

Nomination for Faculty Development Award (MBA/EMBA) 2017/18 College of Business

Part A: Nominee Information

Name of the Nominee:

Department:

Position:

Course/Service/Activity Designed and/or Delivered by the Above Nominee

Course Name (and Course Code, if applicable):

Service/Activity:

[Tick (✓) appropriate box]

Programme:

☐ MBA

☐ EMBA(HK)

☐ EMBA (Chinese)

Note: For the course/service/activity already delivered, it should fall into the period from Sem A, 2015/16 to Sem A, 2017/18.

Part B: Areas of Achievements for Nomination

I support the nomination on the basis of achievements by the nominee in the following areas.

[Tick (✓) at least one of the appropriate box(es)]

☐ **Curricular Innovation**

Innovation in any aspects that help enhance student learning, programme quality and competitiveness.

☐ **New Course Development and Delivery**

Planning and/or delivery of a well-designed new course that is valuable for curriculum enhancement.

☐ **Teaching Commitment and Excellence**

Student feedback that indicates teaching excellence and passion; and student satisfaction.

☐ **Activity Engagement and Administration Support**

Active engagement and support in student/programme/community activities and services that contribute and add value to student learning and the programme.

Other Comments:

Signature

Name of Programme Director
(MBA/EMBA/EMBA(Chinese)*)

Date

*delete as appropriate

Part C: Declaration by Nominee

I accept the nomination for CB Faculty Development Award (MBA/EMBA) 2017/18.
 I declare that I have read Parts D & E and I have not received any award related to teaching or faculty development at CityU in the past two years from Sem A, 2015/16. I also give my consent to the Panel or its delegates to contact relevant parties to provide/release information regarding this application and to disclose information provided by me to other parties who may be contacted in the course of enquiries.

Signature:

Date:

Part D: Eligibility

- Regular full-time faculty and teaching staff members of CB who involved in at least one course teaching, new course design/delivery or activity engagement and administration support for MBA/EMBA programme. Such involvement should be in the period from Sem A, 2015/16 to Sem A, 2017/18 except for new course/service/activity designed/suggested for delivery after Sem A, 2017/18.
- Recipients of this award and/or other awards in the University within the past two years from Sem A, 2015/16 will not be eligible.
- One can only apply either College Teaching Excellence Award or Faculty Development Award (MBA/EMBA), but not both, in the same round.
- The Dean and faculty members on the Selection Panel are not eligible for the award.

Part E: Application and Selection

- Please complete Parts A and B and forward the Nomination Form to the Nominee for endorsement before the nomination deadline.
- The Panel will check eligibility for all submissions and invite nominees to provide supporting documents and, if necessary, seek relevant parties for information as suggested by the respective programme directors.

Part F: Process and Schedule

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| ▪ Application & Nomination
Deadline: 22 December 2017 | Documents Submission
Deadline: 31 January 2018 |
| ▪ Review & Selection
Completed by: 15 March 2018 | Award Result
Announced by: 20 March 2018 |

*Please return the completed form to Miss Pat Wong, Secretary of the Selection Panel
 [email: fbbwg@cityu.edu.hk, or Business College Office, 12/F, Lau Ming Wai Academic Building]
 by **22 December 2017***

Enquiry: Tel. 3442 8527

No supporting documents are required at the application/nomination stage