

Vice-Chancellor's Distinguished Awards
**TEACHING, RESEARCH,
INNOVATION AND SERVICE 2011**

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1. RATIONALE

- 1.1.1 The Vice-Chancellor is establishing a series of awards aimed at promoting core academic and service and support functions through awarding significant prizes across a series of categories.
- 1.1.2 This document sets out the framework of awards in the teaching, research, innovation and service domain, and the process for implementing the awards scheme.
- 1.1.3 Recipients cannot:
 - a) be reconsidered within five years after receiving an award;
 - b) be considered for awards in more than one category at a time.

2. CATEGORIES

The Vice-Chancellor's Distinguished Award is made in the following categories:

- a) Teacher Excellence;
- b) Outstanding Researcher of the Year;
- c) Most Promising Young Researcher of the Year;
- d) Innovator of the Year;
- e) Service beyond the normal Call of Duty

3. VICE-CHANCELLOR'S DISTINGUISHED AWARD: TEACHER EXCELLENCE

3.1 General aim and specific goals

- 3.1.1 The Vice-Chancellor's Distinguished Award: Teacher Excellence is aimed at recognising outstanding contributions that individual academics have made to the promotion of teaching excellence and learning effectiveness at the UJ over a sustained period, modelled on best practice and positively influencing students and other colleagues.
- 3.1.2 The specific goals of this award are to:
 - a) recognise and award the outstanding contribution that individual academics have made to the promotion of teaching excellence and/or increased learning effectiveness at the UJ;
 - b) provide lecturers with an opportunity to focus specifically on and strive for excellent, effective and innovative teaching (and to be recognised for their efforts);

- c) provide distinguished teachers with structured opportunities for the sharing of teaching and learning-related approaches and ideas with other academics;
- d) provide distinguished teachers with additional formal opportunities for personal and professional development and/or enrichment;
- e) provide earmarked funding for a meritorious teaching and learning-related project/initiative identified by recipients of these awards;
- f) help develop and enhance a teaching and learning environment that recognises dedicated and excellent/effective teaching and that values a synergistic relationship between teaching, learning, research and community engagement.

3.2 Selection and nomination of candidates

- 3.2.1 A maximum of three distinguished teachers are selected each year, preferably one each from the following broad areas/disciplines:
- a) Humanities (including the Faculties of Humanities, Education and Law);
 - b) Science, Engineering and Technology (including the Faculties of Natural Science, Health Science, and Engineering and the Built Environment);
 - c) Economics, Management, and Art and Design (including the Faculties of Economic and Financial Sciences, Management, and Art, Design and Architecture).
- 3.2.2 Selection takes place towards the end of the second semester by a Selection Forum appointed by the Management Executive Committee (MEC).
- 3.2.3 The Selection Forum will include the following members:
- a) the Pro Vice-Chancellor (Chair);
 - b) the Deputy Vice-Chancellor: Academic;
 - c) the Deputy Vice-Chancellor: Research, Innovation and Advancement;
 - d) the Executive Dean: Faculty of Education;
 - e) the Executive Director: Academic Development and Support
 - f) two senior representatives from the Division for Institutional Planning and Quality promotion (with expertise in professional and programme development and/or quality promotion);
 - g) two members of the Executive Committee of Senate (elected by the MEC);

- h) one external teaching and learning specialist from another South African university (appointed by the MEC);
 - i) a representative of the Student Representative Council.
- 3.2.4 Any permanent or fixed-term contract faculty member, who has been in the employ of the UJ for at least three years, is eligible for nomination for an award.
- 3.2.5 Candidates may be self-nominated or nominated by any member of the University community (including students). The prescribed submission format and procedures should be followed (see parr. 3.5 – 3.6).

3.3 Value and payment of an award

- 3.3.1 Each of the three awards constitutes a grant of R150 000, disbursed over three years (that is, R50 000 per annum per award over the three years).
- 3.3.2 Up to 50% of the total annual award may be encashed as part of the recipient's remuneration.
- 3.3.3 It is expected of the nominees to indicate to the Selection Forum (in their applications) how they intend to utilise the remaining 50% of the grant.
- 3.3.4 If the recipient of an award leaves the University's employ before the award period is complete, the recipient forfeits the remaining portion of the award.

3.4 Entitlement to an award

- 3.4.1 An award cannot be made more than once to the same person during a period of five years.
- 3.4.2 The Selection Forum reserves the right not to make an award if no suitably meritorious nominations are submitted.

3.5 Submissions by nominees/applicants

- 3.5.1 Nominees are requested to submit an evidence-based portfolio, in electronic format (CD), containing the following:
- a) An information paper indicating:
 - i) the name of the nominee;
 - ii) the names of the proposers and their contact details;
 - iii) the names of three internal referees;
 - iv) a table of content (indicating the pages numbers and referenced evidence)

- b) a reflective account of the applicant's philosophy of teaching and learning, of no more than 10 pages, which should address, amongst other things, the criteria listed under 3.6 below.
- c) a concise and clearly referenced set of appendices (maximum 50 pages) containing
 - i) examples of the teaching and assessment materials referred to in the teaching and learning philosophy;
 - ii) examples of student and peer evaluations;
 - iii) other relevant documentation.
- d) a current CV focusing on the applicant's teaching role and outlining educational qualifications, career history, teaching positions and experience, awards and relevant research;
- e) details on the manner in which the nominee/candidate intends to spend the remaining 50% of the grant – preferably on a suitable teaching and learning related venture;

3.5.2 All portfolios must be submitted to the Executive Director: Academic Development and Support by 15 September 2011.

3.6 Criteria for the evaluation of submissions

Submissions will be evaluated according to the following criteria:

- a) a convincing reflective account of the candidate's philosophy of teaching and learning;
- b) innovative design and delivery of the curriculum and/or learning materials;
- c) varied assessment practices which are aligned to module outcomes;
- d) where appropriate, pedagogically sound use of educational technologies to enhance and support student learning;
- e) effective teaching practice over time, as demonstrated by various forms of student and peer evaluation.

In addition, candidates should provide evidence of all or some of the following:

- f) high standing within local, national and, where relevant, international peer groups, as an acknowledged member of the teaching profession;
- g) recognition as someone who encourages the development of less experienced colleagues, and fosters the development of collaborative teaching and learning;
- h) commitment to research-led teaching or professional development;
- i) creative engagement with industry, commerce, or the professions.

4. VICE-CHANCELLOR'S DISTINGUISHED AWARD: OUTSTANDING RESEARCHER OF THE YEAR

4.1 Eligibility

- 4.1.1 A recipient must be an established researcher, appointed at the UJ in a full-time permanent or fixed-term contract (minimum three years) capacity, with a doctoral qualification, showing evidence of significant research activity in the recent past (at least within the last five years).
- 4.1.2 The award is made on the basis of research performed while in the employ of the UJ or its predecessors only.

4.2 Criteria

The nominations will be judged according to the following criteria:

- a) volume and quality of research output as evidenced by accredited publications (e.g. journal articles, books, book chapters accredited by the Department of Education), other full research publications, artefacts, patents and research grants awarded;
- b) the effect, significance and novelty of the research as judged by its impact on the academic peer community, industry, scholarship, society and/or policy development; possible measures could be patents, designs, membership of policy-formulating committees, international invitations, etc.;
- c) student throughput as measured by the number of research students graduated and currently enrolled at the level of master's and above, and quality of supervision;
- d) evidence of the candidate's high standing within her/his peer group both nationally and internationally, including her/his NRF rating.

4.3 Nomination and selection procedure

- 4.3.1 For this award, submissions can only be made in the form of nominations and no personal applications will be entertained.
- 4.3.2 The nominations should be brief, clearly and strictly addressing the above criteria; supporting documents may be submitted as part of the portfolio.

- 4.3.3 Nominations will be assessed by an Adjudication Panel.
- 4.3.4 The principle of peer review will be applied in the composition of the Adjudication Panel, and may also be invoked through postal reviews.
- 4.3.5 Nominees must suggest possible reviewers, but the MEC reserves the right to enquire about the suitability of other reviewers and will make a final decision in this regard.
- 4.3.6 The best five examples of research output from the period under review should be included in the nomination.
- 4.3.7 The Adjudication Panel will consist of:
- a) the Pro Vice-Chancellor (Chair);
 - b) the Deputy Vice-Chancellor: Academic;
 - c) the Deputy Vice-Chancellor: Research, Innovation and Advancement;
 - d) the Executive Director: Research and Innovation;
 - e) one senior representative from the Division for Institutional Planning and Quality Promotion (with expertise in professional and programme development and/or quality promotion);
 - f) two members of the Executive Committee of Senate (elected by the MEC);
 - g) one suitable external specialist as determined by the MEC.
- 4.3.8 The Adjudication Panel will consider the nominations and the postal reviews (if applicable), and based on an assessment of the full body of research will make final decision on the award.
- 4.3.9 The Adjudication Panel reserves the right not to make an award if no suitably meritorious nominations are submitted.
- 4.3.10 All nominations must be submitted to the Executive Director: Research and Innovation by 15 September 2011.

4.4 Value of award

- 4.4.1 The award constitutes a grant of R500 000, disbursed in equal instalments over five years.
- 4.4.2 At least 50% of the award must be utilised for bona fide research purposes as determined by the recipient and within applicable UJ policies.
- 4.4.3 Up to 50% of the award may be encashed annually as part of the recipient's remuneration.

- 4.4.4 If the recipient of an award leaves the UJ's employ before the award period is complete, she/he forfeits the remaining portion of the award.

5. VICE-CHANCELLOR'S DISTINGUISHED AWARD: MOST PROMISING YOUNG RESEARCHER OF THE YEAR

5.1 Eligibility

- 5.1.1 A recipient may be any full-time member of staff, appointed at the UJ in a full-time permanent or fixed-term contract (minimum three years) capacity, who has obtained a doctoral degree in the last five years.
- 5.1.2 The staff member must have been an employee of the UJ or its predecessors for at least three years, and should be in the early stages of his/her academic career.
- 5.1.3 Recipients will not be eligible to win this award more than once.

5.2 Criteria

The applications and nominations will be judged according to the following criteria:

- a) volume and quality of research output as evidenced by accredited publications (e.g. journal articles, books, book chapters accredited by the Department of Education), other full research publications, artefacts, patents and research grants awarded;
- b) impact, significance and novelty of the research as judged by its impact on the academic peer community, industry, scholarship, society, and/or policy development; possible measures could be patents, designs, membership of policy-formulating committees, international invitations, etc.

5.3 Application and selection procedure

- 5.3.1 Applications or nominations are invited from or on behalf of eligible candidates.
- 5.3.2 Applications or nominations should be brief, clearly and strictly addressing the above criteria; supporting documents may be submitted as part of the portfolio.
- 5.3.3 Applications or nominations will be assessed by an Adjudication Panel.

- 5.3.4 The principle of peer review will be applied in the composition of the Adjudication Panel, and may also be invoked through postal reviews.
- 5.3.5 Applicants/nominators must suggest possible reviewers, but the MEC reserves the right to enquire about the suitability of other reviewers and will make a final decision in this regard.
- 5.3.6 The best five examples of research output should be included in the application, and letters from supervisors (where applicable) would be helpful.
- 5.3.7 The Faculty Research Committee (or some suitable faculty alternative) of the faculty employing the applicant or nominee will consider the applications/nominations and select up to two applications for submission to the Adjudication Panel. The Committee should also summarise and forward its view of the application.
- 5.3.8 If an applicant or nominee is not employed within a faculty, the application or nomination must be submitted through a cognate faculty; if required, the Executive Director (Research and Innovation) may be approached for assistance in identifying a suitable faculty.
- 5.3.9 The Adjudication Panel will consist of:
- a) the Pro Vice-Chancellor (Chair);
 - b) the Deputy Vice-Chancellor: Academic;
 - c) the Deputy Vice-Chancellor: Research, Innovation and Advancement;
 - d) the Executive Director: Research and Innovation;
 - e) one senior representative from the Division for Institutional Planning and Quality Promotion (with expertise in professional and programme development and/or quality promotion);
 - f) two members of the Executive Committee of Senate (elected by the MEC);
 - g) one suitable external specialist as determined by the MEC.
- 5.3.10 The Adjudication Panel will consider the nominations and the postal reviews (if applicable), and, based on an assessment of the full body of research, will make a final decision on the award.
- 5.3.11 The Adjudication Panel reserves the right not to make an award if no suitably meritorious applications or nominations are submitted.
- 5.3.12 All nominations and applications must be submitted via the Executive Dean of the respective (or cognate) faculty to the Executive Director: Research and Innovation by no later than 15 September 2011.

5.4 Value of award

- 5.4.1 The award constitutes a grant of R250 000 paid out in equal instalments over five years.
- 5.4.2 At least 50% of the award must be utilised for bona fide research purposes as determined by the recipient and within applicable UJ policies
- 5.4.3 Up to 50% of the award may be encashed annually as part of the recipient's remuneration.
- 5.4.4 If the recipient leaves the UJ's employ before the award period is complete, she/ he forfeits the remaining portion of the award.

6. VICE-CHANCELLOR'S DISTINGUISHED AWARD: INNOVATOR OF THE YEAR

6.1 Eligibility

- 6.1.1 A recipient must be a full-time staff member appointed at the UJ in a full-time permanent or fixed-term contract (minimum three years) capacity.
- 6.1.2 The award is made on the basis of innovative research performed while in the employ of the UJ only, and over a maximum of the last five years.
- 6.1.3 The main innovation underlying the award must have been declared to the UJ, or must be in the process of being declared.
- 6.1.4 Recipients will not be reconsidered on the basis of the same innovation.

6.2 Criteria

The nominations will be judged according to the following criteria and considerations:

- a) novelty and importance of the innovation in terms of breakthroughs or paradigm shifts achieved in respect of industrial or economic processes, socio-economic or socio-political policies or theory, or other theoretical models or frameworks;
- b) demonstrable impact of the innovation through either applications in industry, influence on policy development and/or implementation, or through the standing of the theoretical work in the international community of peers;

- c) quality and sustainability of an implementation and/or business plan to roll out the innovation in the applicable sector; This criterion would not apply to innovations linked to paradigm shifts of an intellectual nature, i.e. with no commercial application in the private or public sectors.
- d) the importance of the innovation, which will be judged through its impact on and its significance and novelty to the academic peer community, industry, scholarship, society, and/or policy development; possible measures could be patents, designs, membership of policy-formulating committees, international invitations, etc.;
- e) evidence of the candidate's high standing within the peer group affected by the innovation both nationally and internationally.

6.3 Nomination and selection procedure

- 6.3.1 For this award, submissions can only be made in the form of nominations and no personal applications will be entertained.
- 6.3.2 The nominations should be brief, clearly and strictly addressing the above criteria; supporting documents may be submitted as part of the portfolio.
- 6.3.3 Applications or nominations will be assessed by an Adjudication Panel.
- 6.3.4 The principle of peer review will be applied in the composition of the Adjudication Panel and may also be invoked through postal reviews.
- 6.3.5 Nominees must suggest possible reviewers, but the MEC reserves the right to enquire about the suitability of other reviewers and will make a final decision in this regard.
- 6.3.6 The best examples of the innovations for the period under review should be included in the nomination.
- 6.3.7 The Adjudication Panel will consist of:
 - a) the Pro Vice-Chancellor (Chair);
 - b) the Deputy Vice-Chancellor: Academic;
 - c) the Deputy Vice-Chancellor: Research, Innovation and Advancement;
 - d) the Executive Director: Research and Innovation;
 - e) one senior representative from the Division for Institutional Planning and Quality Promotion (with expertise in professional and programme development and/or quality promotion);

- f) two members of the Executive Committee of Senate (elected by the MEC);
 - g) one suitable external specialist as determined by the MEC.
- 6.3.8 The Adjudication Panel will consider the nominations and the postal reviews (if applicable), and will make a final decision on the award.
- 6.3.9 The Adjudication Panel reserves the right not to make an award if no suitably meritorious nominations are submitted.
- 6.3.10 All nominations must be submitted to the Executive Director: Research and Innovation by no later than 15 September 2011.

6.4 Value of award

- 6.4.1 The award constitutes a grant of R500 000, disbursed in equal instalments over five years.
- 6.4.2 At least 50% of the award must be utilised for bona fide research and innovation purposes as determined by the recipient and within applicable UJ policies.
- 6.4.3 Up to 50% of the award may be encashed annually as part of the recipient's remuneration.
- 6.4.4 If the recipient leaves the UJ's employ before the award period is complete, she/he forfeits the remaining portion of the award.

7. VICE-CHANCELLOR'S DISTINGUISHED AWARD: SERVICE BEYOND THE NORMAL CALL OF DUTY

7.1 Purpose of the award

This special award by the Vice-Chancellor seeks to reward full time permanent support and service employees for exceptional service that will be hard to replicate and that deserves recognition beyond the standard performance review exercise.

7.2 Criteria for the award

Exceptional service is service beyond the normal call of duty, and includes the following:

- Service that consistently exceeds peer performance;
- Service that "walks the talk" beyond what is ordinarily expected;
- Service in respect of a special project/incident/event/ or initiative that is truly outstanding.

7.3 Nomination and selection procedure

The award is through nomination by a member of the ELG only, and a maximum of two nominations per ELG member will be allowed.

Nominations should be submitted, electronically or by hard copy, to the Office of the Registrar, by 15 September 2011. Nominations should not exceed two pages in length.

The Vice-Chancellor makes the award, having received advice from the MEC; a maximum of three awards will be made annually.

7.4 Value of the award

The value of the award is determined annually by the Vice-Chancellor.



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