



**SOUTH EASTERN
KENYA UNIVERSITY
(SEKU)**

STAFF EXCELLENCE AWARD FORM

CATEGORY – INNOVATION AND PRODUCTIVITY AWARD

STAFF EXCELLENCE AWARD

Selection Criteria

Categories of Awards

The Staff Excellence Award is to recognize exemplary performance by individuals identified by their supervisors and peers as having consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of South Eastern Kenya University. The categories are as follows;

1. **Customer focused service delivery award**
 - a) Individual award
 - b) Departmental award
2. **Innovation and Productivity Award**
 - a) Researcher of the year
 - b) Publications category
 - c) Grants Category
3. **Outreach Champion award**
4. **Long Service award**

The Nomination Process:

Any current member of the staff can submit nominations. Self-nominations will be accepted and all nominations will be confidential. Nominations will be forwarded to the Award Standing Committee, made up of representatives from the administrative and academic staff.

Required Documentation:

- Nomination materials should consist of a nomination form and letters of support that address the criteria listed and justification of areas of excellence.
- Any essential documents that provide evidence of the nominee's excellence.

Eligibility:

This award shall apply to all staff levels within the University including both those on permanent and those on contract terms.

Award Standing Committee:

The Award Standing Committee consists of a diverse group of full-time staff employees who have been employed at the University. The Vice Chancellor will select a representative from their area to serve on this committee along with two representatives from the Staff Senate.

The Award Standing Committee will evaluate and rank the nominees. Their recommendations will be forwarded to the University Management.

INNOVATION AND PRODUCTIVITY AWARD

Name of candidate: _____.

All required documentation included (circle one): Yes No

Select category applied for (Tick one per form):

- a) Researcher of the year
- b) Publications category
- c) Grants Category

Total Points: _____.

Ranking: _____.

Rating Scale: 4 = Evidence of exceptional performance and quality are clearly indicated
 3 = Evidence of strong performance and quality are clearly indicated
 2 = Evidence of reasonable performance and quality are clearly indicated
 1 = Evidence of minimal performance and quality are clearly indicated
 0 = No evidence of performance and quality are clearly indicated

Researcher of the Year – Publications Category	
Rating	Performance Indicators
	Provide proof of publication(s) in high impact factor journal(s) by submitting manuscript proofs.
	Other criteria:

Researcher of the Year – Grants Category	
Rating	Performance Indicators
	Provide evidence of attracting substantial funds to the University and provide proof of disbursement
	Other criteria:

Innovator of the Year	
Rating	Performance Indicators
	Submit proof of the innovation by presenting an Intellectual Property Right (IPR) or an application for an IPR.
	Submit a sample of the product or design or utility model of the process or service.
	Demonstrate use of the product, process and service.
	Submit proof of commercialization of product, process or service.
	Other criteria:

FOR OFFICIAL USE BY THE AWARDS STANDING COMMITTEE

Recommendations from the Award Standing Committee:

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Name: Signature:..... Date:
Chairperson, Awards Standing Committee