation)
- vi. Best Senior Member (Registrar's Offices)
- vii. Best Senior Member (Finance, Internal Audit, & Procurement)
- viii. Best Senior Staff
- xi. Best Junior Staff

2 Criteria for Nominations

To be eligible, nominees must have at least five years of continuous service to the University by **31st January, 2024**, and be current **FULL-TIME employees in good standing** (no caution, queries, reprimand nor suspensions). **Staff of the professorial rank can only be nominated for the Mentorship award.**

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.

Forms may be submitted by e-mail as an attachment to (chsprovost.knust@yahoo.com) or to the office of the College Registrar, **ON** or **BEFORE 31st January, 2024**. These will then be sorted and forwarded to the CHS Excellence Awards Committee.

Nomination forms may be downloaded **here**

4 Guidelines for the Categories

4.1 Best Mentor – Teaching Staff (Professorial Rank)

The following shall serve as a guide:

- a. Number of years of mentorship
 - 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

(Where young professors are new in mentorship and thus would have fewer than 5 years' experience, 1 year = ½ mark, 2 years = 1 mark, 3 years = 2 marks, 4 years = 4 marks)

- b. Dedication to Mentoring 10
- c. Availability to provide mentorship (2 times per semester) 10
- d. Ability to display empathy 5
- e. Integrity and Transparency 10
- f. Strong communication skills (evidence from mentee) 10
- g. Enthusiasm about the field 5
- h. Provision of constructive feedback (evidence from mentee) 10
- i. Understands how to set and achieve professional goals (evidence from mentee) 10
- j. Mutual respect 10
- k. Interested in lifelong learning 10

Total Marks 100

4.2 Best Mentor – Non-Teaching Staff (Deputy Registrars/ Accountants/ Internal Auditors/ Procurement Officers etc.)

The following shall serve as a guide:

- a. Number of years of mentorship
 - 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

(Where young Deputy Registrars/Accountant/Internal Auditors, etc are new in mentorship and thus would have fewer than 5 years' experience, 1 year = ½ mark, 2 years = 1 mark, 3 years = 2 marks, 4 years = 4 marks)

- b. Dedication to Mentoring 10
- c. Availability to provide mentorship (2 times per semester) 10
- d. Ability to display empathy 5

e. Integrity and Transparency	10
f. Strong communication skills (evidence from mentee)	10
g. Enthusiasm about the field	5
h. Provision of constructive feedback (evidence from mentee)	10
i. Understands how to set and achieve professional goals (evidence from mentee)	10
j. Mutual respect	10
k. Interested in lifelong learning	10

Total Marks 100

4.3 Senior Member (Teaching)

The following shall serve as a guide:

a. Quality of student relation (E.g. Communication, availability, tutorial)	10
b. Effectiveness of assessment techniques (E.g. assignments, papers, projects, exams, etc.)	10
c. Creativity and innovation in teaching (including direct instruction as well as course, curriculum or programme development.)	10
d. Student's evaluation of courses	10
e. Lecture/Teaching load	10
f. Regularity and punctuality at lectures	10
g. Preparation of lecture materials (lecture notes, handouts, PowerPoint slides, etc.)	10
h. Provision of learning experience for students (practical, field trips, etc.)	10
i. Ability to complete the syllabus	10
j. Punctuality in setting examinations' questions and marking of examinations' scripts.	10
k. Comments of external examiners and moderators on applicant's examination questions and marking scheme.	10
l. 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)	10

Total 120

4.4 Senior Member (Research)

The following shall serve as a guide:

a. The number of quality research work published	10
b. The amount of research grants attracted	10
c. The impact of research on humanity	10
d. Products developed from research	10
	5
e. Citation score (Scopus/Sciver)	10
f. The number of research students supervised	10
g. Research Awards won	10
h. Certify Exhibitions held where applicable	10
i. Deposition of publications in KNUST repository	10
j. Internal/external collaborations	10
k. Patented inventions and technologies or products	10

Total 100

4.5 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 rendered to KNUST community | 10 |
| b. Initiatives that have led to the attraction of resources to KNUST | 10 |
| c. Awards/activities leading to the projection of the image of KNUST | 10 |
| d. Service to the University | 10 |
| e. Services to National bodies including Professional Associations | 10 |
| f. Services to International Communities | 10 |

Total 60

4.6 Senior Member (Registrar's Offices)

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 | 10 |
| ii. Initiative, resourcefulness and drive | 10 |
| iii. Quality of work | 5 |
| iv. Sense of responsibility/confidentiality | 5 |
| v. Supervision of subordinate staff/mentorship | 5 |

b. Promotion of knowledge

- | | |
|--|----|
| i. Articles/Papers published in Refereed Journals | 15 |
| ii. Conference/workshop presentation | 10 |
| iii. Written Reports; Papers; Memoranda on Administrative matters and issues; and any other relevant Publications (if any) | 10 |

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 of a National Character | 5 |
| ii. Rapporteur of /Resource Person for Workshop/Conference/ Seminar | 5 |
| iii. Guest Speaker at a Function/Programme | 5 |
| iv. Member/Secretary of University related activity/function | 5 |

d. Human relations 10

Human Relations shall include:

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

Total 100

4.7 Senior Member (Finance Office/Internal Audit, Stores and Procurement)

The following shall serve as a guide:

a. Knowledge of work/Ability in Work

- | | |
|--|----|
| i. The extent to which the candidate’s work reflects current development and skills in accountancy, finance and management information systems | 15 |
| ii. The extent to which the candidate enforces financial and related regulations of the University in the execution of his duties; and | 10 |
| iii. Ability of candidate to adapt to changes in government legislative directives and policies in the discharge of duties. | 10 |

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; | 5 |
| b. Timely Delivery of Reports; | 10 |
| c. Firm grasp of Accounting/Auditing Policies. | 5 |
| ii. Development by the candidate of effective Control Accounting System; | 5 |
| iii. Quality of Advice. | 5 |
| a. Ability to provide sound financial advice to various University Committees and Units, as evidenced by contributions either orally or written at meetings; | |
| iv. iv. Ability to handle and control subordinate staff. | 5 |

c. Human relations 10
 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 following other than one's schedule of duties.

- i. University community; 5
- ii. Local; 5
- iii. National 5
- iv. International communities 5

Total 100

4.8 Best Senior Staff

The following shall serve as a guide:

- a. Length of service 10
 - 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
- b. Shown great understanding of the university policies and procedure in the nominee's area of work 10
- c. Contribution to significant improvement in services in his/her area of operation. 10
- d. Team spirit, respect for superiors and subordinates 10
- e. Have exhibited great professionalism in his performance of duties. 10
- f. The nominee should have exhibited creativity in the performance of his notices. 10
- g. Respectfulness, innovativeness and resourcefulness. 10
- h. Should have gone the extra mile in the performance of his duties. 10
- i. Should have students at heart in his performance of his duties. 10
- j. Punctuality and attendance. 10

Total 100

4.9 Administrative Support/Related Offices: Best Junior Staff

The following shall serve as a guide:

a. Length of service	10
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
b. Shown great understanding of the university policies and procedure in the nominee's area of work	10
c. Contribution to significant improvement in services in his/her area of operation.	10
d. Team spirit, respect for superiors and subordinates	10
e. Have exhibited great professionalism in his performance of duties.	10
f. The nominee should have exhibited creativity in the performance of his notices.	10
h. Respectfulness, innovativeness and resourcefulness.	10
i. Should have gone the extra mile in the performance of his duties.	10
j. Should have students at heart in his performance of his duties.	10
k. Punctuality and attendance.	10
	Total 100