



المملكة العربية السعودية
وزارة التعليم
جامعة الإمام محمد بن سعود الإسلامية



Award Guide

Imam Mohammad Ibn Saud Islamic University (IMSIU)

For Excellence

Second Edition





In the Name of Allah, Most Gracious, Most Merciful

Table of Contents

Subject	Page
Introduction	
Award Description	8
First: Award Vision	9
Second: Award Mission	9
Third: Award Objectives	9
Fourth: Organizational Structure of the Award	10
Fifth: Defining Award Committees and their Tasks	11
Sixth: Award Branches	15
Award Organizational Framework:	16
First: General Terms and Conditions of the Award	17
Second: Award Application Requirements	18
Third: Award Application Process	18
Fourth: Award Process Flow	18
Fifth: Award Timeframe	19

Table of Contents

Branches of the Award:	18
Branch 1: Excellence in Education Award	19
Branch 2: Research Excellence Award	24
Category 1: Research Output Abundance Award	25
Category 2: Research Output Quality Award	28
Category 3: Best Authored Book Award	31
Category 4: Best Translated Book Award	34
Category 5: Research Excellence Award for Graduate Students	37
Category 6: Elite Journals Publication Award	40
Branch 3: Institutional Excellence Award	43
Branch 4: Administrative Excellence Award	50



Award Description



First: Award Vision

The award will be a motivating model for enhancing competitiveness, creativity, and excellence in Saudi universities.

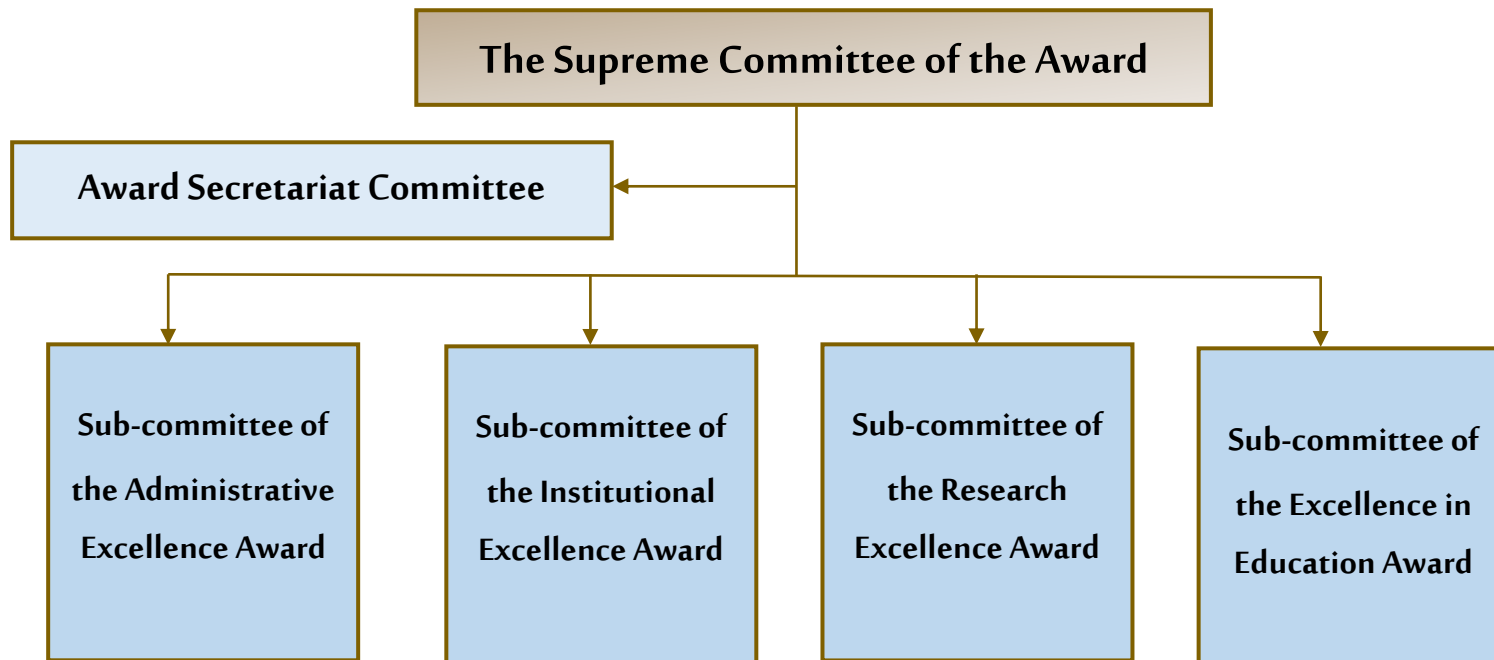
Second: Award Mission

The award aims to appreciate and encourage excellence and creativity in the university, to honor its distinguished staff as well as academic and administrative units in the fields of education, academic research, administrative and institutional performance, and to disseminate a culture of quality and excellence. Such culture contributes to achieving the mission of the university and its strategic objectives.

Third: Award Objectives

- Disseminating the concepts and practices of excellence at all levels in the university community, in order to motivate the university's employees to further excellence and creativity in performance.
- Contributing to the achievement of the university's strategy aimed at providing a stimulating environment for work and realizing competitive outcomes.
- Highlighting successful educational practices, encouraging university staff outstanding performers and providing the opportunity to benefit from distinguished experience.
- Improving the quality and quantity of research outputs at the university and encouraging excellence in the dissemination of academic results.
- Improving performance and raising the standards of services provided by various administrative and educational units
- Enhancing the status and reputation of the university in local, regional and international forums.

Fourth: Organizational Structure of the Award





Fifth: Defining Award Committees and their Tasks

1- The Supreme Committee for the Award

It is the committee responsible for the overall supervision of the award, including the approval of its strategic direction, plans, and financial budget.

The Supreme Committee the Excellence Award at Imam Mohammad Ibn Saud Islamic University consists of the University President as the Chairman and the following members:

- Vice President for Academic Affairs, Head of the Sub-Committee for Excellence in Education Award.
- Vice President for Graduate Studies and Scientific Research, Head of the Sub-Committee for Research Excellence Award.
- Vice President for Institutional Development and Community Engagement, Head of the Sub-Committee for the Institutional Excellence Award.
- Vice President of the University, Head of the Sub-Committee for the Administrative Excellence Award.
- Dean of Development and Quality.
- Vice Dean of Development, Quality and Institutional Excellence.
- A staff member from the Deanship of Development and Quality (A Secretary and Treasurer).

The tasks of the Supreme Committee for the Award include the following:

- Approval of the award's fields, branches, and its organizational regulations.
- Approval of the award's cycles, schedules, and the allocation of the required budget for each cycle.

- Approval of the winners for each cycle.
- Approval of the final reports of the award.

2- The Award Secretariat Committee:

It is the committee responsible for the executive supervision of the award, including the preparation of its plans, financial budget, monitoring its performance, and carrying out the administrative and technical procedures required for the award.

The Secretariat Committee of the Award of Excellence at Imam Mohammad Ibn Saud Islamic University is chaired by the Vice Dean for Development and Quality for Institutional Development and Excellence and its members include:

- Faculty members.
- A representative from the Deanship of Development and Quality.
- A representative from the Deanship of Information Technology.
- A representative from the Vice Presidency for Institutional Development and Community Engagement.
- A representative from the General Directorate of Media and Communication
- A staff member from the Deanship of Development and Quality (Secretary and Treasurer).



The Tasks of the Award's Secretariat Committee can be summarized as follows:

- Review and approval of the award's branches and its organizational bylaws.
- Review of the nomination and evaluation criteria, and the formation of sub-committees.
- Supervision of the operation and implementation of the award cycles.
- Preparation of the awards' budget, work programs and schedule.
- Review of nomination applications according to approved criteria and recommendation to the Supreme Committee for the Award of Excellence for the approval of the winners' names.
- Preparation the annual plans for the secretariat, monitoring their implementation, preparing the final report, and working on its development.

3- The Sub-Committees of the Award

The following are the committees responsible for overseeing the main branches of the award, organizing and managing them.

- 1- Sub-Committee for the University for Research Excellence Award.
- 2- Subcommittee for the University for Excellence in Education Award.
- 3- Subcommittee for Institutional Excellence Award
- 4- Sub-Committee for the Administrative Excellence Award

The tasks of the Sub-Committees of the Award can be summarized as follows:

1. Proposing the branches of the award and preparing their regulations.
2. Operation and implementation of the award cycles.
3. Reviewing nomination applications in accordance with approved criteria, sorting and evaluating them and recommending the names of the winners.
4. Developing the marketing plan and preparing promotional materials.
5. Preparing regular reports on the award's field and proposing enhancements.



Sixth: Award Branches





Award Organizational Framework



First: General Terms and Conditions of the Award

- The candidate must be affiliated with the university or the entity associated with the university.
- The candidate must not have any methodological or ideological violations, and no disciplinary action must have been taken against them during the two years preceding the application for nomination.
- The candidate's affiliation with Imam Mohammad Ibn Saud Islamic University must be explicitly stated in all submissions for the award.
- Applications must be submitted within the specified time frame and through the award's official website.
- Incomplete applications or files that do not meet the specified conditions and requirements of each award category will be excluded.
- Documents and evidence become the property of the overseeing entity, and will not be returned to their owners.
- Winners of the award are not eligible to apply for the award again until two cycles have passed.
- The Supreme Committee of the Award has the right to revoke the award from individuals proven to have violated the academic integrity or scientific research ethics. Such individuals are prohibited from applying for a specified period determined by the Supreme Committee.
- The award may be fully or partially withheld based on the recommendation of the Award Secretariat Committee or the Sub-Committees for the Awards, and with the decision of the Supreme Committee for the Award, when sufficient justifications for withholding are provided.
- It is permissible to apply for more than one category of the award.

Second: Award Application Requirements

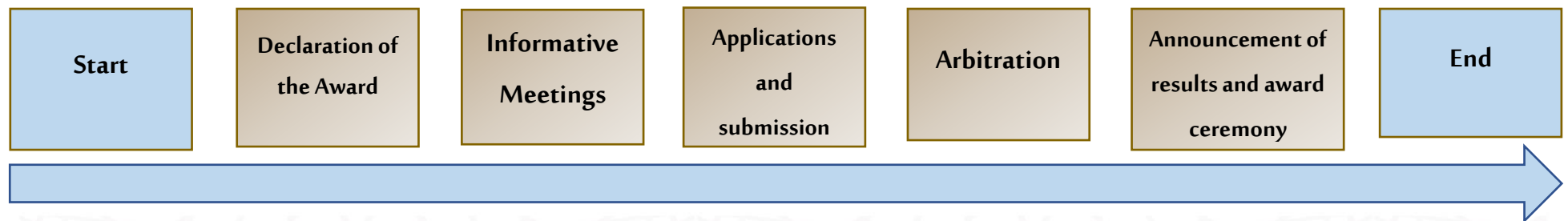
- Completion of the official application form for the award category.
- Submission of all evidence and documents demonstrating compliance with the approved conditions and criteria for the award category.

Third: Award Application Process:

Applications are submitted through the award's page on the university's official website.

Alternatively, applications can be submitted through the electronic services portal (Wafi system)

Fourth: Award Process Flow





Fifth: Award Timeframe

Activity	January	February	March	April	May	June	July	August	September	Oct
Planning the award cycle										
Announcing the award										
Informative Meetings										
Applications and submission										
Arbitration Phase										
Announcement of results and award ceremony										

The duration of the award cycle is nine months

The award cycle begins in January of each year and ends at the end of October

It is taken into consideration in each cycle that the Gregorian months match the Hijri months and any official holidays that fall between them



Award Branches



First Branch: Excellence in Education Award

The Candidates of the award:

This award is intended for the university's faculty members and their equivalents.

Application requirements:

1. The candidate must be an official or contracted employee of Imam Muhammad Ibn Saud Islamic University
2. The candidate must have worked for at least a year at the university.
3. The candidate must be working for the university in the current year of the award (not on sabbatical leave, scientific leave, etc.).
4. The candidate must be engaged in educational tasks in the current year of the award.

Evaluation and Comparison Criteria:

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	Percentage of evaluation
1	Teaching performance	50	50%	Creative approach in designing (teaching, enrichment, and therapeutic) plans that are based on the most recent theories of teaching and learning and employ the results of evaluating learners.	<ul style="list-style-type: none"> - Teaching philosophy adopted by the faculty member. - Examples of teaching, enrichment and therapeutic plans that reflect a clear understanding of recent teaching and learning theories and the use of learning evaluation results 	10	10%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	Percentage of evaluation
2				Implementing effective teaching strategies that are based on modern trends in education and learning and support learner- centered approaches in the educational process	<ul style="list-style-type: none"> - A descriptive report of the teaching strategies used by the faculty member reflects their ability to apply effective teaching strategies linked to the course learning outcomes that support the student-centered approach in the educational process. - Sample of a lecture for one of the lessons that were taught. The sample should include various models of student learning activities that demonstrate the use of effective learning strategies. 	10	10%
3				Enriching and developing the educational content	<ul style="list-style-type: none"> - A descriptive report of the scientific additions to the educational content resulting from induction and deduction. 	10	10%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	percentage of evaluation
4				Implementing e-learning and recent technologies in teaching	<ul style="list-style-type: none"> - A descriptive report on utilizing e-learning and technology in teaching, learning and evaluation processes and achieving the targeted outputs. - Samples or images of technical tools that have been utilized and applied. 	10	10%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	percentage of evaluation
5				Quality of implementing evaluation methods and providing feedback	<ul style="list-style-type: none"> - A descriptive report of the evaluation methods used to evaluate students' performance levels that are closely related to the course learning outcomes. - Examples of evaluation tools used to evaluate learning outcomes accurately, comprehensively, and diversely. - A sample of student assessment assignments including a variety of students at different levels. - Examples or forms of feedback delivery methods that reflect effective and rapid practices to enhance strengths and address weaknesses. 	10	10%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	Percentage of evaluation
6	Professional Development	30	30%	Self-reflection and performance analysis	- The self-reflection report reflects the candidate's reflection on their teaching performance, analysis and developmental vision based on the results of the student performance evaluation.	10	10%
7				Using evaluation data in creating a professional development plan	- The professional development plan, and the evidence of its implementation.	10	10%
8				Participation in professional learning communities	- Evidence of Participation: (attending and participating in conferences and scientific and training events, providing consultations, joining membership of scientific and professional bodies, committees and organizations...etc.)	10	10%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	percentage of evaluation
9	Interacting, communicating and participation	20	20%	Attending department scientific council, and joining membership of the scientific and administrative committees within the department, the college and the university.	<ul style="list-style-type: none"> - A statement from the scientific department about attending the council meetings, engaging in discussions and participating in the committees. - Committee formation decisions. 	5	5%
10				Presenting proposals and development initiatives	<ul style="list-style-type: none"> - Correspondence on development initiatives 	5	5%
11				Communicating effectively with students and meeting their needs	<ul style="list-style-type: none"> - Examples or forms of positive communication methods with students such as official email and other forms of communication. - A student evaluation form for a faculty member indicating the student's satisfaction rate with the faculty member. 	5	5%

No.	Criterion	Overall score of the criterion	Relative Weight of Criterion	Sub-criteria	Supporting Evidence	Evaluation Score	percentage of evaluation
12				Performing academic advising tasks	<ul style="list-style-type: none"> - A statement of academic advising workload. - A descriptive report that includes forms or examples of academic advising methods. 	5	5%
Total		100	100%			100	100%

Awards:

- Prizes are awarded to five positions.
- Each winner is given a certificate of appreciation and a financial reward.



Second Branch: Research Excellence Award

Categories of Research Excellence Award include:

1. Research Output Abundance Award
2. Research Output Quality Award
3. Best Authored Book Award
4. Best Translated Book Award
5. Research Excellence Award for Graduate Students
6. Elite Journals Publication Abundance Award

General Conditions:

- It is not permissible to apply for more than two categories of the award.
- Research product that has previously received an external award or an internal award equal to or higher than this award cannot be submitted.

Category 1: Research Output Abundance Award

Candidates:

This award is intended for doctorate-holding university staff members and is awarded to those who are distinguished by high research productivity. It will be granted to three researchers in theoretical disciplines and three researchers in scientific disciplines.

Application requirement:

1. The number of submitted research papers must not be less than fifteen research papers for scientific disciplines and five research papers for theoretical disciplines.
2. The research must have been published within the three years preceding the announcement of the opening of the award application period.
3. The research papers must be published in journals indexed in the Science Citation Index or the Scopus database (for members of theoretical colleges).
4. The research papers should be published in journals indexed in the Science Citation Index (for members of scientific colleges).



Arbitration and Preference Criteria:

Evaluation criteria for each research publication, compiled according to the number of research papers to calculate the final score.

No.	Criterion	Mark	Evaluation Mechanism	
1	Classification of the journal	45	Journal Classification	Mark
			First quarter	45
			Second quarter	35
			Third quarter	25
			Fourth quarter	15
2	Contribution rate	25	No. of authors	Mark
			1-3	25
			6-4	15
			9-7	10
			more than 10	5
3	Research leadership	15	The main researcher is given 15 marks the correspond researcher is given 5 degrees	
4	Research impact - (citation rate)	15	No. of citations	Mark
			More than 45	15
			45 - 41	14
			40 -36	12
			35 - 31	10
			30 - 26	8
			21-25	6

No.	Criterion	Mark	Evaluation Mechanism	
			20-16	4
			15 - 11	3
			10 - 6	2
			5-1	1
			0	0
	Total	100		

* The score is given to papers published in journals ranked in the Science Network's Quarterly Journal Citation Report (JCR) category only.

Awards:

- Awards are granted to three positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.



Category 2: Research Output Quality Award

Candidates:

This award is intended for doctorate-holding university staff members and is awarded to those who are distinguished by high research productivity. It will be granted to three researchers in theoretical disciplines and three researchers in scientific disciplines.

Application requirements:

1. Applicants are allowed to submit one or more research papers.
2. The research must be published within the three years preceding the date of the announcement of the opening of the award.
3. The research papers must be published in journals indexed in the Science Citation Index or the Scopus database (for members of theoretical colleges).
4. The research papers must be published in journals indexed in the Science Citation Index (for members of scientific colleges).

Evaluation and Comparison Criteria:

Each research publication is evaluated according to the following criteria: (Calculated for all submitted research)

No.	Criterion	Mark	Evaluation Mechanism	
1	Average classification of the journal	35	Journal Classification	Mark
			0.01 - 5	35
			5.01% -10%	30
			10.01% -15%	25
			15.01% -20%	20
			20.01% -25%	15
			25.01% -30%	10
			30.01% -35%	5
			Above 35%	0
2	Average contribution rate	20	No. of authors	Mark
			1-3	20
			4-6	15
			9-7	10
			More than10	5
3	Average Research leadership	10	The main researcher is given 10 marks the correspond researcher is given 5 marks	
4	Average research impact (average number of	35	No. of citations	Mark

No.	Criterion	Mark	Evaluation Mechanism	
	citations)		More than 65	35
			65-56	30
			55 - 46	25
			36-45	20
			35-26	15
			21-25	10
			20-16	8
			15 - 11	6
			10 - 6	4
			5-1	2
			0	0
	Total	100		

Awards:

- Awards are granted to three positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.

Category 3: Best Authored Book Award

Candidates:

This award is intended for doctorate-holding university staff. It is granted to the best scientific book, where it will be granted to two writers in theoretical disciplines and two writers in scientific disciplines

Application requirements:

1. The book should be published in Arabic, or English.
2. The work must be arbitrated and published during the five years preceding the date of the announcement of the opening of the award. It also has to meet the publication requirements (such as obtaining a deposit number and an international number).
3. Scientific dissertations and university theses are excluded from the nominated works, unless the latter have been written in the form of a widely accessible book. Promotional and advertising books are also excluded.
4. Each candidate is allowed to submit only one book
5. The book has to be in the candidate's area of expertise in science.
6. The candidate must provide evidence that the book is subject to arbitration before publication.



Evaluation and Comparison Criteria:

No.	Criterion	Mark	Indicator	Indicator description	Max. Mark
1	Scientific and intellectual value	25	Knowledge addition in the field of specialization	The diversity of topics covered in the book and its comprehensiveness	9
				The knowledge value in the field of specialization	9
				Service to national priorities	7
2	Community service	12	The importance of the book for different segments of society	A wide range of society benefits from the book	12
				A limited segment of society benefits from the book	6
3	Novelty and authenticity	12	Understanding emerging developments in the field of specialization	It includes the most important developments in the field of specialization	6
				It adds new scientific aspects	6
4	The number of co-authors	6	Involving multiple contributors in book writing	The candidate is the sole author of the book	6
				Another author co-authored the book with the candidate	4
				Three or more authors collaborated in writing the book	2

No.	Criterion	Mark	Indicator	Indicator description	Max. Mark
5	The number of issues	4	The number of times the book has been reissued	There are multiple editions of the book	4
				There is only one edition of the book	2
6	Adherence to the scientific methodology in writing the book	20	The author's adherence to the scientific methodology in writing books according to the academic specialization	To an excellent degree	20
				To a very good degree	15
				To a good degree	10
7	Accuracy of documentation	10	The accuracy of documenting information and attributing it to its sources	Committed to meticulous documentation to a high degree	10
				Committed to meticulous documentation to a low degree	5
8	Linguistic formulation	6	Language accuracy	Excellent	3
				Very good	2
				Good	1
			The fluency and clarity of style	Excellent	3
				Very good	2
				Good	1
9	Quality of production	5	The book is characterized by clear typography and the beauty of the design	To a high degree	5
				To a medium degree	2
Total					100



Awards:

- Awards are given to two positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.

Category 4: Best Translated Book Award

The Candidates of the award:

This award is intended for doctorate-holding university staff. It is awarded to the best translated scientific book. It will be granted to two writers in theoretical disciplines and two writers in scientific disciplines

Application requirements:

1. The submitted work must be translated into Arabic or translated from Arabic into English.
2. The work must be arbitrated and published during the five years preceding the date of the announcement of the opening of the award.
3. Each applicant cannot submit more than one translated work.

Evaluation and Comparison Criteria:

No.	Criterion	Mark	Indicator	Indicator description	Max. Mark
1	The importance of the subject of the book	30	Knowledge addition and scientific distinction	The diversity of topics covered in the book and its comprehensiveness	10
				Targeted towards the specialized community	10
				An accredited educational textbook for university students in the specialization	10
2	The quality and excellence of translation	50	Readability of the text	Excellent	10
				Very good	7
				Good	3
			The cultural dimension	Considers the cultural-terminological dimension.	10
				There are minor issues in considering the cultural-terminological dimension.	7
				There are major issues in considering the cultural-terminological dimension	3
			Language accuracy	Excellent	10
				Very good	7
				Good	3
			The precision of the style	Excellent	10

No.	Criterion	Mark	Indicator	Indicator description	Max. Mark
				Very good	7
				Good	3
				Excellent	10
				Very good	7
				Good	3
3	Other criteria such as: book's relevance to the translator's area of expertise, the publishing house, the number of issues.	20	The relationship of the book to the specialization of translators (reference to the biography, excluding those specialized in translation)	Large	5
				Limited	2
			The publishing house for the translated book	Distinguished publishing house	10
				Other	3
			The number of editions	There are multiple editions of the book	5
				There is only one edition of the book	2
Total					100

Awards:

- Awards are given to two positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.



Category 5: Research Excellence Award for Graduate Students

The Candidates of the award:

This award is intended for university scholarship and graduate students in its programs. The award is granted to two graduate students in theoretical disciplines and two students in scientific disciplines, and it will be presented to two scholars in theoretical disciplines and two scholars in scientific disciplines.

Application requirements:

The applicant must be from one of the following categories:

1. A scholarship student sent by the university to study at another university for a postgraduate program or fellowship.
2. A regular graduate student in one of the university's graduate programs, with a minimum cumulative GPA of 4.50 out of 5.

Evaluation and Comparison Criteria:

No.	Criterion	Mark	Evaluation Mechanism	
1	<p>The average journal rating per research:</p> <ul style="list-style-type: none"> - If the journal achieves two ratings, the higher rating is considered. - If the overall score of applicants is equal, preference is given based on the ordinal ranking of the journal within the classification, multiplied by the journal's rating, and in the case of a tie, the cumulative GPA is considered. 	55	The classification of the journal	Mark
			Science network	55
			Scopus network	50
			University journal	45
			Association journal	40
			Indexed international conference	35
			An international conference affiliated with an academic institution	30
			An international conference not affiliated with an academic institution	25
Local conference affiliated with an academic institution	20			
2	The average contribution rate per research	30	No. of authors	Mark
			2-1	30
			3	20
			More than 3	10
3	The average research impact (citation rate) per	15	No. of citations	Mark

No.	Criterion	Mark	Evaluation Mechanism	
			21-25	10
			20-16	8
			11-15	6
			6–10	4
			1-5	2
			0	0
	Total	100		

Awards:

First: Graduate students at the university:

- Awards are given to two positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward

Second: Scholarship students:

- Awards are given to two positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.

Category 6: Elite Journals Publication Abundance Award

The Candidates of the award:

This award is intended for doctorate-holding university staff. It is granted to outstanding researchers who publish in internationally reputable journals and is of interest to research scientists in the scientific and academic communities. It will be granted to three researchers in theoretical disciplines and three researchers in scientific disciplines.

Application requirements:

1. Applicants are allowed to submit one or more research papers.
2. The research must be published within the three years preceding the date of the announcement of the opening of the award.
3. The research should be published in one of the following journals: Nature and Science, or in Nature Index Journals, or in the top 1% of journals in the Web of Science.

Evaluation and Comparison Criteria:

No.	Criterion	Mark	Evaluation Mechanism	
1	Average rating of the publication platform	55	Publication Platform	Mark
			(Nature) journal or (Science) journal	55
			The classification of the journal within Nature Index journals (NIJ)	30
			In the top 1% of journals in the Science Network	15
2	Average amount of the contribution	15	No. of authors	Mark
			5-1	15
			10-6	10
			More than 10	5
3	Average Research leadership	10	The main researcher is given 10 marks The correspondent researcher is given 10 marks The second researcher is given 5 marks	
4	Average research impact (average number of citations)	20	No. of citations	Mark
			More than 80	20
			79 - 60	16
			59-40	12
			39-20	8
			19 -1	4
			0	0
Total		100		

Awards:

- Awards are granted to three positions in each discipline.
- Each winner is given a certificate of appreciation and a financial reward.



Third Branch: Institutional Excellence Award

Categories of the Institutional Excellence Award:

Category I: Academic Units

Category II: Administrative Units

Candidates:

1. University educational units (colleges and institutes affiliated with the university and its branches).
2. Administrative units at the third level of the organizational structure of the university or its equivalent (such as supporting deanships, public centers and directorates and units linked to the first or second level in the administrative structure).

Application requirement:

1. The unit should have the following documents available: organizational manual, job description manual, policies and procedures manual.
2. The unit should be within the organizational structure of the university.
3. The unit should have been established for at least a whole year.

Evaluation and Comparison Criteria:

1. Evaluation and assessment processes are based on the approved criteria of the award, which are derived from the criteria of the King Abdulaziz Quality Award and the criteria of the National Center for Assessment and Academic Accreditation related to institutional accreditation and good practices related to institutional performance of units and departments.
2. The sub-committee of the award conducts field visits to the nominated units to assess the actual performance of practices related to evaluation criteria according to the standards.

Criterion 1: Leadership, Management and Governance			
No.	Arbitration Criteria	Documents and evidence	Scale
1-1	The vision, mission and objectives are clear, measurable, approved, and are reviewed periodically. It guides all decisions and processes.	<ol style="list-style-type: none"> 1. The entity's vision, mission, and objectives are aligned with the university's vision, mission, and objectives. 2. Survey of beneficiaries' views on the clarity of vision, mission and objectives. 	4
2-1	The organizational manual includes organizational structure, policies, procedures, tasks, authorities, and job descriptions.	<ol style="list-style-type: none"> 1. The organizational structure of the entity is approved and commensurate with the mission and objectives. 2. A guide to the tasks, authorities and job descriptions, including the formation of committees 	6

Criterion 1: Leadership, Management and Governance

No.	Arbitration Criteria	Documents and evidence	Scale
		3. Examples of decisions for the formation of permanent and temporary councils and committees according to specific and announced controls, specifying the tasks and authorities of the committees and proving the observance of the appropriate representation for the categories of categories of staff.	
1-3	The operational plan is aligned with the university's strategic plan, as well as national development plans and programs, and it should include clear objectives linked to specific performance indicators to accurately measure their achievement according to the target performance levels.	<ol style="list-style-type: none"> 1. The operational plan of the entity is aligned with the objectives of the operational plan with the strategic objectives of the university. 2. Periodic reports to follow up the implementation of the objectives of the operational plan according to specific performance indicators, and what proves its discussion at the meetings of the entity's management, and the corrective measures taken in light of the measurement results. 	6
4 - 1	Availability of a risk management plan that consists of risk prioritization, activation protocols, and an evaluation of risk management processes and procedures. The plan should utilize the results to drive improvement and development.	<ol style="list-style-type: none"> 1. Risk management plan for the entity that identifies potential risks and assesses the extent and impact of potential risks. 2. Reports of the implementation of the risk management plan and its discussion at the entity's meetings and the corrective measures taken in light of the feedback results. 	2
5-1	Decisions are taken, and authorities are delegated, in	1. Forms and procedures of the delegation authorities with	4

Criterion 1: Leadership, Management and Governance

No.	Arbitration Criteria	Documents and evidence	Scale
	accordance with a clear system, relying on factual evidence, studies, information, and institutional data.	<p>Identifying responsibilities and delegated tasks.</p> <p>2. Forms of decisions made based on factual evidence, studies, information, and institutional data.</p>	
6-1	An organized work environment which encourages initiatives and developmental proposals, and motivates performance. It ensures participation in decision-making and equal opportunities for all staff.	<p>1. Mechanisms for receiving development initiatives and proposals and stimulating creative and distinctive performance of problems faced by the department or administrative unit with examples of development initiatives and proposals carried out by the staff of the entity.</p> <p>2. Forms of awards and certificates of appreciation obtained by the staff of the entity. (<i>One point for each two awards</i>)</p>	4
7-1	The quality assurance and management system are effective and linked to senior management, including all its activities and affiliated entities. It also encourages the spread of the culture that values quality, excellence and creativity and provides the environment and resources needed with periodic review.	<p>1. Activating and responding effectively to the programs and activities provided by the Deanship of Quality and Development to spread the culture of quality.</p> <p>2. Methods of spreading the culture of quality, excellence and creativity, and measuring rates of progress at all levels.</p>	4
8 - 1	Adopting procedures (such as evaluations of performance, professional development, etc.) that guarantee justice,	<p>1. Mechanism of providing necessary updated information to beneficiaries while adhering to credibility, accuracy, and</p>	4

Criterion 1: Leadership, Management and Governance

No.	Arbitration Criteria	Documents and evidence	Scale
	equality, integrity and transparency in all practices.	<p>transparency.</p> <p>2. Evaluating performance of employees at all levels according to specific and announced criteria.</p> <p>3. Professional development plan and reports (with the need to attach what proves the using of results of the evaluation in building professional development plans and evidence of their implementation).</p>	
9-1	An updated website that introduces the entity, its operational plan, tasks, policies, affiliated units and staff.	<p>1. The website of the entity displays the vision, mission, objectives and organizational structure in Arabic and English.</p> <p>2. The website of the entity displays the data of employees, evidence and policies in Arabic and English.</p>	4
10 - 1	Recognizing and addressing the needs and desires of those concerned, communicating effectively with them and ensuring their involvement in the enhancement of procedures, services, and products. This approach strengthens institutional capabilities and creates innovative ideas.	<p>1. Beneficiaries and stakeholder's satisfaction surveys.</p> <p>2. Forms of meetings or events in which beneficiaries and stakeholders participated with evidence of their creative proposals, ideas and improvements submitted.</p>	4

Criterion 1: Leadership, Management and Governance			
No.	Arbitration Criteria	Documents and evidence	Scale
11 -1	Enhancing partnerships and community initiatives in light of needs, striving for their sustainability, and ensuring their compliance with performance of quality standards, with regular evaluation and development.	<ol style="list-style-type: none"> 1. The number of partnerships and community initiatives that have been implemented, and their positive impact on society. 2. Reports of the periodic review of community partnership activities 3. Periodic opinion polls to assess the level of community satisfaction about initiatives, improvement and development plans in light of opinion poll reports. 	4
Total			46

Criterion 2: Managing Processes, Products and Services			
1 - 2	Implementing an operation management system, with a plan to identify priorities, opportunities and methods to improve processes, products and services, and training workers on their implementation.	<ol style="list-style-type: none"> 1. Electronic system or mechanism for collecting, documenting, analyzing and managing data, and preparing reports. 2. Number of training courses provided to employees in the field of operations management and development 	6
2-2	Providing and developing services that deliver added value to beneficiaries through multiple and creative methods.	<ol style="list-style-type: none"> 1. The extent of beneficiaries' satisfaction with the services provided and their evaluation, and the speed of responding to their inquiries and observations about the services provided. 2. Periodic procedures to improve and develop the services provided to beneficiaries, and to expand and diversify them. 	4

Criterion 2: Managing Processes, Products and Services

3-2	Utilizing technology in delivering services and products.	<ol style="list-style-type: none"> 1. A link to the electronic system used in delivering services and products. 2. Attaching evidence of employing and activating systems in delivering services and operations. 	6
4-2.	Adopting effective methods and programs to raise awareness and introduce the services and products provided to current and future beneficiaries.	<ol style="list-style-type: none"> 1. Attaching proof of the utilizing of the website to introduce the services provided by the entity with the inclusion of a link to the website. 2. Number of training courses, workshops and events to raise awareness and introduce the services and products provided to beneficiaries. 	4
5-2	Focusing on customer service/public relations staff in order to enhance the perception of the unit, its services, and products among beneficiaries.	<ol style="list-style-type: none"> 1. Training courses and workshops that were conducted to develop communication and customer service skills. 2. Beneficiaries' evaluation of the methods of dealing carried out by employees about their services and products among beneficiaries. 3. Actions taken to improve services to beneficiaries in an effective and sustainable manner. 	6
6-2.	Beneficiary complaints and suggestions have to be handled quickly and efficiently, with the aim of implementing improvements and improving products and services.	<ol style="list-style-type: none"> 1. The electronic link for dealing with beneficiary complaints and suggestions. 2. Results of beneficiary satisfaction surveys on the speed of resolving problems and closing complaints, and evaluating the quality of effective and positive communication with beneficiaries during complaints processing. 	4
Total			30

Criterion 3: Results of employees and beneficiaries			
1 - 3	The results of measuring the feedback of the employees	Employee's opinion and satisfaction surveys reports on: work environment, job burden, training, professional development, empowerment, participation, job satisfaction, and performance evaluation.	3
2 – 3	Performance quality results related to employees	Performance indicators reports related to employees about: achieving their individual goals according to the Job Performance Charter, their discipline, their participation in professional development programs, their relationship with leaders, their relationship with colleagues, their submission of development proposals, their job stability and psychological stability.	3
3 -3	Results of performance indicators related to services provided to beneficiaries	Reports of performance indicators related to services provided to beneficiaries on: ease of access to services, quality of services, speed of service provision, efficiency of workers, ease of communication, response to proposals and handling complaints.	3
Total			9

Criterion 4: Performance outcomes

The level of achieved performance through the evaluation of indicators to measure the objectives of the strategic/operational plans.

1-4	The level of achieved performance through the evaluation of indicators to measure the objectives of the operational plans.	The percentage of satisfaction of the staff of the authority on: work environment, job burden, training, professional development, empowerment, participation, job satisfaction, and performance valuation.	3
		Percentage of satisfaction of beneficiaries of services and products on: ease of access to services, quality of services, speed of service provision, efficiency of workers, ease of communication, response to proposals and handling complaints.	3
		The percentage of progress in the number of community partnerships from the previous year. (Number of community partnerships for the current year/ number of community partnerships for the previous year * 100)	3
		The percentage of achievement of the operational plan's objectives.	3
		The percentage of achievement of the entity's key performance indicators in light of the targets for the current year.	3
Total			15

Awards:

- Prizes are awarded to three positions in each category.
- Each winner entity is given a trophy and a certificate of appreciation.



Fourth Branch: Administrative Excellence Award

Categories of the Administrative Excellence Award:

Category I: Supervisory leaders (employees ranked tenth and above).

Category II: Second-level leaders (employees ranked ninth and below).

Category III: Support Services employees (those appointed under Wages System).

The Candidates of the award:

This award is intended for university administrative staff. This includes everyone who works for the university in an administrative position, regardless of their title or type of work; it does not, however, apply to faculty members or those in similar positions.

Application requirements:

1. The applicant must be a Saudi national.
2. The applicant must have spent five years in an official position at the university.
3. The applicant must have worked in his current unit (deanship, directorate) for a minimum of one year of actual work.
4. The applicant must have achieved a job performance rating of no less than 100% or (5 out of 5) in the previous two years.
5. The applicant must be punctual in attendance and must not have any unexcused absences recorded in the previous two years.

6. The applicant must be of good conduct and behavior, must not have received any penalties within the previous two years, and must not be referred for investigation or trial.
7. The number of male and female applicants should not exceed 5% of the total number of employees in the (deanship/ directorate/ office/ unit).
8. The applicant must be working in the year of the award and must not be on secondment or assignment outside the university, exceptional leave, childcare leave for female employees, study leave, scholarship, or training for a period longer than one-month.

Evaluation and Comparison Criteria:

1. Nominations are sorted by the sub-committee secretariat of the award, identifying nominations that meet the criteria evidence.
2. The sub-committee conducts a comparative assessment among the nominees based on the criteria and evaluation scores.
3. Candidates must achieve a score of (90%) or higher in the nomination criteria to be considered for the competition, and the sub-committee may change this percentage if the majority of candidates fall below this threshold.
4. In case of a tie in scores between candidates, a draw is conducted to determine the winning candidate.

No.	Criterion	Sub-Criteria	Documents and evidence*	percentage of evaluation for each level		
				First	Second	Third
1	Outstanding Performance and Achievement	Speed and accuracy of work completion	Line Manager Form	4	7	9
		Quality of the work accomplished and proficiency in implementation	Line Manager Form	4	7	9
		Achieving job tasks at a level higher than expected	Line Manager Form	4	7	9

No.	Criterion	Sub-Criteria	Documents and evidence*	percentage of evaluation for each level		
				First	Second	Third
		Having and applying a variety of skills to accomplish the work	Providing examples of the work and tasks accomplished along with clarification of the applied skills	4	10	0
		Mastering work using modern technology	A comprehensive report on the transactions made through the electronic systems used by the university	6	9	0
		Total		25	40	27
2	Initiative and Professional Development	Developing work methods when performing work tasks	Providing samples of work and tasks along with clarification of the developed methods	6	7	0
		Presenting proposals and development initiatives	A statement from the Standing Committee to evaluate initiatives related to promotion	6	7	0
		Familiarity with work systems and procedures and keeping up to date with any developments	Line Manager Form	4	5	18
		Membership of committees and participation in the activities at the university	A copy of the committee formation decision, or a statement of participation	7	8	10
		Continuously pursuing professional development	Copies of certificates: courses and training programs for the last two years, attendance of conferences, seminars and forums	7	8	10
		Total		30	35	38
3	Collaboration and	Sharing knowledge and information with	Line Manager Form	4	5	4

No.	Criterion	Sub-Criteria	Documents and evidence*	percentage of evaluation for each level		
				First	Second	Third
	Career Commitment	colleagues and working in a team spirit				
		Making additional efforts and dedicating extra time for work	Line Manager Form	4	5	9
		Seeking to serve beneficiaries positively and with high quality	Line Manager Form (Reception, answering the phone, not closing the office)	4	5	4
		Having positive relationships with colleagues and superiors	Line Manager Form	4	5	9
		Being diligent in maintaining order, organization, and preserving the work environment	Line Manager Form	4	5	9
		Total		20	25	35
4	Leadership Skills	Encouraging innovation, improvement and development	Providing evidence of the efforts made in this regard	5	0	0
		The ability to develop work procedures and build administrative processes	Providing evidence of simplifying administrative processes for management tasks or administrative units	5	0	0
		Effective communication with employees	Providing evidence of participation in decision-making and holding periodic meetings	5	0	0
		Seeking to provide an environment that	Providing evidence of the efforts made in this	5	0	0

No.	Criterion	Sub-Criteria	Documents and evidence*	percentage of evaluation for each level		
				First	Second	Third
		encourages excellence and creativity	regard			
		Analyzing and solving problems creatively	Providing evidence of creative solutions to problems faced by the department or administrative unit	5	0	0
		Total		25	0	0
Total Score				100	100	100

Awards:

- Prizes are awarded to three positions in each category.
- Each winner is given a certificate of appreciation and a financial reward.



Award Guide

Imam Mohammad Ibn Saud Islamic University (IMSIU)

For Excellence

Second Edition

