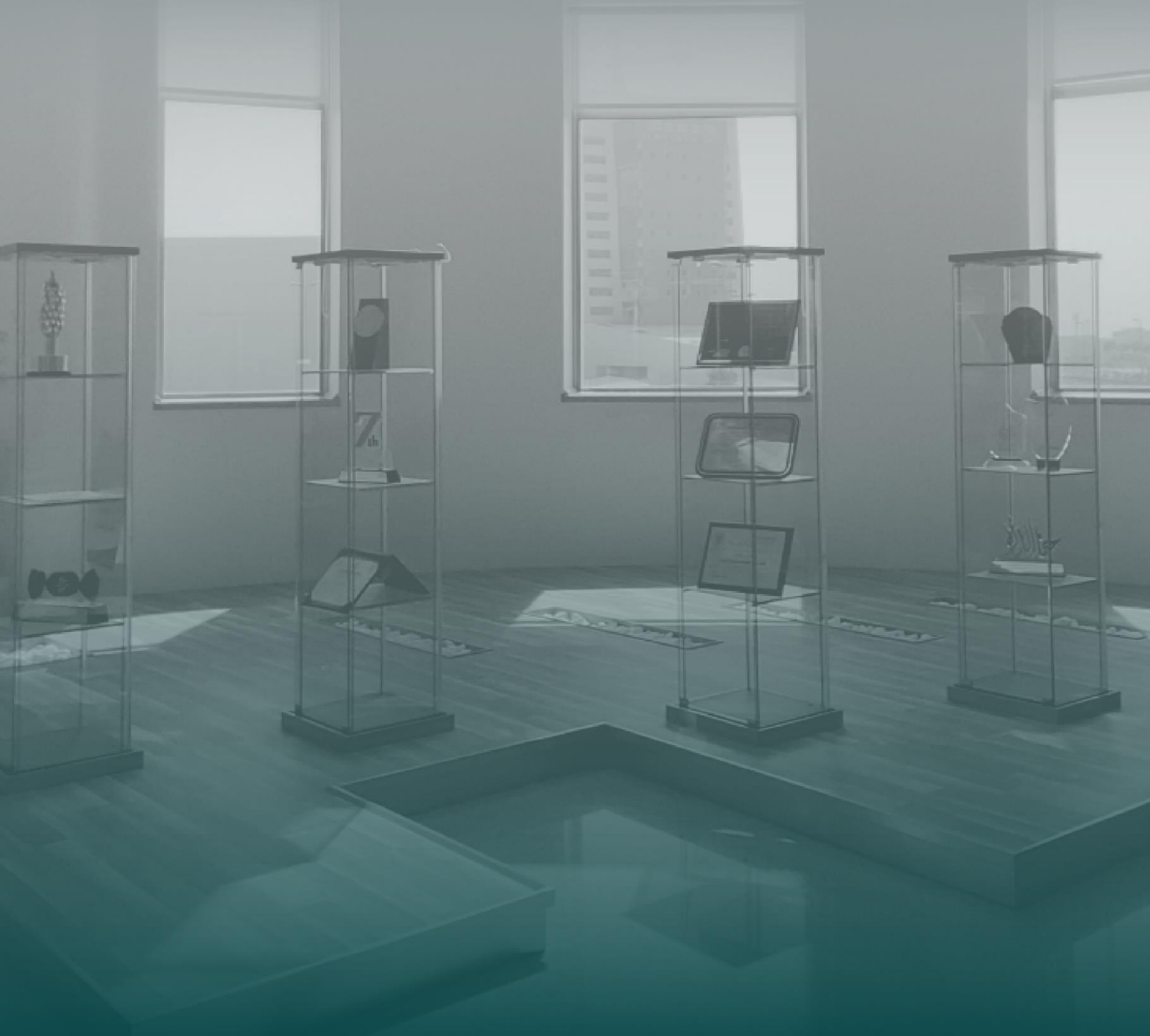




جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
كلية طب الأسنان | College of Dentistry



Excellence Awards
College of Dentistry



Third
Edition
2019

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PURPOSE

The Academic Excellence Award recognizes dental academicians, proactive postgraduate and undergraduate students and hardworking dental support staff members who demonstrate exceptional role and professional responsibility to achieve excellence in dental education, research and community-based service.

OVERVIEW

College of Dentistry, Imam Abdulrahman Bin Faisal University views the excellence awards as highly prestigious. The tradition of excellence awards to recognize the outstanding contributors for creative & innovative ideas and practices in their activities begins from the inception of the College's Program. There has been a gradual increase in the number of awards in different categories.

To ensure the excellence and continuity of the awards, the College strongly encourage the recipient maintain a high profile in academic excellence throughout the career. It also strongly recommends the student to be associated with the recognized educational institute. The recipient should also be actively involved in the identification of future nominees.

The College holds a transparent process of award nominations, scrutiny of the top most nominations and evaluation. The award committee chaired by the dean of the College evaluates the nominations and declares the award's winner. Annual Ceremony is organized by the College administration for announcement and distribution of excellence awards, and heavily attended by all staff and students.

There are three main categories of the excellence awards in line with the mission of the college i.e. education, research and community-based services.

- I. Academic Awards
- II. Research
- III. Community Awards

I. ACADEMIC AWARDS

1.1 The Most Proactive Academician Awards

- 1.1.1
 - The Best Faculty Award
- 1.1.2
 - The Best Demonstrator Award

1.2 The Most Proactive Student Awards

- 1.2.1
 - The Best Postgraduate Student Award
- 1.2.2
 - The Best Graduating Male Student Award
- 1.2.3
 - The Best Graduating Female Student Award

1.3 The Most Proactive Staff Awards

- 1.3.1
 - The Best Administrative Staff Award
- 1.3.2
 - The Best Dental Support Staff Award

II. RESEARCH AWARD

- 2.1
 - The Best Researcher Award

III. COMMUNITY SERVICE AWARDS

- 3.1
 - The Best Faculty Community Service Award
- 3.2
 - The Best Staff Community Service Award
- 3.3
 - The Best Student Community Service Award



Category-I:

Academic Awards



The Most Proactive Academician Awards

1.2.1 The Best Faculty Award

2.2.1 The Best Demonstrator Award

1.1.1. The Best Faculty Award:

Purpose

The Best Faculty Award recognizes dental academicians who demonstrate great standards and promote excellence in dental education through updated knowledge, professional skills and innovation. The award is ultimately aimed at enriching educational experiences by generating intellectual excitement within dental institutions.

Overview:

The senior academicians have opportunity to be awarded certificate of appreciation and achievement to acknowledge the instructional skills, professional attitude, high performance ratings, community service and exemplary work ethics shown by the faculty members throughout the year.

Scope:

The senior academician including Lecturer, Assistant Professor, Associate Professor, and Professor, in the College of Dentistry, IAU having fulltime academic appointment are eligible for this award.

Nomination criteria for the Best Faculty Award:

Nominations of the best faculty members are collected anonymously from the senior/high-ranking undergraduate students (Annexure 1). A nomination may be considered for the next award cycle after three years duration if the nominee has been previously selected as a recipient of this award.

Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the faculty described in the nomination form.

1.1.2. The Best Demonstrator Award:

Purpose:

The best demonstrator award recognizes the junior rank dental academicians who exhibit enthusiasm, professionalism and role-model inspiration for the undergraduate students to achieve excellence in clinical competence, updated knowledge and innovation.

Overview:

The junior academicians have opportunity to be awarded a certificate of appreciation and achievement to acknowledge the instructional skills, high performance ratings, community service, professional attitude and exemplary work ethics shown by the demonstrator throughout the year.

Scope:

The junior academicians i.e. demonstrators/ teaching assistants in the College of Dentistry, IAU having fulltime academic appointment are eligible for this award.

Nomination criteria for the Best Demonstrator Award:

Nominations of the best faculty members are collected anonymously from the senior/high-ranking undergraduate students (Annexure 2). A nomination may be considered for the next award cycle after three years duration if the nominee has been previously selected as a recipient of this award.

Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the demonstrators described in the nomination form.

The Most Proactive Student Awards:

1.2.1 The Best Postgraduate Student Award

1.2.2 The Best Graduating Male Student Award

1.2.3 The Best Graduating Female Student Award

1.2.1. The Best Postgraduate Student Award:

Purpose:

The most proactive student award recognizes postgraduate students who demonstrate commitment to excellence of teaching and learning that they exhibits in clinical work, research & continuing education, and community-based services.

Overview:

The postgraduate students have opportunity to be awarded a certificate of appreciation and achievement to acknowledge specialized learning abilities, academic performance, research, clinical productivity, community service, professional attitude and exemplary work ethics throughout the year.

Scope:

The postgraduate student who successfully completes the program activity, maintaining logbook of specialized case treated during the PG course, research, academic performance and professional attitude throughout the year are eligible for this award.

Nomination criteria for the Best PG Student Award:

Nominations of the best PG students are collected anonymously from the specialized faculty members of the programs (Annexure 3). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the most proactive PG student described in the nomination form.

1.2.2. The Most Proactive Male Student Award:

Purpose:

The most proactive student award will recognize undergraduate male students as pioneer learners since the inception of the program who demonstrate commitment to excellence of teaching and learning that they exhibits in clinical work, creative and innovative approach and community-based services.

Overview:

The most proactive graduating male students of BDS program have opportunity to be awarded a certificate of appreciation and achievement to acknowledge learning abilities, leadership, academic performance, clinical productivity, community service, professional attitude and exemplary work ethics throughout the year.

Scope:

The undergraduate student who successfully completes the program modules, exceptional academic track record, and professional attitude throughout the year are eligible for this award.

Nomination criteria for the Most Proactive Male Student Award:

Nominations of the best graduating students are collected anonymously from the faculty members and demonstrators (Annexure 4). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the most proactive graduating student described in the nomination form.

1.2.3. The Most Proactive Female Student Award:

Purpose:

The most proactive student award will also recognize undergraduate female students as counterpart of the program since its first intake batch in 2011 to enrich their role to serve in the oral health facility and actively participate in community, who demonstrate commitment to excellence of teaching and learning that they exhibits in clinical work, creative and innovative approach and community-based services.

Overview:

The most proactive graduating female students of BDS program have opportunity to be awarded a certificate of appreciation and achievement to acknowledge learning abilities, leadership, academic performance, clinical productivity, community service, professional attitude and exemplary work ethics throughout the year.

Scope:

The undergraduate female students who successfully complete the program modules, exceptional academic track record, and professional attitude throughout the year are eligible for this award.

Nomination criteria for the Most Proactive Female Student Award:

Nominations of the best graduating students are collected anonymously from the faculty members and demonstrators (Annexure 4). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the most proactive graduating student described in the nomination form.

The Most Proactive Staff Awards:

1.3.1 The Best Administrative Staff Award

1.3.2 The Best Dental Support Staff Award

1.3.1. The Best Administrative Staff Award:

Purpose:

The best administrative staff award recognizes the functionaries of technical assistance and dental support services to recognize exceptional performance, technical proficiency, teamwork, and phenomenal dedication to public service and community engagement in promoting the mission and achievement of program goals.

Overview:

The best administrative staff award to acknowledge exceptional professionalism, dedication, attitude and exemplary work ethics shown throughout the year in program logistic support, administrative and operational activities.

Scope:

All fulltime administrative staff assigned for logistic arrangements, student affairs & registration, support services and technical assistance to the program students are eligible for this award.

Nomination criteria for the Best Administrative Staff Award:

The Nominations of the best administrative staff are collected anonymously from the senior/ high-ranking students of undergraduate program (Annexure 5). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the most proactive administrative staff described in the nomination form.

1.3.2. The Best Dental Support Staff Award:

Purpose:

The best dental support staff award recognizes the support services and assistance of dental clinical staff during the clinical sessions to encourage teamwork ensure readily available clinical facility and arrangement for the dental clinicians to efficiently serve the community.

Overview:

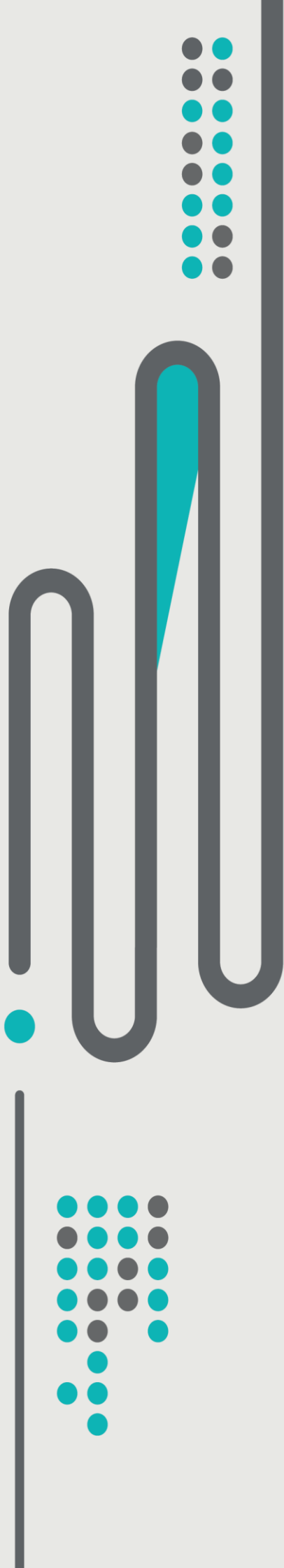
The best dental support staff award to acknowledge exceptional professionalism, dedication, attitude and exemplary work ethics shown throughout the year to provide clinical support services in group practice sessions, patient's treatment and assistance to operate dental equipment and devices.

Scope:

All fulltime dental assistants and dental technical support staff assigned for the students' group practice sessions in educational clinics are eligible for this award.

Nomination criteria for the Best Dental Support Staff Award:

Nominations of the best support staff are collected anonymously from the senior/ high-ranking students (Annexure 6). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on evaluation of attributes of the most proactive dental support staff described in the nomination form.



Category-II

Research Award

The Best Researcher Award:

Purpose:

The best researcher award recognizes the innovative and scholarly activities in oral health practice and dental education. This award also encourages the academicians and students to utilize resource material and publish intellectual contributions in national and international scientific literature.

Overview:

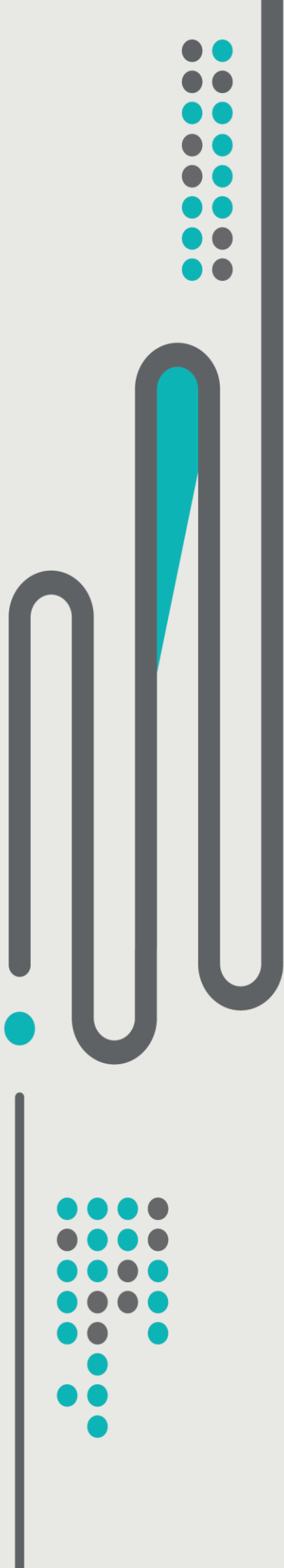
To create creative and innovative research environment, there is opportunity for the researchers associated with the undergraduate program to be awarded certification and financial incentive of SR15000 to acknowledge their research contribution and intellectual achievements.

Scope:

All the research academicians and students are eligible who contribute in scholarly activities based on score accumulates the points including number of research publications in refereed journals, impact factor publications, citations, collaborative research, number of research grants secured, research manuscripts reviews, scientific report/ poster presentations and extracurricular research activities.

Nomination criteria for the Best Researcher Award:

Self-nominations based on research productivity during a calendar year (starting from 1st of January to 31st December) must have the affiliation of College of Dentistry, Imam Abdulrahman Bin Faisal University (Annexure 7). Topmost nominations are appraised by the Academic Award Committee for the recommendations of potential winner based on documental evidence of research contributions described in the nomination form. Winner of the "Best Researcher of the Year Award" cannot be re-nominated for the following 3 years of winning the Award. If no applicants are eligible for the award, it will be postponed to the following year.



Category-III

Community Service

Awards

The Most Proactive Community Service Award:

Purpose:

The most proactive community services awards recognize the academicians, support staffs and students engaged in community service to ensure their dedicated role towards ethical practice, professionalism, teamwork and volunteerism for oral health services.

Overview:

The most proactive community service award is bestowed solely based on the number of hours they engaged as volunteer in oral health education programs, screening, and treatments in 3 categories, namely Faculty, Staff and Student.

Scope:

All the faculty members, students and support staff members engaged in community-based service programs, campaigns, volunteer field work, extracurricular programs organized by the College of Dentistry, IAU during a specified year.

Nomination criteria for the Most Proactive Community Service Award:

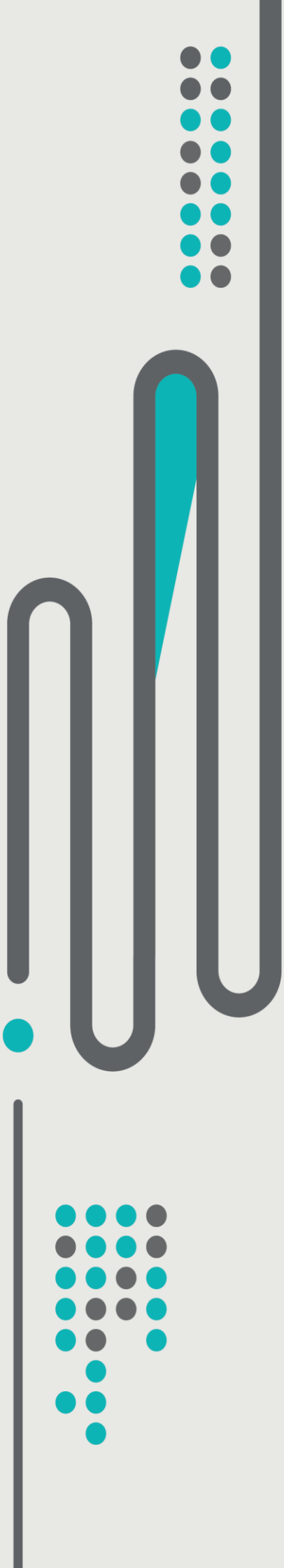
The best contributor Community Service Award the highest in 3 categories, namely Faculty, Staff and Student. This award is bestowed solely based on the number of hours they contribute as volunteered service. The following pointers are good to note:

- One hour spent at an event/activity corresponds to 1 Community Service Hour (CSH).
- If the event/event is held after business hours (5:00 PM) on a weekday, each participant is entitled to an additional 2 CSHs.
- If the event/event is held on a weekend/holiday, each participant is entitled to an additional 4 CSHs.

The student who acts as the leader for an event/activity receives an additional 4 CSH.
(Applicable to students only)

As a second tier, participants that are significant contributors are issued a Gold, Silver or Bronze certificates based on their contribution. Below are the cut-offs for each category:

	Faculty and Staff	Students
Gold	30+ CSH	45+ CSH
Silver	15-29 CSH	25-44 CSH
Bronze	5-14 CSH	10-24 CSH



Annexures

List of Annexures

1. The Best Faculty Award Nomination Form
2. The Best Demonstrator Award Nomination Form
3. The Best Postgraduate Student Award Nomination Form
4. The Best Graduating Student Award Nomination Form
5. The Best Administrative Staff Award Nomination Form
6. The Best Clinical Support Staff Award Nomination Form
7. The Best Researcher Award Nomination Form

Annexure 1

The Best Faculty Award Nomination Form

Nominee's Name: _____

Specialty: _____ Academic Department: _____

A	INSTRUCTIONAL SKILLS	Yes	No
1	The nominated faculty gives clear explanations and instructions.		
2	Answers questions clearly and positively.		
3	Uses questions to assess student learning.		
4	Exhibits exceptional resourcefulness, innovation or creativity.		
5	Exhibits outstanding effectiveness as an educator.		
6	Demonstrates excellent command on the subject.		
7	Demonstrates strong connection between lecture & lab and lecture & clinic.		
8	His /her academic expectations are reasonable.		
9	I enjoyed my classes / course with him /her.		
B	ORGANIZATIONAL SKILLS		
1	The nominated faculty comes to class well organized and prepared.		
2	Cancels classes and informs in a timely manner.		
3	Organizes cancelled class in a timely manner.		
4	Demonstrates advanced planning and preparation for instruction.		
5	Provides feedback regarding tests and assignments in a timely manner.		
6	Lab / clinic time was always spent efficiently.		
C	INTERPERSONAL SKILLS		
1	Provides adequate and appropriate feedback to me about my progress.		
2	Identifies areas in need of improvement in a helpful way.		
3	I always felt comfortable while asking questions.		
4	Communicates on a level that I could understand.		
5	Is receptive to the expression of student views/responses and always encouraged them to share their knowledge and expertise.		
6	Always shows concern for student learning needs and welfare.		
7	Always willing and available for help.		

A	INSTRUCTIONAL SKILLS	Yes	No
8	Incorporates course materials/activities to promote listening, speaking, writing and thinking skills.		
9	Maintains professional rapport with student and has excellent skills to motivate students.		
10	Uses a pleasant feeling tone in the class /lab /clinic.		
11	Makes environment in the class /lab /clinic inviting and conducive to learning.		

Please give your overall assessment of the faculty explaining why you are nominating her / him for this award. Give as much detail as possible so the selection panel has enough information to consider your nomination.

1.) _____

2.) _____

3.) _____

Annexure 2

The Best Demonstrator Award Nomination Form

Nominee's Name: _____

	Attributes	Yes	No
1	Shows thorough and current knowledge of material and academic discipline.		
2	Gives clear explanations and instructions.		
3	Demonstrates strong connection between lecture & lab.		
4	Always spends Lab / clinic time efficiently.		
5	Answers questions clearly and positively.		
6	Uses a pleasant feeling tone in the lab.		
7	Always provides adequate and appropriate feedback to me about my progress.		
8	Identifies areas in need of improvement in a helpful way.		
9	Communicates on a level that I could understand.		
10	Shows concern for student learning needs and welfare.		
11	Always willing and available for help.		
12	Maintains professional rapport with students.		
13	Always felt comfortable while working with him.		
14	Shows ability to work independently and as part of a team.		
15	Assists in facilitating class discussions and activities.		
16	Serves as a liaison for student's feedback to the instructor and staff.		

**Please give overall assessment of the nominee explaining why you are nominating him.
Give as much detail as possible so the selection panel has enough information to
consider your nomination.**

1.) _____

2.) _____

3.) _____

Annexure 3:

The Best Postgraduate Student Award Nomination Form

Nominee's Name: _____

Student ID #: _____

	Contents	Yes	No
A	Core Values		
1	Behaves in an ethical and professional manner with patients, faculty, staff, and fellow students.		
2	Demonstrates preparedness for clinical procedures, working independently, as appropriate.		
3	Demonstrates effective and efficient use of clinic time.		
4	Continuously analyzes patient treatment outcomes for quality and improvement toward future patient care.		
5	Follows stated clinical policies and procedures.		
6	Provides treatment to their assigned patients in a comprehensive manner, anticipating, preventing, and managing complications of dental treatment.		
7	Demonstrates high moral and ethical standards in the class rooms, dental clinics, dental labs and field trips.		
8	Has developed good communication and interpersonal skills.		
9	Is a team player and gets along well with staff and colleagues.		
10	Maintains good professional rapport with patients, faculty, staff and fellow students.		
11	Is always regular in class, clinical and lab sessions.		
12	Has maintained / consistently progressing academic track.		
B	Infection Control		
1	Follows universal Standards of Care as well as the clinical course-specific standards of care outlined in the course syllabi.		
2	Performs proper infection control measures while working in the clinic.		
3	Maintains personal hygiene well and abides by dress code.		

	Contents	Yes	No
C	Record Keeping		
1	Demonstrates complete, appropriate, and timely documentation in the patient record, and management of patient records.		
2	Documentation in the patient record is legible, complete, and accurate.		
3	Always takes an ethically and legally responsible informed consent prior to any patient treatment.		
4	Makes appropriate documentation in the patient record of all patient treatment, patient correspondence, appointment failures/problems, and postponement or termination of a patient's dental treatment.		
5	Demonstrates responsibility by correctly entering patient appointments and accurate, properly sequenced, patient treatment plans.		

Please give your overall assessment explaining why you are nominating this person for Student of the Year Award. Give as much detail as possible so the selection panel has enough information to consider your nomination.

1.) _____

2.) STRENGTHS OF THE STUDENT

3.) WEAKNESSES OF THE STUDENT / OPPORTUNITIES FOR IMPROVEMENT

Annexure 4:

The Best Graduating Student Award Nomination Form

Nominee's Name: _____

Student ID #: _____

	Contents	Yes	No
A	Core Values		
1	Behaves in an ethical and professional manner with patients, faculty, staff, and fellow students.		
2	Demonstrates preparedness for clinical procedures, working independently, as appropriate.		
3	Demonstrates effective and efficient use of clinic time.		
4	Continuously analyzes patient treatment outcomes for quality and improvement toward future patient care.		
5	Follows stated clinical policies and procedures.		
6	Provides treatment to their assigned patients in a comprehensive manner, anticipating, preventing, and managing complications of dental treatment.		
7	Demonstrates high moral and ethical standards in the class rooms, dental clinics, dental labs and field trips.		
8	Has developed good communication and interpersonal skills.		
9	Is a team player and gets along well with staff and colleagues.		
10	Maintains good professional rapport with patients, faculty, staff and fellow students.		
11	Is always regular in class, clinical and lab sessions.		
12	Has maintained / consistently progressing academic track.		
B	Infection Control		
1	Follows universal Standards of Care as well as the clinical course-specific standards of care outlined in the course syllabi.		
2	Performs proper infection control measures while working in the clinic.		
3	Maintains personal hygiene well and abides by dress code.		

	Contents	Yes	No
C	Record Keeping		
1	Demonstrates complete, appropriate, and timely documentation in the patient record, and management of patient records.		
2	Documentation in the patient record is legible, complete, and accurate.		
3	Always takes an ethically and legally responsible informed consent prior to any patient treatment.		
4	Makes appropriate documentation in the patient record of all patient treatment, patient correspondence, appointment failures/problems, and postponement or termination of a patient's dental treatment.		
5	Demonstrates responsibility by correctly entering patient appointments and accurate, properly sequenced, patient treatment plans.		

Please give your overall assessment explaining why you are nominating this person for Student of the Year Award. Give as much detail as possible so the selection panel has enough information to consider your nomination.

1.)

2.) **STRENGTHS OF THE STUDENT**

3.) **WEAKNESSES OF THE STUDENT / OPPORTUNITIES FOR IMPROVEMENT**

Annexure 5:

The Best Administrative Staff Award Nomination Form

Nominee's Name: _____

S #	Attributes	Yes	No
1	Committed to the mission of the college and his / her responsibilities for working.		
2	Fully aware of the Bylaws and Regulations related to his/her job.		
3	Provides exemplary services and cooperation to the students, faculty and staff based on respect and understanding.		
4	Makes the college a welcoming place for students.		
5	Ensures that every student has the best possible experience in the college.		
6	Enhances the feeling of community for the students and enhances services in response to student's diverse needs.		
7	Improves communications with students and/or student access to important information.		
8	Demonstrates sensitivity to others.		
9	Committed to teamwork and efficiency of functions in his / her department.		
10	Consistently exhibits excellent job performance.		
11	Positive relationship with colleagues and reviewers.		
12	Has skills and ability to handle extra responsibilities.		
13	Maintaining work confidentiality.		
14	Maintaining sense of belonging and loyalty to the college's reputation.		
15	Ability to handle work pressure and different unexpected circumstances.		
16	Is held in high regard by faculty, staff and/or students.		

Please give overall assessment of the nominee explaining why you are nominating him / her. Give as much detail as possible so the selection panel has enough information to consider your nomination.

1.) _____

2.) _____

Annexure 6:

The Best Clinical Support Staff Award Nomination Form

Nominee's Name: _____

	Attributes	Yes	No
1	Shows thorough and current knowledge of material and equipment.		
2	Maintains good quality of work		
3	Has good time management skills		
4	Quickly responds to judgment calls		
5	Is dependable, performs tasks with enthusiasm, loyalty and accuracy		
6	Always willing and available for help.		
7	Maintains professional rapport with students.		
8	Always felt comfortable while working with him / her		
9	Shows ability to work as part of a team.		
10	Has good interpersonal skills		
11	Has good Communication skills		
12	Keeps her / his workplace neat and clean		
13	Well aware with work and professional ethics.		

Please give overall assessment of the nominee explaining why you are nominating him / her. Give as much detail as possible so the selection panel has enough information to consider your nomination.

1.)

2.) _____

Annexure 7:

The Best Researcher Award Nomination Form

Name:

Academic Degree:

Department:

#	Questions	Points calculation		Official Use
1	Number of publications in indexed (PubMed, Scopus, & Web of Science) journals (accepted and published) in 2020 as			
	First author:	2.5 / paper		
	Co-author:	1.5 / paper		
2	Total Impact Factor* for publications in 2020 (accepted and published): *According to Journal Citation Report @ 2019 (Released 2020)	Total IF X 0.5		
3	Total number of citations for publications published in 2020 (using Google Scholar*) *Calculating all the citations from 2020 papers on Google Scholar	0.25 / Citation Max. 10 points		
4	Were you involved in any collaborative research in 2020? Yes : No :	Yes → 1 No → 0		
5	Number of research grants secured in 2020 as,			
	Principal Investigator:	2 / Grant		
	Co-Investigator:	1 / Grant		
6	Number of manuscripts reviewed (as a journal reviewer) in 2020	1/ Manuscript Max. 10 points		
7	Number of conference presentations in 2020			
	Local:	0.25/ Presentation		
	Regional:	0.5 / Presentation		
	International:	1 / Presentation		
8	Extra-curricular research activities			
	Research courses or seminars presented:	1 / Course or Seminar		
	Invited guest speaker:	1 / Speech		
	Judge for a research competition:	1 / Competition		
TOTAL				

Rules and Regulations:

- The applicant must answer all the questions above, sign the form and emailed back to vdpg.dent@iau.edu.sa.
- The applicant should be ready to immediately submit all supporting documents for his/her answers.
- The applicant will be disqualified if any of the information submitted is incorrect or inaccurate.
- Nominated applicants **must** be currently working at the College of Dentistry, Imam Abdulrahman Bin Faisal University.
- All activities and papers published or accepted for publications **must** have the affiliation of **College of Dentistry, University of Dammam/Imam Abdulrahman Bin Faisal University.**
- Winner of the “Best Researcher of the Year Award” cannot be re-nominated for the following 3 years of winning the Award.
- The applicant cannot be eligible for the award if he/she was unable to obtain points for items # 1 and 2. If the applicant could not secure any points in questions 1 and 2 above, he/she will not be eligible for the award.
- If no applicants are eligible for the award, it will be postponed to the following year.
- The above questions are evaluating the applicant research performance and productivity starting 1st of Jan to 31st Dec.
- The calculation of impact factor is based on the Journal Citation Report ©Thomson Reuters



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