



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

INTERNAL MEMORANDUM

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| From: Secretary, Committee on Excellence and Productivity Award | To: All Staff and Students |
| Ref: FUTA/REG/PERS/CEPA | Date: 11 th May, 2009 |

EXCELLENCE AND PRODUCTIVITY AWARDS 2009 **CALL FOR NOMINATIONS**

This is to inform members of staff and students in the University that the University Management has given approval for the conferment of honours and awards to recognized staff, students and members of the public who had served meritoriously and, in particular, those who had gone the extra miles to achieve excellent performance in the University system.

The overall objective of the Awards is to improve business performance and secure competitive advantage. In that regards, for any one to qualify for nomination, there should be clear evidences of demonstrably positive contribution to the uplifting of the University. The award is expected to bestow an enduring university legacy on the awardees. The recipients will be expected to symbolize the university's virtues and value of merit. The award will be expected to become an achievement beacon whose recipients personify the university's aspiration, encouragement and sparkling values. Hence, it will be a rare jewel of excellence for seasoned and glittering characters.

The University expectation is that the recipients would be role models to upcoming generations who would be challenged to strive for enlistment in that hall of excellence by emulating them. It is a way of presenting the ideals of recognizing and rewarding special achievements made by individuals in pursuant of the University vision and mission.

The history of the Excellence and Productivity Merit Award is rooted in the continued search for ways and means of boosting productivity in the University's businesses. The objective of the award is to establish and institutionalize a culture of productive work ethics.

The Award is intended to provoke a more positive attitude to work among the University staff and to serve as a spice to higher productivity. Its purpose is also to widen the scope of productivity awareness in the University and, thus stimulate productivity consciousness, productivity re-orientation and re-awakening among the staff and students. The Award is designed to affect productivity positively at both individual and corporate levels.

At the individual level, the award is intended to encourage such noble attributes as expertise in job performance, dedication, hard work, initiative, creativity, honesty, reliability, self-discipline, moral leadership, responsibility, punctuality, teamwork, contribution to the building of FUTA community, and good human relations.

At the cooperate level, the Excellence and Productivity Merit Award seeks to acknowledge departments/units that are self-reliant in their adaptation and productivity efficiency. Also, the award recognizes trends for sustained increases over the years in such vital areas as capacity utilization, etc.

The Awards listed are opened to all qualified members of staff in the University. ***Justifications for nominations should be premised on the set criteria.*** Nominations shall be made strictly on the prescribed format on the Form obtainable from:

***The Secretary,
Committee on Excellence and Productivity Award,
School Office, School of Earth and Mineral Sciences***

Closing Date: Friday, 28th August, 2009

Please, see the University Website www.futa.edu.ng for further details.

Signed
Adeyemo, D.A.
Secretary, CEPA

TYPES OF AWARDS & CRITERIA FOR THE AWARD

1. Best Researcher of the Year

The award shall be given to a member of academic staff adjudged to have excelled in the area of academic research. The criteria for selecting the recipient shall be:

a) Originality

- i) Innovativeness, novelty
- ii) Adaptability

b) Quality of Research and Publication in the last two (2) years

c) Quality

- i) Theoretical Framework
- ii) Methodologies

d) Contribution

- i) Potential for further Research
- ii) Potential for adoption

e) Cost Effectiveness

- i) Reasonableness of overall cost of investment in the research
- ii) Comparative advantages and effectiveness when compared to existing alternatives

f) Special Consideration

2. Best Inventor of the year

The award shall be given to a research group adjudged to have excelled based on an invention. The criteria for selecting the recipient shall be:

a) Originality

- i) Innovativeness, novelty
- ii) Adaptability

b) Quality

- i) Theoretical Framework
- ii) Design consideration
- iii) Manufacturing/Process Technology
- iv) Finish

c) Contribution

- i) Potential for further Development
- ii) Potential for commercialization/adoption
- iii) Multiplier Effect

d) Deliverability

- i) Presentation
- ii) Packaging
- iii) Marketability

e) Cost Effectiveness

- i) Reasonableness of overall cost of investment in the research

- ii) Comparative advantages and effectiveness when compared to existing alternatives.

f) Special Consideration

3. The Dean/Director/Head of Department or Unit of the Year (4 Awards)

The awards shall be given to a Dean of School, Director and Head of Department/Unit that are adjudged to have excelled during the year with demonstrated high degree of commitment to the University goal. The criteria for selecting the recipients shall be:

- a) Leadership Qualities
- b) Outstanding academic/administrative performance
- c) Contributions to the development of the University, Nation or Professional bodies.
- d) Interpersonal relationship among colleagues, subordinates etc
- e) Commitment to the University vision and mission.

4. Staff of the Year Award (3 Awards)

The awards shall be given to a member each of senior non-academic, technical and junior staff with proven track records of excellent performance and adjudged to have excelled during the year with demonstrated high degree of honesty and dedication. The criteria for selecting the recipient shall be:

a) Harmonious and efficient working relationship

- i) Quality of relationship with his/her Head of Department
- ii) Quality of relationship with other members of staff
- iii) Management of subordinates
- iv) Commitment to the University vision and mission

b) Efficiency of Work

- i) Innovation/initiative introduced to work
- ii) Punctuality and Regularity
- iii) dedication to duty
- iv) Self-improvement efforts
- v) Creativity

5. Best Lecturer of the Year

The award shall be given to a member of academic staff with proven track records of excellent performance and adjudged to have excelled during the year with demonstrated high degree of honesty and dedication to hard work. The criteria for selecting the recipient shall be:

a) Efficiency of Work

- i) Annual rate of quality publication
- ii) Effective Teaching
- iii) Administrative involvement
- iv) Innovation

- v) Attraction of funds and equipment to the School
- vi) Other contributions to the development of the School

b) Harmonious and efficient working relationship

- i) Quality of relationship with his/her Head of Department
- ii) Quality of relationship with other members of staff
- iii) Management of subordinates
- iv) Quality of relationship with students

6. Remarkable Achievement Award

The award shall be given to a member of staff that brings honour to the University based on winning valuable award/appointment outside the University, e.g. fellowship by national or international bodies, community service, etc. The criteria for selecting the recipient shall be:

- a) Leadership Qualities
- b) Outstanding academic/administrative performance
- c) Contributions to the development of the University, Nation or Professional bodies
- d) Outstanding act of courage, bravery, etc.

7. Selfless Service Award

The award shall be given to a member of staff adjudged to have demonstrated high degree of honesty, dedication and altruism. The criteria for selecting the recipient shall be:

- a) Contribution to the Department/School/University
- b) Contributions to the development of profession
- c) Leadership Qualities
- d) Outstanding act of courage, bravery, etc.

8. Meritorious Service Award

The award shall be given to a retiree of the University during the year of award who was adjudged to have excelled during the years of his service with demonstrated high degree of honesty and dedication. The criteria for selecting the recipient shall be:

a) Harmonious and efficient working relationship

- i) Quality of relationship with his/her Head of Department
- ii) Quality of relationship with other members of staff
- iii) Management of subordinates

b) Efficiency of work

- i) Innovation/Initiative introduced to work
- ii) Punctuality
- iii) Dedication to duty
- iv) Self-improvement efforts
- v) Inventions

9. Long Service Award

The award shall be given to a member of staff who had put into the service of the University 20-25 years active service (who has never won the award) and was adjudged to have excelled during the year with demonstrated high degree of honesty and dedication. The criteria for selecting the recipient shall be:

a) Harmonious and efficient working relationship

- i) Quality of relationship with his/her Head of Department
- ii) Quality of relationship with other members of staff
- iii) Management of subordinates

b) Efficiency of work

- i) Innovation/Initiative introduced to work
- ii) Punctuality
- iii) Dedication to duty
- iv) Self-improvement efforts
- v) Inventions

10. Pro-Chancellor's Award for the Best Academic Department

The award shall be given to an academic department adjudged to have excelled in the area of academic research. The criteria for selecting the recipient shall be:

a) Originality

- i) Innovativeness, novelty
- ii) Adaptability

b) Quality of Research and Publication

c) Quality

- iii) Theoretical
- iv) Methodologies

d) Contribution

- v) Potential for further Research
- vi) Potential for adoption

e) Cost Effectiveness

- vii) Reasonableness of overall cost of investment in the research
- viii) Comparative advantages and effectiveness when compared to existing alternatives

f) Special Consideration

11. Chancellor's Award for the Best Administrative Unit

The award shall be given to an Administrative Department/Unit that is adjudged to have excelled during the year with demonstrated high degree of commitment to the University goal. The criteria for selecting the recipients shall be:

- a) Leadership Qualities
- b) Outstanding academic/administrative performance
- c) Contributions to the development of the University, Nation or Professional bodies.
- d) Interpersonal relationship among colleagues, subordinates, etc.
- e) Commitment to the University vision and mission.

12. Sports Award

Nominations for the award shall be carried out by the University Sports Unit

13. Students' Leadership Award

Nominations for the award shall be carried out by the Students' Affairs Division

14. Special Recognition Award – for branding FUTA

Nominations for the award shall be carried out by the University Principal Officers

15. Vice-Chancellor’s Award for Service

Nominations for the award shall be carried out by the University Principal Officers

16. Award of Outstanding Distinction

Nominations for this award shall be the prerogative of the University Principal Officers

17. Award of Excellence in Entrepreneurship and Development of Education in Nigeria

Nominations for this award shall be the prerogative of the University Principal Officers

PROCEDURE FOR NOMINATION AND SELECTION OF AWARDEES

- i) The Committee of Principal Officers will carry the responsibility for the final selection of the awardees from the lists of nominees recommended by the Committee on Excellence and Productivity Awards.
- ii) Nomination shall be made strictly on the prescribed format (interested members of staff shall collect nomination forms from the Secretary, Committee on Excellence and Productivity Award in the School Office, School of Earth and Mineral Sciences)
- iii) ***Write-ups and justifications for recommendation for each nominee shall take into consideration the criteria set for the relevant awards as contained in this publication.***
- iv) Relevant documents including appropriate curriculum vitae (seven copies) should be forwarded alongside the nomination forms
- v) Nomination and supporting documents shall be addressed to the Secretary, Committee on Excellence and Productivity Award.
- vi) All supporting documents including the nomination forms should be sent in seven (7) copies. Candidates with incomplete documents will not be considered.

VALUES OF AWARD

- i) Best Researcher of the year = value of award at ₦75,000.00 or gift items of equal value with plaque.
- ii) Best Inventor of the year = value of award at ₦100,000.00 or gift items of equal value with plaque.
- iii) The Dean/Director/Head of Department or Unit of the year = value of award at ₦50,000.00 or gift items of equal value with plaque.
- iv) Staff of the Year Award = value of award at ₦25,000.00 or gift items of equal value with plaque for:
 - the most dedicated senior non-academic staff
 - the most dedicated technical staff
 - the most dedicated junior staff
- v) Best Lecturer Award = value of award at ₦50,000.00 or gift items of equal value with plaque.
- vi) Remarkable Achievement Award = value of award at ₦50,000.00 or gift items of equal value with plaque
- vii) Selfless Service Award = plaque and double incremental credit
- viii) Meritorious Service Award = value of award at ₦25,000.00 or gift items

- ix) Long Service Award = value of award at ₦25,000.00 or gift items
- x) Pro-Chancellor's Award for the Best Academic Department = ₦100,000.00
- xi) Chancellor's Award for the Best Administrative Unit = ₦100,000.00
- xii) Sports Award
 - Gold = plaque and N15,000.00
 - Silver = plaque and N10,000.00
 - Bronze = plaque and N5,000.00
- xiii) Students' Leadership Award = plaque and N15,000.00
- xiv) Special Recognition Award for Branding FUTA = Highest Value = N25,000.00
- xv) Vice-Chancellor's Award for Service = Standing crystal plaque
- xvi) Award of outstanding Distinction = Standing Crystal Plaque
- xvii) Award of Excellence in Entrepreneurship and Development of Education in Nigeria = Standing Crystal Plaque

Important Notice:

All nomination for any category of the Awards should reach the Secretary, Committee on Excellence and Productivity Award on or before Friday, 28th August, 2009.

Adeyemo, D.A.
Secretary, CEPA