

THE UNIVERSITY OF THE WEST INDIES  
**THE VICE-CHANCELLOR'S AWARD FOR EXCELLENCE**  
**Application Guidelines**

**I. INTRODUCTION**

The University of the West Indies recognises that its ability to achieve its mission and objectives will be heavily dependent upon the performance of its faculty and staff, and the extent to which their individual contributions impact on the services provided by the University to the communities and territories at large.

These Guidelines attempt to establish the parameters for a system, which will recognise and reward outstanding performance above and beyond annual merit increases received in the respective campus countries.

The system will be reviewed after each annual awards presentation. The value of the awards will be US\$2,500.00 each.

**II. OVERVIEW**

The scheme will be entitled “**THE VICE-CHANCELLOR'S AWARD FOR EXCELLENCE**”. This award scheme will form part of the overall University system and the awards will be presented under the auspices of the Vice-Chancellor's Office. A total of eight (8) awards may be given in recognition of accomplishment and/or as an incentive for continued excellent performance.

Three (3) awards may be made to members of the Senior Administrative and Professional categories - one each in Core Area (iii) and Core Area (iv) and another in the two combined areas. Additionally, five (5) awards may be made to staff in the Academic category - one in each of four (4) Core Areas and another in two or more of the four Core Areas combined as outlined below:

- i. outstanding teaching;
- ii. outstanding research accomplishments;
- iii. outstanding service to the University Community;
- iv. outstanding contribution to public service, to include the private sector and the non-government community;
- v. all-round excellent performance in a combination of two or more of the above areas.

**III. ELIGIBILITY**

All current members of the Academic staff, the Senior Administrative staff, and the Professional staff (*excluding Executive Management, Registrars, Bursars, Part-time staff, and Retired staff who have been re-hired on post-retirement contracts*) who have been in the continuous service of the University for at least 5 years prior to

the application or nomination are eligible for an award. Eligibility will also be open to Departments / Units, where appropriate.

#### **IV. CRITERIA**

Awards will be based on excellent performance, assessed primarily on the candidate's achievements during the 5-year period immediately preceding nomination for the award. Prejudice must not be shown if an applicant does not apply in more than one area.

In the evaluation of applications for:

- i. **Outstanding Teaching**, use the following six (6) criteria:
  - (1) Excellent student ratings, testimonials and peer recognition;
  - (2) Development of innovative courses and programmes;
  - (3) Development of effective instructional materials;
  - (4) Evidence of reflective and scholarly teaching and learning;
  - (5) Outstanding students advisory activities; and
  - (6) Outstanding students' supervisory activities.
- ii. **Outstanding Research Accomplishments**, use the following five (5) criteria:
  - (1) Outstanding publication record in refereed journals, books or chapters in books;
  - (2) Outstanding exhibition, performances and other related books, evidence of the scholarly or professional impact of the work, including impact on regional development;
  - (3) Evidence of the international, regional or national recognition of the work;
  - (4) Evidence of effectiveness at generating research funds; and
  - (5) Evidence of excellence in supervision of research graduate students.
- iii. **Outstanding Service to the University Community**, use the following five (5) criteria:
  - (1) Exceptional administrative / managerial / professional leadership in University governance and campus life at departmental, unit, school, faculty, campus / system levels;
  - (2) Excellent service consonant with the University mandate;
  - (3) Excellent creative administrative leadership and performance;
  - (4) The development of effective administrative and professional models; and
  - (5) Service on and servicing of university meetings.
- iv. **Outstanding Contribution to Public Service**, use the following four (4) criteria:
  - (1) Effective chairmanship or membership of boards, commissions, committees, task forces or tribunals at national, regional or international levels, whether these be in the public sector, the private sector, or other non-governmental sectors;
  - (2) Influential consulting activity in the public, private or non-governmental sectors that brings distinction to the University;
  - (3) Transformative advisory services; and
  - (4) Significant service to professional and scholarly associations, particularly at regional or international levels.
- v. **All-round Excellent performance in a combination of two or more of the above areas**, use the applicable criteria for the respective areas

## V. PROCEDURAL GUIDELINES

### A. The Application

1. A written application for an award can be submitted by eligible staff members. Staff members can nominate other staff members, based on colleague recognition.
2. The application must be submitted by the established deadline.
3. The application will include:
  - (i) In the case of self-nominations, a first-person **narrative of no more than 1,500 words summarising excellent performance over the last 5 years in one or more of the core areas.** Alternatively, in the case of nominations by peers, person(s) knowledgeable about the candidate's achievements may write the narrative.
  - (ii) **Achievement reports** in ALL the required areas within the respective Core Area for which the application is being made.
  - (iii) **An updated curriculum vitae.** An appendix may be attached containing information as the applicant chooses which sustains and/or supports a claim to excellent performance or professional promise.
  - (iv) In the case of a nomination for excellence in Teaching, the application should be accompanied by comments from colleagues and reports of student assessment of teaching, where available.

### B. Repeat Applications

- (i) Repeat applications are encouraged from persons whose initial applications have been unsuccessful.
- (ii) Repeat applications from persons whose initial applications were successful would not be entertained.

### C. Initiation

An eligible member of staff who wishes to be considered for an award or staff members who wish to nominate colleagues will submit an application to the Campus Registrar or to the University Registrar (in the case of Staff in Centre Departments), by the established deadline. If not a self-nomination, the Registrar will refer the nomination to the nominee for his/her input.

### D. The Selection Process

**Step #1:** The University Registrar will initiate the Announcement of the Award Scheme.

**Step #2:** The Campus Registrar will be responsible for:

- a) Announcing the opening of the Award Scheme on the Campus;
- b) Inviting Deans and Heads of Departments to encourage participation;

- c) Receiving the applications from nominees;
- d) Checking the applications for completeness and adherence to the Requirements;
- e) Submitting the applications for screening and evaluation.

- Step #3:** The Registrar will:
- a) submit the application, together with supporting materials to a Faculty Sub-Committee or Administrative Sub-Committee (for applicants from the Senior Administrative Staff) appointed for the purpose, by the Dean or Head of Department;
  - b) submit any accompanying comments on the applications;
  - c) not be required to rank the applicants in any way.
- Step #4:** The Faculty or Administrative Sub-Committee will:
- a) Convene and screen the applications to ensure that all application procedures (including submission of the required documentation) have been fulfilled. If necessary, the candidate or person making the nomination should be asked to clarify information presented or provide additional information. This would be in addition to the 1,500-word narrative, which the nominee or the person making the nomination is required to write.
  - b) Make a short-list of nominees/applicants.
  - c) Submit the report to the Principal for consideration by the Campus Selection Committee for the Vice-Chancellor's Award for Excellence.
- Step #5:** A Centre Selection Committee for the Vice-Chancellor's Award for Excellence will deliberate on nominations/applications from Centre Staff.
- Step #6:** The Campus and Centre Selection Committees will evaluate the applications and recommend the finalists for awards.
- Step #7:** The Campus and Centre Selection Committees will submit their recommendations to the University Registrar who will forward them to a special University Selection Committee for the Vice-Chancellor's Award for Excellence, which will include external representatives.
- Step #8:** The University Selection Committee will meet to evaluate the reports from the Campus and Centre Selection Committees as well as the applications and select the recipients for awards.
- Step #9:** The Office of Administration will announce the award recipients.

**E. Announcement of Awards**

Awards will be announced publicly. Announcements of the awards will include, for each recipient, the Core Area(s) in which the Excellence Award would be given and for each Core Area the number of applications submitted.

**F. Presentation Ceremony**

Awards will be presented at the Vice-Chancellor's Award for Excellence Ceremony.

**G. Prohibition**

No award may be made to any staff member without a favourable recommendation from the special University Selection Committee.

*Office of Administration  
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