



**MASENO UNIVERSITY
OFFICE OF THE DEPUTY VICE-CHANCELLOR
PARTNERSHIPS, RESEARCH AND INNOVATIONS
(PRI)**

APPLICATION/NOMINATION FORM FOR RECOGNITION AND REWARD POLICY

1. Personal Details

Name in full	
Personal Number	
Department	
School	
Contacts	Mobile Phone No:
	Email:
Permanent Address	
Gender	

2. Academic Qualifications

	Institutions attended	Dates (From - to)	Grades Attained	Qualification
1				
2				
3				
4				
5				
6				

3. Work Experience

	Institutions	Dates (From - to)	Achievements
1			
2			
3			
4			
5			
6			

1. Eligibility Criteria (Please fill the section relevant to the category you are applying for)

Category 1: Scholarship

1. List of peer-reviewed published work, meeting proceedings or books, scholarly book, professional books, textbook and/or other forms of academic publications, Published thesis or dissertation.
2. List of presentation of peer-reviewed paper, workshop, symposia, poster-session, etc., at an acceptable academic, professional, or pedagogical conference or meeting.

Category 2: Innovation

1. List of innovation (product, service or process innovation) developed to provide solution to a difficult existing problem effectively and productively or improved overall effectiveness through a new method or approach.
2. List of plans developed and implemented for the good of the community.
3. Any other novel and valuable ideas to provide services to the communities.

Category 3: Scholarly Leadership

1. List evidence of efforts to foster an atmosphere of collaboration and creativity, which contributes to the efficiency and effectiveness of productivity.
2. List evidence of true leadership qualities shown in managing the staff/service/students/system effectively.
3. List evidence of transformational change undertaken for the benefit of peers.
4. List evidence of time taken to inspires and motivate others to take advantage of opportunities to enhance their own lives whether professionally or personally.

Category 4: Continuous Excellence

1. List evidence of displayed initiative and excellence in significantly improving systems, technical procedures or administrative practices.
2. List evidence of having developed and used creative approaches to work practices, yielding a significant improvement that was otherwise absent.
3. List evidence of having provided a creative contribution to building a brand, identity for their units and institution.

Category 5: Spirit

1. List evidence of having demonstrated exceptional service to the University or community at large through voluntary participation in community groups.
2. List evidence of having undertaken extended their self to others with exemplary professionalism, significantly contributing to the University's overall environment and culture.

Date:Signature of Applicant:.....

Date: Signature of Chairman of Department:

Note:

Please attach the following Documents:

- i. Completed application/nomination form
- ii. A citation of approximately 1000 words
- iii. A one-page justification of the application
- iv. A copy of the applicant’s CV
- v. A letter from recognized and relevant external sources who can attest to the research accomplishment of the applicant(s) and document the impacts of the accomplishment and
- vi. Any other optional materials the applicant may consider appropriate.

The following will guide the scores under each category:

	Item	Max Marks Allocated
1	Exercised outstanding supervisory or mentoring skills and facilitated the success of others	10
2	Publication in peer reviewed journals/books	10
3	Demonstrated unusual initiative or creativity	10
4	Developed innovations that offer a novel problem resolution, improve work processes and are cost-conscious.	15
5	Exhibited strong work qualities such as dependability, patience and commitment	10
6	Fostered collaboration and cooperation among colleagues	10
7	Demonstrated a willingness to take on new and/or additional tasks; pitched in when needed	10
8	Consistency in research and Academic Activities	10
9	Showed willingness to help others achieve their goals	5
10	Extended extra effort to help others, especially students	5
11	Demonstrated exemplary citizenship within the College	5
	TOTAL	100