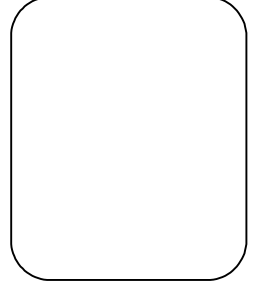# SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY

_____

BEST UNIVERSITY TEACHER AWARD
(Evaluation/Nomination Proforma)

PART-A: BACK GROUND INFORMATION AND QUALIFICATION

1. *GENERAL*

    i.   Name of Teacher …..

    ii. Father's Name...

    iii. Date of Birth ………...…..….

    iv. C.N.I.C. No ....

    v.   Name of University..

    vi. Department …………..

    vii. Present position ....…

    viii. Regular /Contractual…………………………………………………………………...

    ix. Postal address...

    x.   Phone No. ……………………………… ……..Fax No…………….........................

    xi. E-mail..

Note: Each sub section may be calculated as per following formula:

$$\frac{\text{Marks Secured}}{\text{Maximum Marks}} \times (\text{weightage})$$

QUALIFICATIONS

(Marks for highest degree plus post doc)   **(Weight age: 5%)**

S/No.	Qualification	Detail	Maximum Marks	Marks Secured
i.	MS/M.Phil or Equivalent	**18 Years Qualification**	1	
ii.	Ph.D		3	
iii.	Post-Doctoral Fellowship Abroad	Minimum 9 months period	1	
		Total Marks	**05**	

PART-B: TEACHING (Weightage: 50%)

Note: Teacher must have completed his/her workload, credit hours as per defined criteria (may be certified by the QEC)**.** Students Evaluation and peer review may be carried out confidentially by the Director QEC in consultation with the relevant HoD.

		Maximum Marks (15)	Marks Secured
i.	**Students evaluation (15%)** **(Annexure –I)** 70% of students attendance must be ensured for evaluation of the proforma		
		15	

		Maximum Marks	Marks Secured
ii.	**Evaluation by Supervisor (Chairman/ HoD) (Annexure II) (10%) certified by QEC**	10	

		Maximum 10 Marks	Marks Secured
iii.	**Peer Review(Annexure III) (10%) certified by QEC**	10	

		Maximum 60 Marks	No. of course taught	Marks Secured
iv.	**Workload (15%)- 2 marks for each course taken during the period of evaluation**	60		

PART-C: **RESEARCH (Weightage: 30%)**

1.		Research Projects Won (3%)	Detail	Maximum Marks	Marks Secured
	i.	Research Projects funded by national agencies of at least one year duration or above.	2 Marks for each completed project during last 3 years	6	
	ii.	Research Projects funded by International Agencies	3 Marks for each completed project during last 3 years	9	
			Total Marks	15	
2.		Research Publications (17%) (maximum 3 publications in last 3 years	Detail	Maximum Marks	Marks Secured
	i.	International publication with impact factor as a first author	2 Marks per paper during the period under evaluation	12	
	ii.	International publication with impact factor as a co-author *	1.5 Marks per paper during the period under evaluation	4.5	
	iii.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a	1 Marks per paper during the period under evaluation	6	
	iv.	Res. publication in refereed local research journals of Int. repute recognized by HEC as a	0.5 Mark per paper during the period under evaluation	1.5	
	v.	No of Books Authored (not edited) and published by International Publisher	3 Marks per book during the period under evaluation	9	
	vi.	No of Books Authored (not edited) and published by national Publisher (HEC Recognized Publishers) *	2 Marks per book during the period under evaluation	6	
	vii.	Oral Presentations in an International Conference in the year concerned	2 Marks for presentation made per conference	6	
	viii.	Oral Presentations in a national Conference in the year concerned	1 Mark for presentation made per conference	3	
			Total Marks	48	
3.		Research supervision (Weightage: 10%) (Period under evaluation is last three years)	Detail	Maximum Marks	Marks Secured
	i.	As a supervisor — Ph.D. (maximum 8 students)	4 Marks per student supervised during the period under evaluation	32	
		M.Phil./ MS (maximum 12 students)	2 Marks per student supervised during the period under evaluation	24	
		M.A/M.Sc/BS	2 Marks per student supervised during the period under evaluation	24	
			Total Marks	80	

In case of International Publication with the Impact Factor and publication in local journals as first author, if the nominee exceeds from the maximum limit but do not have any publication as co-author, the nominee will get the score of co-author automatically against his/her additional publications as first author. The same case will be applicable for books published by international and local publishers.

PART D: CO CURRICULAR ACTIVITIES (Weightage: 15%)

1.		Educational achievements	Detail	Maximum Marks	Marks Secured
	i.	**Professional Recognition (5%)**			
		Fellowship of national professional bodies (maximum 2 fellowships will be considered during the period of evaluation) (Details to be provided)	2 Mark per Fellowship	4	
	ii.	Fellowship of International professional bodies. (Details to be provided) (maximum 2 fellowships will be considered during the period of evaluation)	3 Marks per Fellowship	6	
	iii.	Initiating new teaching programme (including setting up new Laboratories) (maximum 2 programs)	3 Marks per program	6	
	iv.	Linkages/ Collaborations((National and International) (maximum 2 linkages)	3 Marks per linkage	6	
			Total Marks	**22**	

2.		**Professional Developments (5%)** (only those training, conferences, workshops attended/organized will be considered which formally notified by the faculty/university)	Detail	Maximum Marks	Marks Secured
	i.	Training attended (maximum 2 trainings *	2 Marks per attended	4	
	ii.	Workshops attended (maximum 2 workshops)	3 Marks per attended	6	
	iii.	Conference/Seminar attended(maximum 2 conference)	3 Marks per attended	6	
	iv.	Training organized and conducted (maximum 2 trainings)	4Marks per training	8	
	v.	Workshops /Conference/ Seminar organized (maximum 2 workshops)	3 Marks per workshops etc.	6	
		Total Marks		**30**	

* 2(a) Cascading in case of HEC Master Trainers-Faculty Professional Development Program (MT-FPDP) is must. If cascading has not been done, 2 marks shall be deducted.

3.   Community Service (Weightage: 5%) Must be related to the discipline of the nominee including off and on campuses. Detailed description of the services provided and achievement is required. Must be certified by the HoD/Dean. The Selection Committee for BUTA will decide the scores for this area.

CALCULATIONS AND SCORING:

	Total Marks	Marks Obtained	Weightage allocated	Weighted Score*
Qualification	5		05 %	
Teaching	95		50 %	
Research	143		30 %	
Co-curricular Activities	52		15 %	
Total	295		100 %	

List of documents attached:

Sr. No	Documents to be attached – Attested by the Dean/Registrar	Yes	Annexure
1.	List of names and number of courses taught during the year of nomination		A
2.	Approved timetables for both semesters Fall and Spring		
3.	Recent passport size photograph		B
4.	Copy of Detailed CV – attestation not required		C
5.	Copy of M.A/M.Sc/BS Degree		D
6.	Copy of M.Phil/ M.S./18years Equivalent qualification Degree		E
7.	Copy of PhD Degree		F
8.	Copy of Post-Doctoral Fellowship Abroad		G
9.	List of research projects funded by the national funding agency won/completed during the last three years		H
10.	Notification of each project by the University mentioned in Sr. No. 9		I
11.	List of research projects funded by the international funding agency won/completed during the last three years		J
12.	Notification of each project by the University mentioned in Sr. No. 11		K
13.	List of International Publications in Impact Factor Journal as a first Author, mentioning the year of publication		L
14.	Copy of the publications mentioned against Sr. no. 13		M
15.	List of International Publications in Impact Factor Journal as a co-author, mentioning the year of publication		N
16.	Copy of the publications mentioned against Sr. no. 15		O
17.	List of National Publications in refereed local journals of international repute recognized by HEC as first Author, mentioning the year of publication		P
18.	Copy of the Publications mentioned against Sr. No. 17		Q
19.	List of National Publications in refereed local journals of international repute recognized by HEC as co-author, mentioning the year of publication		R
20.	Copy of the Publications mentioned against Sr. No. 19		S
21.	List of books published and details		T

22.	List of papers presented and published during the years of nomination
	  a. International
	  b. National
			U

23.	Copy of the papers mentioned in Sr. 22 above		V
24.	Separate lists of students supervised at Maters/BS/M.Phil/MS and PhD level with a copy of approval page of thesis supervised by the teacher including Supervisor's name.		W
25.	Workload during the period of evaluation		X
26.	Certificates and evidences for each entry in Part D of the proforma		

Note:
1. Anti-Plagiarism Certificate is to be attached with each publication mentioned.

CERTIFICATE

It is certified that the nominee Ms/Mrs _____ has 3 years consecutive service in this university and all relevant documents of the nominee have been checked and examined. The recommendations have been made keeping in view the Terms & Conditions and criteria set by the University. Dully attested supporting documents are attached with this proforma.

Remarks of the HoD/ Coordinator:

_____

_____

_____

_____

_____

Name:
Designation:
HoD/Coordinator, Department of
Dated:

Remarks of the concerned Dean:

_____

_____

_____

_____

_____

Name:
Designation:
Dean faculty of:
Dated:

CERTIFICATE

It is certified that that the nominee Ms. /Mrs. _____has ==three years consecutive service i==n this university and is fulfilling all criteria set by the University for the Best University Teacher Award. All relevant documents of the nominee have been checked and examined by the members of the Selection Committee and recommendations have been made keeping in view the Terms and Conditions and Criteria set by the University. The Proformae and supporting documents of the nominee and the applicants along with the merit list are attached herewith.

Members of the Committee

1)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

(2)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

3)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

4)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

5)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

6)

Signature: _____

Name: _____

Designation: _____

Stamp: _____

Dated: _____

Submitted to the Worthy Vice Chancellor for approval, please

_____

_____

_____

_____

The Vice Chancellor, SBBWU

Teacher Evaluation Form

(To be filled by the student)

Name of Instructor:_____

Department: _____

Degree/Program:_____

Course Title and Number: _____

Semester: _____

Use the scale to answer the following questions below and make comments

A: Strongly Agree   B: Agree   C: Uncertain   D: Disagree   E: Strongly Disagree

Instructor:

1.	The instructor is prepared for each class	A	B	C	D	E
2.	The instructor demonstrates knowledge of the subject	A	B	C	D	E
3.	The instructor has completed to course	A	B	C	D	E
4.	The instructor provides additional material apart from the textbook	A	B	C	D	E
5.	The instructor gives citations regarding current situations with reference to Pakistani context	A	B	C	D	E
6.	The instructor communicates the subject matter effectively	A	B	C	D	E
7.	The instructor shows respect towards students and encourages class participation	A	B	C	D	E
8.	The instructor maintains an environment that is conducive to learning	A	B	C	D	E
9.	The instructor arrives on time	A	B	C	D	E
10	The instructor leaves on time	A	B	C	D	E
11	The instructor is fair in grading	A	B	C	D	E
12	The instructor returns the graded scripts etc. in a reasonable amount of time	A	B	C	D	E
13	The instructor was available during the specified office hours and for after class consultations	A	B	C	D	E

Course:

14.	The Subject matter presented in the course has increased your knowledge of the subject	A	B	C	D	E
15.	The syllabus clearly states course objectives requirements, procedures and grading criteria	A	B	C	D	E
16.	The course integrates theoretical course concepts with real-world applications	A	B	C	D	E
17.	The assignments and exams covered the materials presented in the course	A	B	C	D	E
18.	The course material is modern and updated	A	B	C	D	E

Comments:

Instructor:_____

_____

_____

Course:_____

_____

_____

Teacher Evaluation Proforma for Performance Evaluation by Superiors (Dean/ Chairman/HoD)
for
Best University Teacher Awards

	Strongly Disagree	Disagree	Nether Agree nor Disagree	Agree	Strongly Agree
	1	2	3	4	5
Criterion # 1 Displays a thorough knowledge of curriculum and subject matter.					
Criterion # 2 Seek and uses the advice of Educational Specialist in content of subject area.					
Criterion # 3 Demonstrates effective lecture planning.					
Criterion # 4 Use appropriate and effective teaching techniques (For example audio/video techniques).					
Criterion # 5 Models activities congruent with topic being taught and provides guided practice to reinforce. Concepts					
Criterion # 6 Communicates effectively with students.					
Criterion # 7 Carries out /adopts appropriate evaluation technique and give proper feedback.					
Criterion # 8 Reviews and evaluate student achievement data.					
Criterion # 9 Reliable with meeting deadlines					
Criterion # 10. Question papers are set based on the models of learning which assesses the knowledge gained from the course.					
Criterion # 11 Accepts additional responsibility readily.					
Criterion # 12 Follows University rules & regulation, and adheres to authorized policies, maintains discipline					
Criterion # 13 Satisfied with personal attributes and disposition (For example properly attired, well groomed).					

Note: This is a sample form, however the form developed by the QEC or concerned university is also acceptable.

Teacher Evaluation Proforma for Performance Evaluation by Peers
for
Best University Teacher Awards

	Strongly Disagree	Disagree	Nether Agree nor Disagree	Agree	Strongly Agree
	1	2	3	4	5
Criterion # 1 Displays a thorough knowledge of curriculum and subject matter.					
Criterion # 2 Seek and uses the advice of Educational Specialist in content of subject area.					
Criterion # 3 Demonstrates effective lecture planning.					
Criterion # 4 Uses Additional supporting learning resources.					
Criterion # 5 Search for attribute and skill developmental opportunities.					
Criterion # 6 Share the subject knowledge and methodologies learnt and used.					
Criterion # 7 Communicates effectively with students.					
Criterion # 8 Models activities congruent with topic being taught and provides guided practice to reinforce concepts.					
Criterion # 9 Carries out/adopts appropriate evaluation technique and give proper feed back.					
Criterion # 10 Reviews and evaluate student achievement data.					
Criterion # 11 Uses different methods of assessment to judge and evaluate the learning and analytical ability of students.					
Criterion # 12 Accepts additional responsibility readily.					
Criterion # 13 Follows University rules & regulation, and adheres to authorized policies, maintains discipline.					
Criterion # 14 Satisfied with personal attributes, disposition(i.e. properly attired, well groom) and inter personal skills.					

Note: This is a sample form, however the form developed by the QEC or concerned university is also acceptable.

TERMS AND CONDITIONS FOR SELECTION OF THE BEST UNIVERSITY TEACHER AWARD

1. The award consist of cash prize Rs. 25000/- (Rupees twenty five thousand) with a certificate.

2. The competition for the award will be intra-university and only one award will be offered every year subject to the fulfillment of required criteria.

3. The following categories of the teachers will be eligible for the award:
   a. Regular Full-time faculty member
   b. Contractual Full-time faculty member

4. There should be no disciplinary proceedings or adverse remarks in the ACRs against a nominee during the last three years

5. Only those teachers can be nominated who have minimum two years consecutive service as a member of permanent faculty of the university.

6. The name of the Best University Teacher shall be recommended to the Vice Chancellor by the selection committee comprising of the Deans and HODs of the relevant departments Registrar, Director QEC, Treasurer, and Director ORIC. The most Senior Dean among the members of this committee will be the Convener and Director, QEC will be the secretary of the Selection Committee.

7. The selection committee will see that:
   a. The eligibility criteria are being met
   b. It should not recommend anyone amongst themselves
   c. The name of the sitting Vice Chancellor should not be recommended

8. The selection committee of the university will recommend the top scoring teacher on the prescribed proforma in order of merit along with the required documents clearly indicating the score of the teacher evaluated as per prescribed guidelines/criteria and ensure that the nominee in not involved in plagiarism. The merit list of all other researchers evaluated along with required documents must also be placed before the Vice Chancellor.

9. Reasons for recommending the best teacher of the university (must be provided in writing on a separate page).

10. Certificate recorded on the last page of the proforma should be signed by the Members of the Selection Committee with their official stamps.

11. A teacher who has already received a best university teacher award could be reconsidered for this award after three years intervening period.

12. The maximum age limit of the award may be considered as the age of superannuation (currently 60 years).

13. Selection committee will entertain the nominations received through proper channel only.

14. Minimum qualifying score out of 100 will be 50 for the first year, 55 for the second year

and 60 from third year onward however for fine arts the minimum qualifying score will be 50 and additional 10% weight age may be given by the Selection Committee at the University keeping in view the excellence of work in their field.

15. At least 75% attendance of the teacher in the subjects taught must be ensured.

16. The final short listing will be done by a selection committee of the University which will evaluate the performance as per following mechanism/criteria:

    a. **Qualification 5%**
        i.   MS/M.Phil or Equivalent 1%
        ii. Ph.D 3%
        iii. Post-Doctoral Fellowship 1%

    b. **Teaching 50%**
        i.   Students Evaluation 15%
        ii. Evaluation by Supervisor (chairman/HoD) 10%
        iii. Peer Review 10%
        iv. Workload 15%

    c. **Research 30%**
        i.   Research Projects 3%
        ii. Research Publications 17%
        iii. Research Supervision 10%

    d. **Co-Curricular Activities 15%**
        i.   Professional Recognition 5%
        ii. Professional Development 5%
        iii. Community Service 5%

17. The Vice Chancellor will be the approving authority for the grant of the Best Teacher Award on the recommendation of the selection committee in the light of the supporting documents.

18. Each column of the proforma should be marked clearly (cutting and overwriting will not be acceptable).