

Office of the Vice Rector for Academic Affairs

RULES FOR KFUPM AWARD FOR THE DISTINGUISHED SHORT COURSE

1. Preamble:

One of the objectives of King Fahd University of Petroleum and Minerals is to offer continuing education programs in order to keep our local community abreast of the latest developments in education and technology. Hence the University feels strongly about encouraging high quality short courses by rewarding the best short courses. Therefore, the best short courses will be rewarded. There will be only one award given in each academic year. The following system will be used for administrating the award.

2. Eligibility Criteria:

- (a) Only OPEN short courses are considered eligible for nomination unless a CLOSED short course provides evidence that the material was prepared by the Instructor(s) of the course and not by the external host. In that case, the points assigned to the closed short course for material, management and marketability will be proportional to the effort.
- (b) A short course is eligible for nomination provided that it has not been awarded for the past three calendar years and has been successfully offered during the spring semester or the summer session of the previous academic year or the Fall semester of the current academic year.
- (c) A given short course can be awarded only once to provide an opportunity to other short courses and the Coordinators. However, the same Coordinator can be considered eligible for the award for any other course(s). Also, the same short course can be considered eligible for the award after four (4) calendar years provided that substantial evidence of significant improvement in the course is provided by the Coordinator duly authenticated by the college committee.
- (d) All courses in which administrators in high level positions (e.g. Vice Rectors, Deans and Chairmen) have participated shall not be eligible for nomination to the best short course award to avoid conflict of interest.

3. Nomination for the Award:

A Coordinator must prepare and submit a portfolio to the Deanship of Continuing Education Programs for consideration for the short course award. The portfolio should include the following:

- Letter of interest to be nominated for the short course award.
- A copy of the short course material as given to the participants;
- The final short course report and brochure; and
- The Coordinator's report on management and marketability of the short course.

4. Selection Procedure:

- (a) The Dean of the College appoints an Ad-Hoc Committee on short course award to select the best two short courses from within the College during the current academic year. The selected short courses must be ranked based on accumulated points, which are assigned by using the procedure shown in Appendix A.
- (b) The Ad-Hoc Committee reports its finding to the Dean. The report should include the criteria and other standards used in the selection.
- (c) The Dean reviews the decision of the Ad-Hoc Committee and provides his recommendation together with the selected short course portfolio to the Vice Rector for Academic Affairs who then appoints an Ad-Hoc Committee for selecting the best three nominees (in order of merit). Ideally, this committee should include one faculty member from each college. The ad hoc committee critically reviews the short course portfolios and reports its recommendations to the Vice Rector for Academic Affairs. The ad hoc committee carries out its selection taking into account the criteria and other standards used in the selection at the college level (Appendix A). The Vice Rector for Academic Affairs makes the final recommendations and forwards them to the Chairman, Committee on Convocation, Honors, and Public Events which will present the same to the Rector. After approval, the Committee on Convocation, Honors and Public Events notifies the Coordinator of the selected short course.

5. Criteria for Numerical Ranking:

The most important objective of the award is to encourage the development and implementation of short courses of the highest professional and academic quality. This is best demonstrated through original materials, organization of the report and demonstrating some effort in the management and marketability of the short course. Therefore, the numerical ratings given in Appendix-A (attached) are suggested while keeping the relative importance of various achievement criteria in mind.

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Criteria for Numerical Rating

(N.B Changes from the current criteria to suggested ones are underlined)

Criterion		Points	
		Old	New
1. Material		35	40
	1.1 Organization and presentation of material (cover page, title guidance information, schedule, binding, quality of copying etc.)	10	10
	1.2 Quality of technical presentations (figures, tables, diagrams, prepared or copied material, copies of transparencies, etc)	15	15
	1.3 Applied aspects and usefulness (e.g case studies, laboratory sessions, demonstrations field visits and/or hand-on training etc.	10	<u>15</u>
2. Final Report		30	<u>35</u>
	2.1 Overall short course rating (as evaluated by participants)	10	<u>15</u>
	2.2 Average instructor rating (as evaluated by participants)	15	15
	2.3 Quality of short course report and brochure (list of instructors and affiliation, participant's comments and discussion, coordinator comments and recommendations, quality of the description and profile (brochure)	5	5
3. Management and Marketability Coordinator's report on management and marketability, number of phone calls, copies of newspapers, quality and number of publicity letters, posters, etc.		10	10
4. Course Income If income less than or equal to SR 40,000 then add 0 points, and if it is greater than or equal to SR 60,000 then add 10 points. Otherwise (i.e. if the income is between 40,000 and 60,000, then add $\text{income}/40,000 - 1$)*20 points.		20	<u>10</u>
5. Number of Repetitions Add 1 point for each repetition of the short course in the past five year (maximum 5 points).		5	5
6. Postponement (for each postponement)**		-10	<u>-5</u>

** These points should not be deducted before reviewing the actual reasons for postponing the course. If these are legitimate and beyond the control of the course coordinator (such as getting a visa for an external instructor who plays a crucial role in delivering the course or severe family emergency), then the deduction of these points should be waived.