



50 Years of Excellence Outstanding Achievers Awards

**October 2020
(Final)**

<https://reflections.uonbi.ac.ke>

1. PURPOSE

The **University of Nairobi, 50 Years of Excellence Outstanding Achiever Awards** will be presented to individuals who have made significant contributions and demonstrated exemplary performance to the university's development and standing in the world from its early foundational years as the Royal Technical College (1956-1964) and the University College Nairobi (1964-1970), to its first 50 years as the University of Nairobi (1970-2020).

2. THE AWARD CATEGORIES

Award	Description	Eligibility/Number to Awarded
University of Nairobi, 50 Years of Excellence Outstanding Achiever Award	Made to individuals whose contributions and performance has resulted in a significant impact to the university's development and its standing in the world	All University of Nairobi faculty and staff past and present. Seven awards to be made with up to two posthumously
University of Nairobi, 50 Years of Excellence College of XXX Outstanding Achiever Award	Made to individuals whose contributions and performance have had an impact primarily at a College level, but with demonstrable impact on the wider university, especially its standing in the world.	All University faculty and staff (past and present) based at the College (or the units that became part of the College) during the period of achievement. Five awards to be made with up to two posthumously
University of Nairobi, 50 Years of Excellence Administrators Outstanding Achiever Award	Made to individuals whose contributions and performance have had a significant impact on the way the University is run and managed with demonstrable impact on its standing in the world	All University faculty and staff -(past and present) based at the not-based at a College (or the units that became part of any College) during the period of achievement. Five awards to be made with up to two posthumously

3.0 HONOURS CATEGORIES

Category	Description
<p>Pioneer/Original accomplishments of international recognition</p>	<p>For example (not exhaustive):</p> <ul style="list-style-type: none"> • International recognition for exemplary accomplishment in a specified field or initiative that has become an example of best practice and a point of reference, firmly putting the University on the academic global map. • Unrivalled intellectual property-based achievement - Individuals who have made a substantial and sustained contribution through their creativity, intellectual property and related rights resulting in works such as designs, performances or productions that have had outstanding impact on cultural, social and economic development and whose works have fostered greater respect for creative outputs, intellectual property rights benefiting successful IP-based businesses for public good and development, thereby contributing the University’s mandate of creation and utilization of knowledge for the good of society. • Development of a transformative methodology or philosophy that became a notable milestone in institutional performance • Development of an internationally recognised and transformative Centre of Excellence
<p>Dedicated service with distinction leading to transformative university milestones</p>	<p>Nominees must have provided sustained, exceptional performance and/or significant contribution to the university over a major portion of their service duration and above the employee’s area of responsibilities, including performance or project goals above and beyond normal performance expectations, including the and sustained commitment to the institution’s development goals resulting in significant development of the University.</p>
<p>Uniquely outstanding performance in sports and/or the creative arts leading to the University’s national or international recognition</p>	<p>Nominees are individuals who have demonstrated outstanding sports performance in a specified field of sports best exhibiting the pursuit of excellence with integrity leading to national and/or international recognition.</p>
<p>Immensely successful fund-raising campaigns for student scholarships and</p>	<p>Nominees are individuals who are innovative fundraisers and change makers who have transformed the way the University works in response to resource-starved situations with</p>

Category	Description
University capital projects	commitment, passion and determination. The innovative fundraiser will have re-thought fundraising to move away from transactional fundraising and into a healthy, holistic and sustainable income stream setting the University and/or unit(s) of the University on a new financial course <u>that</u> has withstood the day-to-day ups and downs of economies, donor trust and interest, and the myriad other factors that can disrupt even the best fundraising plans.

4.0 NOMINATION PROCESS

All university faculty and staff, past and present, may **self-nominate** or **be nominated** for all the award categories that they are eligible for as provided for in Section 2. The nominators must be University of Nairobi faculty and staff, past or present. Those being nominated (the nominees) must sign on the nomination form as evidence of their agreement to their nomination and the content therein. This will also ensure accuracy of the information provided and that only ONE nomination is presented per person. For posthumous nominations, the next of kin, who would receive the award on behalf of the nominee, should sign the form.

One may self-nominate or be nominated for as many Honours Awards as they qualify for. In the event, however, that someone is successful in both the **University of Nairobi 50 Years of Excellence Outstanding Achiever Award** AND the **University of Nairobi 50 Years of Excellence College of XXX Outstanding Achiever Award** or the **University of Nairobi 50 Years of Excellence Administrators Outstanding Achiever Award**, they will ONLY be awarded the higher honour, the **University of Nairobi 50 Years of Excellence Outstanding Achiever Award**.

The **University of Nairobi 50 Years of Excellence Outstanding Achiever Award Nomination Form** shall be used to submit all nominations. Nominees may select up to a maximum of two categories to be considered in their application. However, this should only be for cases where the nominee believes they are competitive in either category they have chosen if considered alone.

Applications for nominations shall open on **October 1, 2020** and close on **October 31, 2020**. All applications forms, once completed, should be converted to .pdf and submitted via email to dvcrie@uonbi.ac.ke.

5.0 EVALUATION AND SELECTION PROCESS

There shall be eight nomination review panels, one for each of the awards, recognising that there shall be six college panels. Each panel shall consist of 10 panelists. The

- **University of Nairobi 50 Years of Excellence Outstanding Achiever Award Panel:** Chaired by **Deputy Vice-Chancellor, Finance, Planning and Development** with panelists drawn from across the university. The panel shall be constituted by the Vice-Chancellor.
- **University of Nairobi 50 Years of Excellence College of XXX Outstanding Achiever Award Panel:** Chaired by the Principal of the College with panelists drawn from across the College. The panel shall be constituted by the Principal. If the Principal is a nominee he/she shall appoint another senior member of the college to Chair and appoint the panel.
- **University of Nairobi 50 Years of Excellence Administrators Outstanding Achiever Award Panel:** - Chaired by the Deputy Vice-Chancellor, Human Resource and Administration with panelists drawn from across all current non-College-based faculty and staff. The panel shall be constituted by the Deputy Vice-Chancellor, Human Resource and Administration.

The panelists must be prominent members of the university community, although they would not be eligible to be a nominee.

It is recognised that all nominees will have achieved major accomplishments and performance. The difficult task, therefore, is selecting those that are the *best of the best*.

In the first step of the process, all submissions will be reviewed to ensure they meet and adhered to the submission guidelines. **Submissions only proceed to evaluation if they pass this step.**

Evaluation Factors

The evaluation factors below shall be used to determine the potential for award to the nominees.

Factor	Description
Relevance (50%)	Overall significance of the accomplishments related to the chosen honour.
Performance (25%)	Overall significant, positive and verifiable impact and benefit to the College or University and as a result, to internal and external stakeholders
Quality (25%)	Demonstrated sustainability and long-term positive impact of the accomplishment to the institution and the community at large

Scoring Guidelines

The nomination panels shall use a competitive scale to review and develop a numerical ranking for each of their reviewed nominations based on their expertise and judgement and the previously defined evaluation factors. Each factor shall be assessed along the competitive scale from 1 to 10 presented in the table below (with 10 being the highest). The scoring and guidelines will enable the relative ranking of the nominees.

Scale	Description	Score	
Highly Competitive	Exceptional, world-class work or performance.	10	<i>Absolutely the best demonstrated work or performance in your experience.</i>
		9	Intermediate value for compromise between judgement scores
Competitive	Excellent, major advancements; excellent performance	8	<i>Extra-ordinary demonstrated work or performance in your experience.</i>
		7	Intermediate value for compromise between judgement scores
Less Competitive	Very good, important advancements or performance	6	<i>Above average demonstrated work or performance in your experience.</i>
		5	Intermediate value for compromise between judgement scores
Not Competitive	Good, average advancements, expected performance.	4	<i>Average demonstrated work or performance in your experience.</i>
		3	Intermediate value for compromise between judgement scores
		2	<i>Below average demonstrated work or performance in your experience.</i>
		1	

The overall score shall be determined from the average score from each of the evaluation factors, that is,

$$\text{Overall Score} = 0.5 \text{ Score (Relevance)} + 0.25 \text{ Score (Performance)} + 0.25 \text{ Score (Quality)}$$

From the overall score, where a candidate lies on the competitive scale shall be established. For example, a candidate with an overall score of **8.9** shall be deemed *Highly Competitive*.

As nominees can include up to two categories to be simultaneously considered in their applications, ranking of candidates shall be considered using the following tiered system, noting that that higher the tier (Tier 1 is the best) the higher the ranking of the candidate.

Tier	Definition
Tier 1	Achieving Highly Competitive in TWO Categories
Tier 2	Achieving Highly Competitive in one category and Competitive in a Second
Tier 3	Achieving Highly Competitive in one category whether applied for one or two categories. If applied for two, the second lower scored category (Less Competitive and below) is ignored.
Tier 4	Achieving Competitive in TWO Categories
Tier 5	Achieving Competitive in one category whether applied for one or two categories. If applied for two, the second lower scored category (Less Competitive and below) is ignored.

Timelines

The review process and timelines will be as follows:

Deadline	Description	Responsibility
October 1	Call for nominations and first day for receipt of nominations	DVC RIE, Director Corporate Affairs
October 15	All panelists appointed in writing.	VC, DVC HRA, College Principals
October 21	All panelists trained on the review process	DVC RIE
October 31	Deadline for receipt of applications	

Deadline	Description	Responsibility
November 2	Honours Secretariat has compiled all nominations as per the respective awards, provide summaries and nomination applications to the Chairs of each of the panels.	DVC RIE
November 15	<ol style="list-style-type: none"> 1. Each panelist shall individually review their panels submissions based on the <i>Evaluation Factors</i> and <i>Scoring Criteria</i>. 2. The panel secretariat shall compile the overall scores from all panelists to calculate average scores across the panel. 3. The chair shall call a panel meeting to deliberate and provide final rank-ordered recommendations, with notes and comments, to the Vice-Chancellor in the prescribed format. 	DVC HRA, College Principals DVC RIE
November 30	The Vice-Chancellor shall review and announce the award of the various award of honours.	VC
December 10	Award of the honours at the UON@50 Celebrations Event.	VC, DVC AA, DVC RIE

Confidentiality and Non-Disclosure

Names of nominees, nomination applications, reports, scoring and ranking information shall be kept confidential. This information will only be available to University employees (including panelists) who are directly involved in the assessment and evaluation process.

DOCUMENTS CONSULTED

Government of Kenya *Nomination for National Honours*
NASA ARMD *Associate Administrators Awards* Washington, DC 2017.
UNDP *UNDP Recognition Awards Programme*
University North Carolina, *How to Write a Compelling Nomination: UNCW Staff Awards Excellence*