

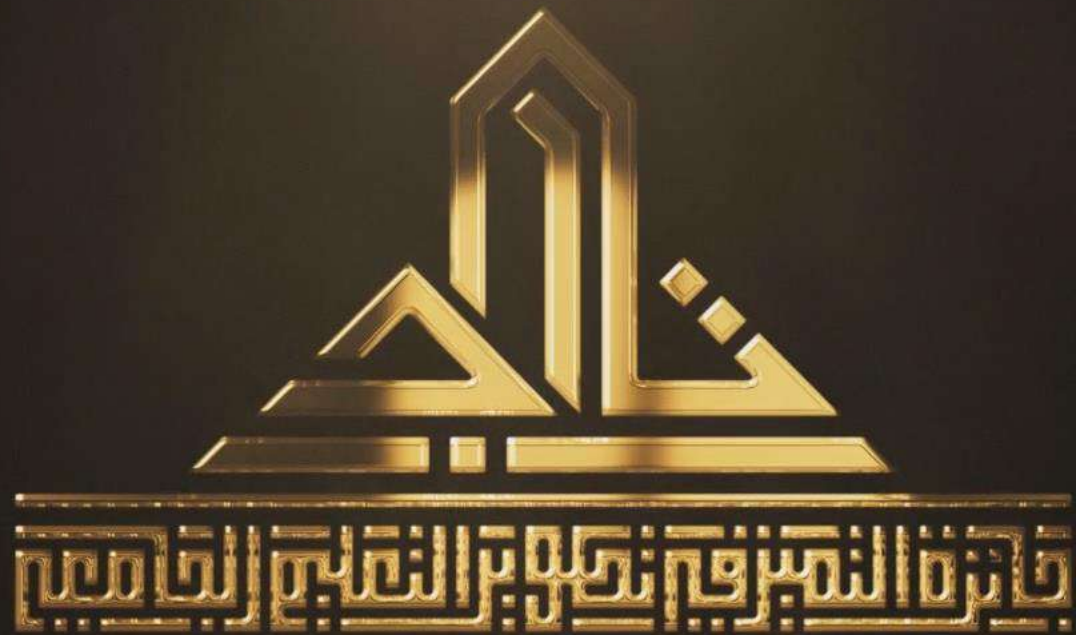


جامعة الإمام عبد الرحمن بن فيصل  
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

عمادة تطوير التعليم الجامعي  
Deanship of Academic Development



# Excellence Award in University Education Development (TAJ) 2023-2024 Informational Handbook



**Excellence Award in University Education Development (TAJ)**



# Introduction (1/2)

- **The Excellence Award in University Education Development (TAJ)** is an annual award of appreciation, approved by the Council of the Deanship of Academic Development (78) on 29/02/1444H and endorsed by H.E. the President of Imam Abdulrahman Bin Faisal University on 09/03/1444H.
- The Deanship of Academic Development is presenting this award to represent the culmination of its vision, which emphasizes "empowering the academic community to innovate and impact education."



## Introduction (2/2)

- The award seeks to recognize outstanding contributions that support strategic visions at the national and institutional levels:
  - Saudi Vision 2030, focused on the development of education, raising the quality of university performance, and developing human capacities.
  - Imam Abdulrahman Bin Faisal University's vision, which aspires to attain key strategic goals that emphasize leadership and excellence locally and globally: providing high-quality educational services, promoting social responsibility, and consolidating the values of the university.



# TAJ Award Principles

- Encourage and appreciate creativity and innovation in teaching and learning
- Recognize the ability of the academic community in all academic ranks and disciplines to excel in teaching and learning
- Support for the professional development practices of faculty members, lecturers and teaching assistants
- Value and care about individual, group, and interdisciplinary teaching and learning practices
- Raise the awareness of the impact of education on students and society



# Vision & Mission

## Vision

- The award adopts the vision of the Deanship of Academic Development:  
"Empowering the academic community to innovate and impact education"

## Mission

- To recognize outstanding contributions to excellence in university education and innovative models in teaching and learning.



# What is the TAJ Award?

- TAJ is an award of distinction to recognize the efforts of the recipients and their excellence in the fields of developing university education according to the award round.
- The award includes a certificate of appreciation and merit for the name of the Award/year.
- The Award does not include any financial incentives.



# General Award Conditions (1/2)

- A committee for the award is formed based on the recommendation of the Council of the Deanship of Academic Development. The TAJ Award Committee shall manage all related work of the Award, and perform its tasks in a way that achieves the objectives of the Award and enhances its sustainability and development, conducts its meetings and works under the supervision of the Deanship of Academic Development. The Committee submits its recommendations to the Council of the Deanship of Academic Development for approval.
- Applications and nominations for the award are accepted in Arabic and English.
- Those interested must adhere to the specified deadline for submitting nomination applications and complete all the required evidence described in the Award Portal "Taj" within the specified times of the Award round.





# General Award Conditions (2/2)

- The Award Committee may withhold the Award when the submitted evidence does not meet the minimum required in accordance with the stated criteria.
- The process of nomination shall be based on the extent to which the criteria and conditions announced for the award round have been met, and the recommendations of the Award Committee and the decisions of the Council of the Deanship of Academic Development shall be final.
- Those who have previously won the Award are eligible to apply again.
- Whoever undertakes the judging processes for the Award -in any way- shall not be nominated for the Award of the same round.



# TAJ Award – 1445 AH/2023-24 AD

## Target Audience

- Faculty members, lecturers, teaching assistants, academic leaders, students, colleges and academic unites at Imam Abdulrahman bin Faisal University.

## Categories

- Category 1: Faculty members
- Category 2: Academic influencers
- Category 3: Entities (colleges and scientific departments)
- Category 4: Student teams



# Application Requirements

**In addition to the general conditions of the award, the following must be observed:**

- The application must be in one language only: Arabic or English.
- The applicant must select only one of the categories specified for the award round.
- Completion of the “Achievement File” according to [the approved template](#) and without adding or deleting any parts in the template.
- Submission of the “Achievement File” through the TAJ portal ( [taj.iau.edu.sa](http://taj.iau.edu.sa) ) within the period specified in the timetable.



# How to Apply (Second Round 1445 AH/ 2023-24 AD)

## Submission is according to the following steps:

- Complete the “Achievement File” according to the approved template and without adding or deleting any parts in the template ([Click here to download the template](#))
- Submit the “Achievement File” through ( [taj.iau.edu.sa](http://taj.iau.edu.sa) ) within the period specified in the timetable.

# Timetable

## (Second Round 1445 AH/ 2023-24 AD)



Procedure	Date
<b>Beginning</b> of the period for those interested to submit the portfolio document through the electronic portal "TAJ" and attach the required evidence	01 January 2024
<b>End</b> of the period for those interested to submit the portfolio document through the electronic portal "TAJ" and attach the required evidence	01 March 2024
- Review of applicants' portfolio documents by the Award committee and field visits to the participating entities according to its category	01 March – 01 May 2024
- Completion of the final requirements for notified and approved candidates	
Completion of the evaluation of applicants' portfolio documents	01 May 2024
<b>Approval of the candidates final list by the Council of the Deanship of Academic Development</b>	01-15 May 2024
- Announcing the winners of the Excellence Award in University Education Development (TAJ)	15-30 May 2024
- Honoring the winners (within the activities of the annual exhibition of university teaching and learning TLEX24 at Imam Abdulrahman bin Faisal University)	



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# Selection Criteria

## Category 1: Faculty members



# Selection Criteria

The selection process -in the Faculty Members category- focuses on 5 criteria (20 standards) (100 points), as follows:

#	Criteria	Standards
1	Compliance with the Award procedures and conditions	Exclusion Criterion
2	Focus on active learning practices	Main Criterion
3	Focus on student-centered learning	10 Standards
4	Originality and creativity of practice	4 Standards
5	Effective teachers' personality	4 Standards



# Detailed Criteria (1/5)

1	Compliance with the Award procedures and conditions	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The general and specific conditions of the award apply to the candidate and their achievement file.





## Detailed Criteria (2/5)

2	Focus on active learning practices	A Main Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The Achievement File includes teaching and learning practices that focus on engaging students in the learning process, other than listening and memorizing. Faculty-facilitated practices support students' deep learning, and the experience helps students think and reflect on what they are learning.



# Detailed Criteria (3/5)

3	Focus on student-centered learning	10 Standards	50% of the full score must be achieved	Full Score (60)
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Standards		Assessment
3.1	The portfolio reflects a strong understanding of how students learn	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.2	Includes innovative methods of teaching and evaluation that are related to the intended learning outcomes of the course and that support students' achievement of the intended learning outcomes	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.3	Includes innovative methods of teaching and evaluation that contribute to achieving the graduate attributes at the university	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.4	Includes ways to increase effective student engagement in the learning process	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.5	Includes effective methods of providing constructive feedback	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.6	Includes evidence of meeting learner needs and enabling different learning styles	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.7	Includes teaching and learning practices that promote the acquisition of lifelong learning and twenty-first century skills	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.8	The teaching and learning practice promotes higher levels of learning (deep learning)	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.9	The practice enhances the relevance of course content to real-life experiences	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
3.10	The Achievement File includes evidence of students' work demonstrating advanced levels of learning	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)



# Detailed Criteria (4/5)

4	<b>Originality and creativity of practice</b>	4 <b>Standards</b>	50% of the full score must be achieved	<b>Full Score (16)</b>
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<b>Standards</b>		<b>Assessment</b>
4.1	Includes evidence illustrating the authentic and unique nature of classroom practices	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.2	Practices involve innovative and creative ideas or procedures	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.3	Support the practice with research results or a close link to relevant studies and research	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.4	Innovative use of educational technologies in course design and preparation	Distinguished (3-4) - Excellent (1-2) - Very good (0)



# Detailed Criteria (5/5)

5	Effective teachers' personality via personal interview with TAJ Committee (for short-listed candidates only)	4 Standards	0-24	Full Score (24)
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	Standards	Assessment
5.1	The candidate demonstrates sincere care and enthusiasm for students and their needs	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.2	The candidate has a thorough understanding of how students learn and effective educational practices	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.3	The candidate is active in the community of practice within the department/ college/ university/ field	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.4	Includes an interest in individual improvement and development through participation in faculty professional development activities, peer observation, and peer evaluation.	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)



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# Selection Criteria

## Category 2: Academic influencer



# Selection Criteria

The selection process -in the Academic influencer category- focuses on 4 criteria (7 standards) (100 points), as follows:

#	Criteria	Standards
1	The candidate must obtain a recommendation from a member of the University Council	Exclusion Criterion
2	The candidate must have at least 5 years of experience at the university	Exclusion Criterion
3	The candidate must have a distinguished professional history and an effective contribution to the development of university education	4 Standards
4	The candidate must obtain the approval of the Council of the Deanship of Academic Development	Exclusion Criterion



# Detailed Criteria (1/4)

1	The candidate must obtain a recommendation from a member of the University Council	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The candidate must be recommended by one or more members of the University Council. The Award Committee does not accept self-nominations, but rather receives recommendations -formally- from current members of the University Council. A member of the University Council may not nominate more than two candidates for the award. A candidate may receive one or more recommendations by current University Council members.



## Detailed Criteria (2/4)

2	The candidate must have at least 5 years of experience at the university	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The candidate must have work experience at the university of no less than five years prior to the year of nomination.





# Detailed Criteria (3/4)

3	The candidate must have a distinguished professional history and an effective contribution to the development of university education	4 Standards	50% of the full score must be achieved	Full Score (100)
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Standards		Assessment	
3.1	The candidate has a distinguished, verifiable professional history relevant to the advancement of university education	Distinguished (21-25) - Excellent (11-20) - Very good (0)	
3.2	The candidate has valuable contributions in leadership and administrative roles related to the development of university education	Distinguished (21-25) - Excellent (11-20) - Very good (0)	
3.3	The candidate has valuable contributions to projects, initiatives and work related to the development of university education	Distinguished (21-25) - Excellent (11-20) - Very good (0)	
3.4	The candidate has significant, verifiable achievements relevant to the advancement of university education	Distinguished (21-25) - Excellent (11-20) - Very good (0)	



## Detailed Criteria (4/4)

4	The candidate must obtain the approval of the Council of the Deanship of Academic Development	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The Council of the Deanship of Academic Development will review the candidates' files and vote to select the winners. If there is a tie between two or more candidates, they will share the positions.



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# Selection Criteria

## Category 3: Entities (colleges and academic departments)



# Selection Criteria

The selection process -in the Entities (colleges and scientific departments) category- focuses on 5 criteria (20 standards) (100 points), as follows:

#	Criteria	Standards
1	Compliance with the Award procedures and conditions	Exclusion Criterion
2	Focus on innovative institutional practices in developing university education	Main Criterion
3	Focus on student-centered learning	10 Standards
4	Originality and creativity of practice	4 Standards
5	Institutional procedures and sustainability of practice	4 Standards



# Detailed Criteria (1/5)

1	Compliance with the Award procedures and conditions	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The general and specific conditions of the award apply to the Entity and their achievement file.



## Detailed Criteria (2/5)

2	<b>Focus on innovative institutional practices in developing university education</b>	<b>A Main Criterion</b>	Applicable (accepted request) Not applicable (exclude request)	<b>Yes -or- No</b>
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The Achievement File includes a description of a practice at the entity level that supports teaching and learning processes, has one or more innovative elements, and achieves tangible results in developing university education.



# Detailed Criteria (3/5)

3	<b>Focus on student-centered learning</b>	10 <b>Standards</b>	50% of the full score must be achieved	<b>Full Score (60)</b>
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Standards		Assessment
<b>3.1</b>	The achievement file reflects a strong understanding of how students learn	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.2</b>	Includes innovative methods that supports teaching and learning practices and students' achievement of the intended learning outcomes	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.3</b>	Includes innovative methods that contribute to achieving the graduate attributes at the university	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.4</b>	Includes procedures that support parties involved in the teaching and learning process	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.5</b>	Includes ways to increase effective student engagement in the learning process	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.6</b>	Includes methods that promote the acquisition of lifelong learning and twenty-first century skills	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.7</b>	Includes procedures for assessing and evaluating practice for the purpose of improvement and development	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.8</b>	Includes procedures for the target group's participation in improvement and development	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.9</b>	Includes procedures that reflect the institutional nature of the practice	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
<b>3.10</b>	Includes procedures to achieve sustainability of practice	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)



# Detailed Criteria (4/5)

4	Originality and creativity of practice	4 Standards	50% of the full score must be achieved	Full Score (16)
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Standards		Assessment
4.1	Includes evidence illustrating the authentic and unique nature of classroom practices	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.2	Practices involve innovative and creative ideas or procedures	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.3	Support the practice with research results or a close link to relevant studies and research	Distinguished (3-4) - Excellent (1-2) - Very good (0)
4.4	Effective use of available resources and/or effective use of technology	Distinguished (3-4) - Excellent (1-2) - Very good (0)





# Detailed Criteria (5/5)

5	<b>Institutional procedures and sustainability of practice via personal interview with TAJ Committee (for short-listed entities only)</b>	4 <b>Standards</b>	0-24	Full Score (24)
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Standards		Assessment
5.1	The field visit confirms the existence of procedures that reflect the institutional nature of the practice	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.2	The field visit confirms the existence of procedures to achieve sustainability of the practice	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.3	Meetings with beneficiaries during the field visit confirm their satisfaction with the practice	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.4	The field visit confirms the existence of tangible results related to the development of university education	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)



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# Selection Criteria

## Category 4: Student teams



# Selection Criteria

The selection process -in the Student-teams category- focuses on 5 criteria (15 standards) (100 points), as follows:

#	Criteria	Standards
1	Compliance with the Award procedures and conditions	Exclusion Criterion
2	Innovative ideas to address current challenges related to university teaching and learning at the university, which maximize the benefit from the available capabilities, and can be implemented.	Main Criterion
3	Focus on existing challenges and the expected impact on beneficiaries	6 Standards
4	Originality and creativity of ideas	3 Standards
5	Feasibility and optimal utilization of existing resources	4 Standards



# Detailed Criteria (1/5)

1	Compliance with the Award procedures and conditions	An Exclusion Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The general conditions of the award and the specific conditions of the award cycle apply to the candidates and their portfolio of achievement.

### Participation eligibility:

- Participation in this category is available for student teams only, consisting of 3 to 5 students (mandatory).
- The team may include one or two supervisors -maximum- of faculty members, lecturers or teaching assistants (optional).

### How to participate:

1. Work with the team
2. Complete the completion file
  - Identify the challenge (in the field of university teaching and learning)
  - Provide an innovative solution
  - Explain the impact of the solution and its beneficiaries
  - Explain how it can be implemented using the available resources
  - Explain the proposed procedures to implement the idea and turn it into reality
3. Only one member of the team submits the Achievement File via the "TAJ" portal.
4. Nominated teams will be eligible for a presentation and discussion with the jury.



## Detailed Criteria (2/5)

2	Innovative ideas to address current challenges related to university teaching and learning at the university, which maximize the benefit from the available capabilities, and can be implemented.	A Main Criterion	Applicable (accepted request) Not applicable (exclude request)	Yes -or- No
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The Achievement File describes a practice at the entity/organizational level that enhances teaching and learning, incorporates one or more innovative elements, and produces tangible results for university education.



# Detailed Criteria (3/5)

<b>3</b>	<b>Focus on existing challenges and the expected impact on beneficiaries</b>	<b>6</b>	<b>Standards</b>	<b>50% of the full score must be achieved</b>	<b>Full Score (60)</b>
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<b>Standards</b>		<b>Assessment</b>
<b>3.1</b>	The achievement file reflects an accurate description of the existing challenges	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)
<b>3.2</b>	It includes a fundamental challenge that affects teaching and learning practices	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)
<b>3.3</b>	It includes innovative ideas that support improving teaching and learning practices	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)
<b>3.4</b>	Includes procedures that support parties involved in the teaching and learning process	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)
<b>3.5</b>	It includes achievable goals related to the development of university education	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)
<b>3.6</b>	Includes a description of ideas that support the acquisition of lifelong learning and 21st century skills	Distinguished (7-10) - Excellent (4-6) - Very good (1-3) - Good (0)



# Detailed Criteria (4/5)

4	Originality and creativity of ideas	3 Standards	50% of the full score must be achieved	Full Score (16)
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Standards		Assessment
4.1	The proposed ideas are of an innovative and creative nature	Distinguished (5-6) - Excellent (3-4) - Very good (2-1) - Good (0)
4.2	Support ideas with evidence of their significance, such as: real-world examples, research findings, strong links to related studies and research, or international best practices	Distinguished (4) - Excellent (3) - Very good (2-1) - Good (0)
4.3	The proposed ideas lead to effective use of available resources	Distinguished (5-6) - Excellent (3-4) - Very good (2-1) - Good (0)



# Detailed Criteria (5/5)

5	<b>Feasibility and optimal utilization of existing resources via personal interview with TAJ Committee (for short-listed teams only)</b>	4 <b>Standards</b>	0-24	<b>Full Score (24)</b>
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Standards		Assessment
5.1	The nominated team has a clear understanding of the challenge and how to address it	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.2	The nominated team has a comprehensive understanding of how students learn and effective educational practices	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.3	The nominated team has a clear vision for implementing the ideas and turning them into reality	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)
5.4	The nominated team has a clear vision of potential risks and how to address them	Distinguished (5-6) - Excellent (3-4) - Very good (1-2) - Good (0)





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## Forms and Website



[Achievement File](#)

[\(Portfolio\) Template \(Click Here\)](#)



Online submission via

<https://taj.iau.edu.sa>

(The submission deadline is on 01 March 2024)