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EGERTON UNIVERSITY

RECOGNITION AND AWARDS POLICY

2012

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RECOGNITION AND AWARDS POLICY 2012

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1.0 Background

Egerton University has a history of recognizing her staff on long service and outstanding performance of duty. Students in faculties have been recognized for best performances academically and in other non-academic areas. However the recognitions have not been institutionalized, thus identification of individuals to be recognized has generally involved setting up committees on an ad hoc basis.

In the 2009/10 period, the Vice Chancellor set up an ad hoc committee to develop the criteria for identifying staff and students to be awarded during the Founder's day of 30th January, 2010. Emanating from the awards of 2010 it has become necessary to institutionalize the staff and student recognition system. Recognition for excellence and achievements of outstanding staff and students will contribute to enhanced excellent performance of the University.

The distinguished academic staff award recognizes the outstanding achievements for those professionals who serve the University in teaching, research and extension. The distinguished non-academic staff awards recognize unique effort and excellent service made by staff to University customers. The student awards recognize academic excellence and leadership in education and innovation; and outstanding performances and achievements in several areas.

This policy outlines the recognition dates, categories of recognitions, criteria and procedures used in selecting the nominees for recognition and guidelines on the awards to be given.

1.1 Recognition Dates

The official recognition and awards dates shall be the Founder's Day, which takes place on 30th January of every year and Graduation days. Celebrating excellence and achievement shall be an annual event that recognizes and awards the many varied contributions our staff and students have made to the success of the University.

2.0 Categories

Staff and student categories will consist of academic and non-academic awards of excellence and achievements. Staff shall be recognized in the areas of teaching, research, outreach services to the community and registration of innovations/patents. Non-teaching staff awards shall recognize outstanding service to customers. Long service and distinguished service shall also be recognized.

Student categories consist of best academic performance in the University faculties in the preceding academic year, leadership, athletics, sports, social and spiritual engagements.

2.1 Academic Staff Awards

The following are among categories of awards for staff which shall be preceded by the phrase;"Egerton University Award for",

- i) The lecturer of the Year
- ii) The Researcher of the Year
- iii) The Staff or group attracting most funds of the Year

- iv) Outreach/Extension/Community Service of the Year
- v) Patent/Innovation of the Year
- vi) Post-graduate supervisor of the Year
- vii) The Technologist of the Year (Academic)
- viii) Author of the Year
- ix) Any other recognized achievement

2.2 Non-Academic Staff Awards

The overall best non-teaching staff in the following categories will be identified: -

Grades I-IV

Grades A-F

Grades 11-15

2.3 Student Academic awards;

The following are categories of students' academic awards

- i) Vice-Chancellor's Honours Roll- This award will be given during graduation ceremony.
- ii) Dean's Honours Roll- This award will be given during the Founder's Day celebrations.

2.4 Students Non-academic Awards;

The following are among categories of student's non-academic excellence

awards;

- i) Student Leadership Award of the Year
- ii) Athletics/Sportsperson Award of the Year
- iii) Students Social Engagement Award of the Year
- iv) The Extra Mile Award of the Year

3.0 Criteria for selection of those to be recognized;

The following criteria shall be applied to each category;

3.1 Academic Staff criteria;

Evidence of excellence and recognized contribution to academia shall be in such areas as teaching effectiveness and student advisory services, research productivity, attracted funding for research, registration of innovations and patents, research outreach and extension and instructional presentation. Nominees shall represent the character and qualities of excellence reflected by professionalism, integrity, honesty, positive attitude to service provision, social justice and fairness, transparency, accountability and commitment to duty.

Eligibility - All teaching staff as follows;

- I) Grades 11-15
- ii) Technologists

Nomination: - These shall be initiated by Divisions, Faculty, Peers, Administrators, Students and other staff. Nomination shall be forwarded to

the Committee appointed to identify staff and students to be awarded for excellence and achievement. The committee shall vet the nominees based on the criteria for qualification.

i) Lecturer of the Year Award

In this category, lecturers shall be awarded on the basis of results obtained from the teaching effectiveness evaluation done by students. Student course evaluation instrument shall be administered by lecturers at the end of the semester. The Chairperson of Departments (CODs) shall coordinate staff assessment and evaluation exercise.

Through the analyzed data, the staff members who receive the highest average score based on the identified attributes will be considered for the awards. In addition, staff shall demonstrate good performance in student advising, academic consultations and research supervision. Attributes such as demonstration of positive attitude, willingness to go beyond their call of duty in their service provision, exemplifying excellence and integrity at their work places will also be considered.

ii) Researcher of the Year Award

Deans of Faculties shall be asked to submit names of three (3) academic staff in their faculties who have published the highest number of articles in the preceding calendar year. In submitting the names, the list of articles in refereed journals/books chapters, issues, pages and other relevant information shall be included. Only articles indicated to have been published in refereed journals/books chapters will be selected.

iii) The Staff or group attracting most funds of the Year Award

The Director Research and Extension will provide a list of three staff members who will have attracted the funding/resources for the University either through research, project, consultancy services and capacity building/development in the preceding financial year.

iv) Outreach/Extension/Community Service of the Year Award

This award will identify individuals or groups who have made significant contribution through outreach and extension services to the communities and whose efforts have assisted to improve the lives in the community in the academic year under consideration.

v) Patent/Innovation of the Year Award

The Patents and/or Innovations Award will reward the best registered Patent/Innovation of the academic year in consideration. The Director (Research and Extension) will provide a list of staff members who have registered Patents or Innovations in the year for nomination.

vi) Post-graduate Supervisor of the Year Award

The staff member(s) who will have supervised students to the completion of their programme within the stipulated time of 2 years (Masters) and 3 years (PhD) or the official time indicated in their programme.

vii) Technologist of the Year Award

The criteria for evaluating the performance of Technologists will be based on preparation, conducting and supervision of Laboratory/Workshop and field practical classes/courses, participation in research and student

projects, community and University service. In addition, consideration will be given to those demonstrating positive attitude, willingness to go beyond their call of duty in their service provision, exemplifying excellence and integrity at their work place.

Subsequently, questionnaires that target the chairpersons, staff and students of departments will be developed and administered to students at the end of semester. Weightings will be allocated respectively. A consolidated figure will be obtained from the weighted results, and the Technologist who obtains the highest score will be picked for nomination.

3.2 Non-Academic Staff Awards

The non academic staff nominees will be awarded for their achievement and excellence based on the following performance indicators:-

- (i) Service - the nominee who has an outstanding customer service towards students, co-workers and community at large
- (ii) Teamwork - the nominee who demonstrates respect for workforce diversity, cooperation, collaboration and outstanding group effort towards a set objective.
- (iii) Attitude - the nominee should demonstrate patience, good humour and enthusiasm on the job
- (iv) Reliability- the nominee who provides prompt, efficient and reliable service and is dependable and trustworthy.
- (v) The nominee who exemplifies excellence and integrity at the

work place, positive inter personal relationship and prudent decision making.

The questionnaires used to identify the recipients shall reflect indicators listed above. Questionnaires shall be administered to peers, staff and students where applicable. Staff members will be awarded for their professional, outstanding customer service towards students, co-workers and community at large. This will also apply to those who demonstrate a positive attitude, willingness to go beyond their call of duty, exemplifying excellence and integrity at their work place.

3.3 Student Academic Excellence awards criteria

A list of Egerton University Student Award of Academic Excellence of the Year will be obtained from the Vice Chancellor's Honour Rolls as well as from the Dean's Honours Roll. The nominees will be drawn from the Undergraduate, both Diploma and Degree, and Postgraduate students.

3.4 Non-Academic Student Awards criteria

To qualify for the award for the non-academic student award the following criteria will be applied;

- a) The nominee shall exhibit outstanding leadership and management abilities.
- b) Demonstrate high morale, motivation and courage even under difficult circumstances.
- c) Foster excellent community relations and extensive involvement with student's body, employees, faculties etc

- d) Ability to develop initiatives that result in cost savings
- e) Ability to employ innovative and creative solutions when necessary by thinking "outside the box".
- f) Ability to overcome unusual challenges like financial difficulties, assisting resolve student's conflicts and working for new roles.
- g) Evident contribution of the nominee's initiatives in the resolution of long term problems related to safety and security on campus or in the community surrounding the University.
- h) Where applicable the services rendered should be voluntary, unpaid and quantifiable.
- i) The service be carried out independently or take place through University, community, religious or other organizations involvement. The service SHOULD NOT involve:-
 - I) Lobbying or partisan political activities
 - ii) Efforts that are directed to benefit one's own family
 - iii) Working in a private office or for a profit business

The Extra Mile Award

This will recognize an individual who provides support to students, through extraordinary acts of benevolence, good role modeling, mentoring and exhibiting qualities and acts of compassion/benevolence.

Nominations

Students will be nominated for the respective awards by a committee constituting the Dean of Students, the Director of Student Welfare services and a representative of the students union based on the approved criteria.

4.0 Honorary Degree Award

This award will be given to an individual who has made significant contribution to humanity locally, nationally or internationally.

5.0 Other Recognitions

- i) **International and national achievements** - This applies to cases where our students and staff may have excelled in international and national activities such as the Zain Challenge, Satima Essay writing competition, international sports, or could have been recognized by boards of repute or in research, linkages with other institutions or any other recognitions. Egerton University shall recognize such individuals.
- ii) **Merit Awards** - It is an earned recognition that applies to staff whose performance in their work is beyond ordinary call of duty, exemplified and sustained over a long period of time. This category can be nominated by their supervisors supported by substantial evidence.
- iii) **Long Service** - This applies to staff who have served the University for 30,40 and 50 years with distinction.
- iv) **Performance contract** - This recognizes team effort in

department or unit in the University, academic or non-academic which has registered the best score in the performance contract evaluation.

- v) Any other awards the university may propose from time to time.

6.0 Nature of Awards

Staff will receive awards in form of a certificate, a plaque or cash to a maximum of Kshs. 15,000/= per staff or a combination depending on the available finances and level of achievement. Students who have excelled in academic and non-academic performance will be awarded certificates, trophies and cash awards to the maximum of Kshs. 10,000/= per students or a combination depending on the available finances and level of achievement. Students may be considered for scholarships depending on the achievements attained.

7.0 Implementation of the Policy

The Policy will be implemented by the Deputy Vice-Chancellor (Administration and Finance).

Review:

This policy will be reviewed after every three (3) years.

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