

TUNG WAH COLLEGE

Nomination for Research Excellence Award (REA) 2018/2019

Important notes:

1. Please read the attached information about the Research Excellence Award.
2. All current full-time academic staff of TWC are eligible for nomination.
3. An award winner should not be nominated for two consecutive years.
4. Each nomination should be made by one Nominator.
5. Nominees are required to submit the following documents to the Research Office (RO), Secretary of the Research Committee by the stipulated deadline:
 - i. The completed and duly signed Nomination Form;
 - ii. A brief staff profile;
 - iii. A brief summary of the Nominee's research together with evidence/ supporting documents demonstrating his/ her excellence in research work; and
 - iv. Additional information, if applicable
6. Deadline for submission: 31 August 2019

Part A Details of the Nominator

The Nominator must be a current TWC full-time academic staff. Nomination must have the consent of the nominee.

Name of Nominee : _____

Post: _____

School: _____

Tel: _____

TWC Email: _____

Signature: _____

Part B Details of the Nominee

The Nominee must be a current TWC full-time academic staff.

Name of Nominee : _____

Post: _____

School: _____

Tel: _____

TWC Email: _____

Signature: _____

Part C Criteria for Award *(to be completed by the Nominee)*

The nominees need to meet the criteria as follows and are required to show evidence of excellence in most of the following areas:

- (a) having publications that make an important impact on relevant discipline and demonstration of quality research output* (e.g. citations at SCOPUS, h-index or Google Scholar)

- (b) having track record of grant of research funding for topics directly related to the academic teaching discipline at the College (to show how much funding are getting)

- (c) demonstration of research scholarship by bringing benefits to the group of researchers who participate in the work (e.g. providing mentorship/ leadership/ workshop to early researcher of TWC)

- (d) demonstration of research scholarship by making a major impact on and/or bringing benefits at local or international community (e.g. publications/ papers/ conference papers and presentations/ keynote speaker)

- (e) recognition of scholarly work in the last 3 years as evidenced by invitation as plenary / keynote speaker at conferences and seminars, peer review, external grant reviewers, awards / citation of prestigious organizations etc. (e.g. general papers)

- (f) successful receipt of external grants in the capacity of principal investigator[#]

* *The publications published with Impact factors at least >1.0 since joining TWC.*

[#] *After joining TWC.*

Part D Declaration *(to be completed by the Nominee)*

I accept the above nomination and I fully understand the criteria and guidelines for the selection of Research Excellence Award.

Signature: _____ Name: _____ Date: _____

Checkbox *(to be completed by the Nominee)*

The following document would be submitted to the Research Office (4/F, MKA) for this nomination of Research Excellence Award:

- 1. A completed and duly signed Nomination Form
- 2. A brief staff profile
- 3. A brief summary of the Nominee’s research together with evidence/ supporting documents demonstrating his/ her excellence in research work
- 4. Best three representative publications
- 5. Additional information, if applicable

28 May 2019

TUNG WAH COLLEGE

Research Excellence Award (REA)

Purpose

1. The Research Excellence Award is established to acknowledge, reward and promote excellent performance and achievement in research.

The Award

2. The Research Excellence Award welcomes individual nomination. A maximum of 3 awards will be granted for each academic year.
3. Each award includes a cash award of HK\$5,000 and a certificate, and a one-off additional grant of \$5,000 for staff development sponsorship (i.e. on top of the existing maximum grant of HK\$15,000 per academic year) to be claimed in the year immediately following the award year. The unclaimed additional grant is not allowed to be carried forward to future years. The name of awardee(s) would be posted on the website.

Eligibility

4. All current full-time academic staff of TWC are eligible for nomination.
5. The award winner should not be nominated for two consecutive years.

Criteria for Award

6. The nominees need to meet the criteria as follows and are required to show evidence of excellence in most of the following areas:
 - (a) having publications that make an important impact on relevant discipline and demonstration of quality research output* (e.g. citations at SCOPUS, h-index or Google Scholar)
 - (b) having track record of grant of research funding for topics directly related to the academic teaching discipline at the College
 - (c) demonstration of research scholarship by bringing benefits to the group of researchers who participate in the work
 - (d) demonstration of research scholarship by making a major impact on and/or bringing benefits at local or international community
 - (e) recognition of scholarly work in the last 3 years as evidenced by invitation as plenary / keynote speaker at conferences and seminars, peer review, external grant reviewers, awards / citation of prestigious organizations etc.
 - (f) successful receipt of external grants in the capacity of principal investigator[#]

** The publications published with Impact factors at least >1.0 since joining TWC.*

[#] After joining TWC.

Nomination Procedures

7. Nominations can be made by supervisor or academic staff submitting a nomination form. Each nomination must have the consent of the nominee.

8. Each nominee should submit a brief staff profile, examples of evidence supporting the criteria in paragraph 6 and provide **best three**[#] representative publications for panel’s consideration. The nominees may be invited to provide additional information and/or attend a meeting with the Selection Panel to further substantiate their achievements in relation to the criteria for award.

[#] *After joining TWC.*

Selection Panel

9. The composition of the Selection Panel shall comprise of the following:

<p>3 core members <i>Who would make final selection for RC and AB consideration</i></p>	<p>1 President’s delegate and at least 1 RC member plus 1 internal senior academic staff</p>
<p>2 external members, <i>who would provide comments/ recommendation to nomination(s)</i></p>	<p>External reviewers from other institutions by invitation</p>
<p>Secretary <i>Who would have no voting right</i></p>	<p>Staff of Research Office</p>

In the event that a member of the Selection Panel is also a nominee for an award, she/he will be substituted and excused from the selection panel. The Terms of Reference of the Selection Panel includes:

- (a) To consider and review the nominations for the REA;
- (b) To select awardee of REA and recommend to the RC for endorsement; and

10. Upon receipt of selection results of the Selection Panel, RC should consider and endorse and make recommendations to Academic Board (AB) for final approval.

Sharing of Experience

11. Recipients of the awards will be invited to share experience with other staff members to promote best practices in research.

Updated on 28 May 2019