

KNUST EXCELLENCE AWARDS

GUIDELINES

Quality Assurance and Planning Unit
Vice-Chancellor's Office
KNUST



Awards Guidelines

1 Categories of Awards

- Best Senior Member (Teaching)
- Best Senior Member (Research & Scholarship)
- Best Senior Member (Services and Innovation)
- Best Senior Member Administrative & Professionals (Registrar's, Finance, Internal Audit & Procurement)
- Best Senior Member Administrative & Professionals (All other Specialized Units)
- Best Senior Staff
- 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 20, 2016, and be current FULL-TIME employees in good standing.

3 Nominations

Nominations may be made by any faculty or staff member. All nomination must be accompanied by a **Nomination Form** and the appropriate supporting documents justifying the nominee's accomplishments.

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

Forms may be submitted by e-mail as an attachment (info.gapu@knust.edu.gh) or to the office of the Quality Assurance and Planning Units at the Main Administration Block. These will then be sorted and forwarded to the Awards Committee.

The Vice-Chancellor shall constitute a committee to select the awards winners for the University and also nominate faculty or staff for Meritorious Awards.

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. Level of excellence, given the rank or development stage of the nominee.
- e. The impact of teaching on students, the community, professional organization.
- f. Student's evaluation of courses.
- g. Lecture/Teaching load

- h. Regularity and punctuality at lectures
- i. Preparation of lecture materials (lecture notes, handouts, PowerPoint slides, etc.)
- j. Provision of learning experience for students (practical, field trips, etc.)
- k. Ability to complete the syllabus
- l. Quality of examination questions and marketing schemes
- m. Punctuality in setting examinations' questions and marking of examinations' scripts.
- n. Comments of external examiners and moderators on applicant's examination questions and marking scheme.
- o. Supervision of project works and theses of Undergraduate and Postgraduate students.

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. The number of research students supervised.
- f. Research presentations made at conferences.
- g. Research Awards won.
- h. Certify Exhibitions held where applicable.

4.3 Senior Member (Service and Innovation)

The following shall serve as a guide:

- a. Services rendered to KNUST community.
- b. Services to national bodies including Professional Association.
- c. Services to International Communities.
- d. Activities that also led to innovations and improvement of systems/services to KNUST/national/international communities.
- e. Initiatives that has led to the attraction of resources to KNUST.
- f. Awards won that have brought honour and dignity to the University.

4.4 Senior Member (Registrars and related 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
- ii. Ability to work on one's own
- iii. Initiative, resourcefulness and drive
- iv. Quality of work
- v. Sense of responsibility
- vi. Capacity for sustained work
- vii. Servicing of Committees (preparation of materials for Meetings, contributions at Meetings, writing of Minutes and Reports including Action on Minutes, etc.)
- viii. Supervision of subordinate Staff/Development of human capital

b. Promotion of knowledge

Promotion of Work/Application of Knowledge shall include:

Written Reports; Papers; Memoranda on Administrative matters and issues; and any other relevant Publications (if any). Articles/Papers published in Refereed Journals shall be an added advantage.

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

Service to the community shall include:

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

d. Human relations

Human Relations shall include:

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

4.5 Senior Member (Finance Office/Internal Audit and related Offices)

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.

4.6 Senior Member (Development Office and related Offices)

The following shall serve as a guide:

- a. Knowledge of Work/Ability in Work
 - i. Up-to-date knowledge in technical and professional matters;
 - ii. Knowledge of technical specifications/codes; and,
 - iii. Knowledge of Government legislation.

- b. Application of Knowledge/Promotion of Work

Competence in handling pre- and post-contract services reliably and promptly.

- i. Pre-Contract Services:

- a. Advising clients;
 - b. Development of briefs;
 - c. Design-sketch and services, etc. ;
 - d. Preparation of working drawings; and,
 - e. Preparation of Bills of quantities and tender documents.

- ii. Post-Contract Services:

- a. Advising contractors;
 - b. Supervising service, projects, etc., and valuation and preparation of certificates;
 - c. Handing over of projects to the client;
 - d. Giving initial guidance on maintenance of projects; and,
 - e. Preparation of final accounts on projects.

- iii. Human relations

Human Relations shall include:

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

- c. Service

Service to the community shall include:

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

4.7 Senior Member (University Information Technology Services)

The following shall serve as a guide:

- a. Ability in Work/Knowledge of Work
 - i. Up-to-date knowledge in ICT generally;
 - ii. Knowledge of technical specifications involving networking, internet connectivity, etc.;
 - iii. Capacity for sustained work;
 - iv. Ability to work on one's own.
- b. Promotion of Work/Application of Knowledge

Written Reports/Memoranda on ICT related issues. The Reports must lead:

- i. Change in policy;
 - ii. Impact on policy implementation
 - iii. Initiative in effectively managing the ICT resources of the University.
- 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.

4.8 Senior Member (University Hospital)

The following shall serve as a guide:

- a. Ability in Work/Knowledge of Work
 - i. Up-to-date knowledge in the chosen field;
 - ii. Ability to work on one's own;
 - iii. Initiative, resourcefulness and drive;
 - iv. Capacity to work under pressure; and,
 - v. Quality of advice to patients.
- b. Promotion of Work/Application of Knowledge

Written Reports on new trends in medicine/pharmacy which could lead to:

- i. Better management of patients; and,
 - ii. Prevention of avoidable diseases.
- 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.

4.9 Administrative Support/Related Offices: Best Senior/Junior 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.
- i. Should have worked in team and have respect for supervisors and sub-ordinates he/she works with.