



MEMORANDUM

To : SCE colleagues
From : Research Management Committee (RMC)
Date : 24 June 2020
Subject : Dean's Award (Research Excellence)

We are pleased to announce the launch of Dean's Award (Research Excellence), commencing in AY 2020/21. In the spirit of the SCE strategic direction of "Building up research capacity", the School encourages academic/ teaching staff to actively engage in research-related activities. To recognise research performance/ engagement of SCE academic/ teaching staff, the Award is established and presented annually, on both an individual and a group basis.

Details of the Award are as follows:

a) Eligibility

To be eligible for receiving the award, regardless of category, the teaching staff must be full-time SCE teaching/ academic staff having served SCE for at least 2 years and with at least a one-year renewable contract at the time the award is granted. Those staff who have served SCE for at least 2 years but are incidentally under appointment review in the year of the award are also eligible. The award recipients must also be full-time teaching staff of the School by the time the award presentation ceremony is held.

b) Award

A maximum of one award may be selected each year on a competitive basis for each of the two categories, i.e. Individual, and Group. Award recipients will be recognised at the award presentation ceremony.

Category	Award
Individual	<ul style="list-style-type: none">• Certificate of Research Excellence;• Cash Award at the amount of \$2,000; and• The recipient will be granted with teaching relief of 1 course for an academic year, if he/she does not have has teaching relief at that point of time.
Group	<ul style="list-style-type: none">• Certificate of Research Excellence for each team member;• Cash Award at the amount of \$4,000 for the whole team (to be shared equally among team members); and• The team leader of group award recipient will be granted with teaching relief of 1 course for an academic year, if he/she does not have teaching relief at that point of time.



c) The Assessment Criteria to be used in judging the nominees

- *Quality and impact of the scholarly work* (e.g. Research publications, Conference presentations/ papers)
- *Recognition in the field* as evidenced by invitations to be keynote speakers in international conferences, and/or member of the editorial board for refereed journal publications.
- *Successful award of major external research grant or consistent and active engagement in consultancy projects.*

d) Review and Selection Process

1. The “Dean’s Award (Research Excellence) Selection Panel” (DASP), with Dean (or his designate) as Chairman, 2 Academic staff from HKBU Proper at the rank of Associate Professor or above and RMC Chairperson as members, will be formed for the review of the applications.
2. The DASP serves to consider and assess the applications according to the approved selection criteria, and look for the behavioural traits, evidence-based materials, and/or achievements of nominees in the past five years within SCE.
3. Nominees may be required to attend an interview to provide further details.
4. After a thorough review process, the DASP will be responsible to recommend the recipients for the Award for the consideration and approval of the RMC. The Panel reserves the right to have the award of a category unfilled in any particular year if the quality of the application is considered insufficiently meritorious.
5. Following the recommendation of the Panel, the decision of RMC is final and cannot be the subject of appeal.

e) Application procedure

1. The RMC Secretariat calls for application once a year. Eligible full-time teaching/academic staff can apply in the form of :
 - a) *Self-nomination as supported by Division Head/Director concerned, or*
 - b) *Nomination by the direct Supervisor/Division Head/Director concerned.*
2. The completed Application form (*Annex 1*) should be signed by relevant parties where appropriate.
3. Division Head/Director will make recommendation and submit the form to the RMC Secretariat before the application deadline.
4. Upon receipt of an application, the RMC Secretariat will send an interim reply to the Division Head/Director and nominee(s) to acknowledge receipt of the application.
5. The application deadline for AY 2020/21 is **5pm, 14 September, 2020.**

f) Enquires

Questions related to the Award and application process should be directed to the RMC Secretariat:

Dr. Sam LAU, Chairperson of RMC, ext. 3027, samlau@hkbu.edu.hk

Ms. Teresa TSANG, Executive Officer, ext. 3127, teresa_tsang@hkbu.edu.hk



Application Form for Dean's Award (Research Excellence) 2020/21

1. Personal details of Nominated SCE Staff

Part A :

Please the appropriate option below:

Application for Individual Award (*please fill in Part A only*)

Application for Group Award (*please fill in Parts A & B*)

Name of Staff/ Team leader :	_____	Division :	_____
Current Post :	_____	Current Post since :	_____
Current Contract Period :	From : _____	To:	_____
Date Joined SCE :	_____	Service Years:	_____

Part B :

Please provide personal details of team members below. *Please extend the Team member list if necessary.*

Team member 1

Name of Staff :	_____	Division :	_____
Current Post :	_____	Current Post since :	_____
Current Contract Period :	From : _____	To:	_____
Date Joined SCE :	_____	Service Years:	_____

Team member 2 (if any)

Name of Staff :	_____	Division :	_____
Current Post :	_____	Current Post since :	_____
Current Contract Period :	From : _____	To:	_____
Date Joined SCE :	_____	Service Years:	_____

Team member 3 (if any)

Name of Staff :	_____	Division :	_____
Current Post :	_____	Current Post since :	_____
Current Contract Period :	From : _____	To:	_____
Date Joined SCE :	_____	Service Years:	_____



2. Track Record of Research-related activities of the Nominated Staff in the past 5 years within SCE:

Please list in detail the following aspects of the nominated staff/ team:

<p>a) List of quality Scholarly Work (e.g. Research publications (with impact factor), Conference presentations/ papers etc.)</p>
<p>b) Evidence of recognition in the field (e.g. invitations to be keynote speakers in international conferences, and/or member of the editorial board for refereed journal publications etc.)</p>
<p>c) List of award of major external research grant or consistent and active engagement in consultancy projects</p>
<p>d) Overall comments/ Personal statement, if applicable (e.g. special contribution in research to the School)</p>

** Please extend the table if necessary.*

Remarks:

- a) The information provided will be kept strictly confidential, and will be used only for processing the nomination under review and presented to the Dean's Award (Research Excellence) Selection Panel (DASP) and the Research Management Committee (RMC) in appropriate meetings for consideration.
- b) The Award is not applicable to Division Head/Director/Chairperson of Research Management Committee.



3. Declaration of the Nominated SCE Staff/ Team leader

Please the appropriate option:

This application is a self-nomination supported by Division Head/Director concerned.

This application is a nomination by _____ (Title and full name of the *Supervisor/Division Head/Director concerned.)

I hereby confirm that all the information contained in this form is accurate and truthful.

Signature of Nominated SCE Staff

Title and full name:

Position:

Date:

4. Nomination by Supervisor/ Division Head/Director concerned *(not applicable to self-nomination)*

I hereby nominate the staff member for receiving the Dean's Award (Research Excellence).

Signature of the Nominator

Title and full name:

Position:

Date:

5. Recommendation

I *recommend / do not recommend the staff member for receiving the Dean's Award (Research Excellence).

Signature of Head/Director of Division

Title and full name:

Date:

* Please delete whichever inappropriate.