

Lingnan University

Paper on Dr and Mrs James Tak Wu Awards for Outstanding Service

1. Background

The Dr and Mrs James Tak Wu Awards for Outstanding Service was set up in 1998 with the generous donation from Dr and Mrs James Tak Wu. The inaugural awards were made in the same year and it is intended that the awards be made to recognize and reward staff members and students who have consistently demonstrated outstanding service to the University or community. The reasons for focusing on outstanding service are two-fold:

- a. To tie in well with the University's motto of "Education for Service" as well as its emphasis on whole-person development and instilling the spirit of serving others, not only from the perspectives of undergraduate students but also from all faculty and staff members.
- b. In addition to the performance-related award schemes already in place, *inter alia*, the Teaching Excellence Awards Scheme, the Research and Knowledge Transfer Excellence Awards Scheme and the Performance Award Scheme, we believe it is important to recognize those who have continually demonstrated distinguished service both to the University and the wider community. The emphasis of this award is on **service**, not only performance, teaching, research or other positive aspects of an individual's contribution to the University.

2. Aims

With a view to making Lingnan a "preferred and renowned liberal arts" University among prospective Lingnanians, we strive to continually improve our staff profile. The Awards are expected to achieve the following:

- a. To recognize and reward staff members and students of the University who have demonstrated outstanding service to the University or community beyond the scope of their normal study/office duties, predominantly during the year prior to the closing date of applications/nominations.
- b. To encourage and foster a deep sense of social responsibility, the importance of commitment, enterprise and effort, and an ability to handle interpersonal relationship.
- c. To confirm the University's commitment to continuously enhancing its quality of service in order to become a "preferred" institution for staff and students.

3. The Awards

There are three categories of Outstanding Service Awards, viz. academic staff, administrative & general grade staff and students. The Staff Awards are given biennially whereas the Student Award is given annually. The application/nomination period for the Awards is at the beginning of the second semester of the academic year.

Each staff awardee will receive a cash award of HK\$20,000 and a trophy, while the student awardee will receive a HK\$5,000 cash award and a trophy. The Awards will be presented together with the Teaching Excellence Awards, and Student Scholarships and Awards.

Names of awardees, together with the Department/Unit to which they belong, will be engraved on a trophy displayed in the University Club on campus. Awardees are not eligible to apply or be nominated for the next round of awards.

4. Eligibility and Application/Nomination Procedures

4.1 Eligibility for Awards

The Awards are open for competition to all full-time undergraduate/postgraduate students, and staff members of the University whose service at Lingnan is not less than two years and appointments are not temporary in nature.

For Staff Awards, candidates who are not awarded for the year will automatically be included in the nomination list of the following two rounds. Invitation will be sent to seek their consent and ask them for updated information to facilitate the assessment.

The Office of Student Affairs is responsible for the administration of the Student Award whereas the Office of Council/Court Business and General Administration will administer the Staff Awards (Academic Staff Award, and Administrative & General Grade Staff Award).

4.2 Application/Nomination Procedures

4.2.1 Submission can be in the following forms:

- a. Application by staff/faculty members or students concerned; or
- b. Nomination by colleagues/Head of Unit or any fellow students/faculty members.

4.2.2 All nominations must have the consent of the nominees concerned and awardees of the immediate preceding round are not allowed to compete.

4.2.3 Applications and nominations should consist of the following documents for the Panel Members' consideration:

- a. A nomination/application form;
- b. A write-up of 1 to 3 pages (at most) of A4 size paper;
- c. A copy of the staff's annual appraisal/student's appraisal where applicable as it relates to service; and
- d. Evidence of outstanding service with supporting documents, if possible.

4.2.4 There should be one proposer and one seconder for each nomination.

4.2.5 Submission should be made to the following office:

Staff Awards: Office of Council/Court Business and General
Administration
Student Award: Office of Student Affairs

4.2.6 Application/Nomination opens at the beginning of the second semester of the academic year with results announced and awards presented in April/October.

5. Criteria for Assessment

5.1 Criteria for Assessment

5.1.1 Outstanding service will be assessed according to the following criteria:

- a. service to the general community
- b. service to the professional/academic community
- c. service to the University
- d. interpersonal relationships

5.1.2 When assessing performance of applicants/nominees, due consideration will be given as follows:

- a. Staff Awards: the applicant's/nominee's rank, experience and stage of career development.
- b. Student Award: the applicant's/nominee's year of study and the overall impact of achievements during the past year.

5.2 Indicative Criteria for Assessment

A Table showing the indicative criteria for assessment is attached for information.

6. Schedule and Composition of Assessment Panels

6.1 Schedule

Application/nomination period:	At the beginning of the second semester of the academic year and lasts not less than three weeks
Recommendation by Assessment Panels:	March/April, following end of application/nomination period
Awards presentation:	April/October

6.2 Composition of Assessment Panels

6.2.1 There will be two Assessment Panels for assessing applications/nominations for the staff and student awards respectively. Recommendations of the two Panels will be submitted to the President for his final decision and then to Mrs James Tak Wu for persual.

6.2.2 Composition of Assessment Panels:

Members of the Assessment Panels are appointed by the President. External Assessor(s) may be invited, if necessary or desirable.

- a. Staff Awards: Convenor
2 academic staff members
2 administrative/general grade staff members
- b. Student Award: Convenor
2 student representatives
1 academic staff member
1 staff member from the Registry

6.2.3 Term of office will be one year. Panel members may include awardees of the previous years. Award candidates are not allowed to sit on any of the Panels in the year of their candidacy.