EXCELLENCE IN HUMANITIES AWARDS

'Enriching the Humanities'

1. INTRODUCTION

The Faculty of Humanities of the University of Kelaniya, Sri Lanka intends to present the 'Excellence in Humanities Awards' for the first time in the history of the university to honour and celebrate outstanding contributions in the field of humanities by recognizing and acknowledging staff members who have contributed to enhance and develop the discipline in various ways. These areas will be recognised as areas of 'Excellence in Humanities'.

1.1.   Date of awards ceremony: On the 1st of December every year.

1.2.   Period under consideration: Activities of academics during the period between the 1st of August in the preceding year to the 31st of July of the current year will be rewarded.

2. ELIGIBILITY

2.1.1. The applicant should be a permanent academic staff member of the Faculty of Humanities, University of Kelaniya.

2.1.2. They must provide evidence of Google Scholar and ResearchGate profiles which have been made public in order to be eligible for the awards.

2.1.3. The applicant's institution should be mentioned as 'University of Kelaniya' in both profiles.

3. AWARDS

Excellence in Humanities will be recognized under eight (8) categories.

3.1.   Creativity Excellence in Humanities

Work that will attribute to Section 2.3 of UGC Circular 916 and that has been nominated for recognized national and international awards in literature, culture, theatre, music, dancing, arts and design can be submitted for consideration.

- Number of awards: Three (3)
- up to 5 points/work

3.2. Scholarly Excellence in Humanities

Scholarly work that will attribute to Sections 2.1-2.2 of UGC Circular 916 (see table below) can be submitted for consideration.

Area	Marks
3.2.1. Research publications in refereed journals published at least twice a year	Up to 3 points per paper
3.2.2. Chapters and Books of Scholarly Work (other than Textbooks) published in the relevant field. • Recognized publisher	Up to 3 points per chapter or up to 6 points per book
3.2.3. Chapters and Books of Scholarly Work (other than Textbooks) published in the relevant field • Other publisher	Up to 1 point/chapter or up to 2 points/book
3.2.4. Editing of Collections of Essays and Books	Up to 3 points/book
3.2.5. Editing of Classical Work/Book Reviews	Up to 4 points/book
3.2.6. Translation and publication of Books of Scholarly Work	Up to 2 points/book
3.2.7. Editor-in-Chief of journals published at least twice a year	Up to 2 points/ journal/year
3.2.8. Reviewer/Editorial Board Member of journals published at least twice a year	Up to 1 point/journal/year
3.2.9. Editor-in-Chief of journals published at least once a year	Up to 1 point/ journal/year
3.2.10. Reviewer/Editorial Board Member of journals published at least once a year	Up to 0.5 point/journal/year

Number of awards: One (1)

3.3. Foreign Relations Excellence in Humanities

This award considers multiple kinds of international relations and MoUs which have helped progress humanities as a discipline, and using the University of Kelaniya as the base organization of the applicant.

Number of awards: One (1)

3.4.   Reputational Excellence in Humanities

This award considers winning prestigious national or international awards, administrative positions in governmental or non-governmental organisations and research fellow positions. Applications will be considered under the following areas:

    3.4.1. Winning prestigious national OR international awards
    3.4.2. Administrative positions (for appointments in govt or non govt HEI[1]s)
    3.4.3. Research Fellow positions

Number of awards: Two (2)

3.5.   Coordinating Excellence in Humanities

These awards are to be made to a department of study and not to individuals. The Head of the Department or the programme coordinator may apply on behalf of the group.

    3.5.1. The first category of awards considers the following:
        3.5.1.1.   *number of foreign students*
        3.5.1.2.   *amount of foreign earnings* attracted to the university by the course/programme coordinated by the department.
    3.5.2. The second category of awards considers the following:
        3.5.2.1.   the *number of local students*
        3.5.2.2.   *amount of local earning* attracted to the university by the course/programme coordinated by the department.

    Number of awards: Two (one from each category)

3.6.   Coordination Excellence in Humanities

The applicants must be coordinators of centres/units/committees in the faculty, who have served at least 9 months during the period under review (e.g. 1st of August 2022 to 31st of August 2023) and have completed more than 75% of the activities listed in the Action Plan 2022 approved by the faculty. The application has to be recommended and approved by the Director of the centre/unit/committee the coordinator is attached to and endorsed by the Dean of the faculty. The application must bear evidence of initiation and implementation of the activities listed by the applicant, endorsed by the Dean of the faculty.

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[1] Higher Educational Institution

3.7. Service Excellence in Humanities

This award recognizes distinguished services provided by the academics in the Faculty of Humanities to the University of Kelaniya. This award is attributed to Section 3 of the UGC Circular 916 (See table below)

	Post	Marks
3.7.1	Vice- Chancellor	up to 2 points/year
3.7.2	Deputy Vice-Chancellor/Rector/Dean of a Faculty/ Director of a University Institute or a Research Institute	up to 1.5 points/year
3.7.3	Head of a Department of a University or equivalent position in any other Institution	up to 1 point/year
3.7.4	Director/Co-ordinator of a Centre/Unit or Equivalent recognized by the Senate of the relevant University and approved by the UGC	up to 1 point/year
3.7.5	Co-ordinators for Postgraduate Programmes, University level Projects	up to 1 point/year
3.7.6	Chief Student Counsellor/Warden of a Residential Hall/Proctor/ Director, Career Guidance Unit/Director, Staff Development Unit	up to 1 point/year
3.7.7	Student Counsellor/ Career Guidance Counsellor/Academic Counsellor at least at faculty level	up to 1 point/year

Number of awards: Three awards (3)

One from Category 3.7.1, 3.7.2; One from Category 3.7.3, 3.7.4; One from 3.7.5,3.7.6,3.7.7.

3.8.   Contribution Excellence in Humanities

This award considers outstanding members in a department of the Faculty of Humanities, who have contributed to the educational programme.

> *3.8.1.* This award is attributed to Section 1.6 of the UGC Circular 916.
> *3.8.2.* A self -assessment report signed and approved by the HOD should be submitted with supporting documents/evidence

	Area	Marks out of 10
3.8.1.	Contribution to new courses/new degree programmes	
3.8.2.	Contribution to curriculum planning and development	
3.8.3.	Contribution to the development of new material for existing courses (both Undergraduate and postgraduate)	
3.8.4.	Strengthening the research capacity in the department	
3.8.5.	Contribution to extra teaching load (as mentioned in circular 916 section 1.3)	
3.8.6.	Contribution to assessments	
3.8.7.	Contribution to internships	
3.8.9.	Contribution to department committees	
3.8.10.	Contribution to faculty committees	

Number of awards: One award from each department

4. APPLYING
   a. A member of the academia in Humanities may apply for more than one award.
   b. For categories **3.1** and **3.2**, the work in an appropriate format shall be submitted with the covering letter (Annex 1) and relevant supporting evidence.
   c. For categories **3.3 and 3.4** applicants should provide a detailed self-evaluation report (maximum 500 words) of what he/she has achieved/done in the relevant category with evidence.
   d. For category **3.5**, the application should contain a detailed report (maximum 500 words) of what the department has achieved in the relevant category with evidence.
   e. For category **3.6**, applicants should provide supporting evidence from the relevant departments, certified by the relevant Head and Dean, along with a detailed self-evaluation report.
   f. For category **3.7**, the applicant should provide a self-evaluation report (maximum of 500 words) of what he/she has achieved in the relevant category with evidence.
   g. For category **3.8**, the applicant should allocate a self-evaluation mark for each of the sections in the table provided together with relevant evidence. The applications should be endorsed by the relevant Head and Director/Dean.
   h. The deadline for applications will be on a date which is minimum of four weeks and a maximum of six weeks from the date of announcement of the awards. The deadline may

be extended by the Dean with the approval of the Faculty Board. In such event, the extension will be applicable for all eight categories.

i. The applications shall be accepted by the Dean's office with a date stamp.

5. SELECTION

Selection panel

a. The Dean shall propose a six-member selection panel.

b. Four members shall be the members of the Faculty academia and two members shall be from other faculties of the University (external members).

c. Any of the nominees to the selection panel should NOT have applied for the award for a given year and should have no conflict of interests (Annex 2).

d. One member of the faculty academia and the external members shall be proposed as the co-chairs of the committee.

e. The proposed members and co-chairs shall be approved by the Faculty Board of Humanities.

Selection for awards

a. The selection panel shall complete the review within a maximum of four weeks of their appointment.

b. All applications of all categories shall be reviewed by all members of the panel independently. In the evaluation, the following aspects shall be considered and the marks shall be assigned as follows:

Aspect	Description	Marks out of 10
1. Strength of evidence provided to support the claim (10 marks)	The quality, authenticity and relevance of evidence provided. (If the reviewer finds that the evidence is non-authentic, he/she has the right of rejecting the application without considering the aspects below)	
2. Relevance (10 marks)	How relevant the claimed work/activity/position/award to the field of humanities	

3. Impact (30 marks)	3.1. How influential the work/activity/position/award to enhance the reputation of humanities as a discipline	
	3.2. How influential the work/activity/position/award to enhance the reputation of the university	
	3.3. How influential the work/activity/position/award to make a positive change in / to severe society / the public / the community	
Out of 50 marks	Total	

c. The awardees shall be nominated through consensus or the majority's vote of the selection panel. In either situation, the final decisions shall be endorsed by the entire panel.

d. The selection panel has the right to not nominate awardees for a particular category if the applications are not up to the standards expected by the selection panel.

e. The list of awardees shall be handed over to the Dean by co-chairs and Dean shall table it at the Faculty Board Meeting.

f. The decision of the Selection Panel shall be the final decision.

g. The award ceremony shall be in the form agreed by the faculty board.

ANNEX 1 – COVERING LETTER

Date

Prof/Dr/…………………………………….
Dean
Faculty of Humanities
University of Kelaniya

Through: Head
Department of ………………………………
Faculty of Humanities
University of Kelaniya

Dear Sir/Madam,

Humanities Awards 20…..

I wish to apply for the above award under the category ……(Select the category from A – H)..... on …………………(Category name) ………………………………..

I have attached the relevant document stipulated in the scheme under this category of award.

I confirm that the document submitted and information provided are true and accurate, and I understand that the selection panel publicly declare that my application is rejected due to inaccurate/unauthentic information/documents.

Yours faithfully

Signature: ………………………………………….

Prof/Dr/Ms/Mr: ………………………………………………………..

Department/Centre/Unit: ………………………………………………….

Date of submission: …………………….

OFFICE USE ONLY

Handed over by: ……………(Name of the person who hands over the application)…….

Name of the officer

Date:

Signature

Date stamp:

ANNEX 2 – DECLARATION OF CONFLICT OF INTERESTS BY MEMBERS OF THE SELECTION PANEL

Name of selection panel member:

Present post:

Department:

Email: **Mobile Number:**

Please answer each of the questions below. If the answer to any of the questions is 'yes', briefly describe the circumstances in the table below.

1. Is any of the applicants your immediate family member?   Yes ☐   No ☐

2. Is any of the applicants your research collaborator during the   Yes ☐   No ☐
   last three years

3. Is any of the applicants your supervisor/supervisee within the   Yes ☐   No ☐
   last three years?

4. Is any of the applicants your student within the last three   Yes ☐   No ☐
   years?

]The term 'immediate family' refers to your spouse or partner with whom you have a similar close personal relationship, parents, siblings, and children].

Explanation of 'yes' responses: If the answer to any of the above questions is 'yes', briefly describe the circumstances below.

Type of interest (question no)	Relevant to you or a family member? If family member, specify relationship	Describe other relevant details

Declaration: I hereby declare on my honour that the disclosed information is true and complete to the best of my knowledge.

Should there be any change to the above information, I will promptly notify the Dean/Humanities and complete a new declaration of interest form that describes the changes.

Signature: **Date:**