

Lingnan University
Dr and Mrs James Tak Wu Awards for Outstanding Service

INDICATIVE CRITERIA FOR ASSESSMENT

Assessment Basis	Award		
	Academic Staff Award	Administrative & General Grade Staff Award	Student Award
1. Service to the General Community			
a. <i>Criteria:</i>	<ul style="list-style-type: none"> • Outstanding service to the General Community • Quality and impact of service 	<ul style="list-style-type: none"> • Outstanding service to the General Community • Quality and impact of service 	<ul style="list-style-type: none"> • Outstanding contribution to the General Community
b. <i>Performance Indicators:</i>	<ul style="list-style-type: none"> • Prizes or awards for community service • Contribution as trainers, advisors, facilitators of student volunteers (e.g. being trainers or adjudicators of school debate competitions) • Membership/leadership of community-based committees/organizations • Contribution to services provided by welfare/volunteer/community groups • Community leadership on voluntary basis 	<ul style="list-style-type: none"> • Prizes or awards for community service • Contribution as trainers, advisors, facilitators of student volunteers (e.g. being trainers or adjudicators of school debate competitions) • Membership/leadership of community-based committees/organizations • Contribution to services provided by welfare/volunteer/community groups • Community leadership on voluntary basis 	<ul style="list-style-type: none"> • Prizes or awards for community service • Evidence of high quality community service (e.g. voluntary work, “fight crime” activities, etc.) • Contribution as trainers, facilitators of secondary/primary student groups • Membership of student organizations or working groups • Contribution to services provided by welfare/volunteer/community groups

Assessment Basis	Award		
	Academic Staff Award	Administrative & General Grade Staff Award	Academic Staff Award
2. Service to the Professional/ Academic Community			
a. <i>Criteria:</i>	<ul style="list-style-type: none"> Outstanding service to the academic community Quality and impact of service 	<ul style="list-style-type: none"> Outstanding service in a relevant professional field or to the academic community Quality and impact of service 	<ul style="list-style-type: none"> Outstanding service to the academic community Outstanding accomplishment in the performance of duties
b. <i>Performance Indicators:</i>	<ul style="list-style-type: none"> Prizes awarded by professional institutions Service to the profession or relevant discipline in the form of: <ul style="list-style-type: none"> Membership of Executive Committee of professional bodies Membership of government statutory bodies Expert witness in government/legal proceedings Participation in scholarly activities (e.g. educational projects, attendance/presentation at conferences/workshops/seminars) Service to other academic institutions in a personal capacity University annual staff appraisal <p><i>(Less weight will be given to research work, teaching and normally expected performance/duties as they are rewarded by other awards of the University.)</i></p>	<ul style="list-style-type: none"> Prizes awarded by professional institutions Significant contribution in serving professional groups Involvement in cooperative projects with other tertiary education institutions Service to the profession in the form of: <ul style="list-style-type: none"> Membership of Executive Committee of professional bodies Membership of government statutory bodies, committees or working groups Participation in scholarly activities (e.g. educational projects, attendance/presentation at conferences/workshops/ seminars) Service to other academic institutions in a personal capacity University annual staff appraisal 	<ul style="list-style-type: none"> Significant contribution in serving professional groups Involvement in cooperative projects with other tertiary education institutions Service to other educational institutions in a personal capacity

Assessment Basis	Award		
	Academic Staff Award	Administrative & General Grade Staff Award	Academic Staff Award
		<i>(Less weight will be given to administration and normally expected performance/duties as they are rewarded by the Performance Award Scheme of the University.)</i>	
3. Service to the University			
a. <i>Criteria:</i>	<ul style="list-style-type: none"> Outstanding contribution to the University, including voluntary and extra-curricula activities Quality and impact of service 	<ul style="list-style-type: none"> Outstanding contribution to the University, including voluntary and extra-curricula activities Quality and impact of service 	<ul style="list-style-type: none"> Satisfactory academic performance Outstanding contribution to the University, especially through voluntary and extra-curricular activities Quality and impact of the student's overall service as a Lingnanian
b. <i>Performance Indicators:</i>	<ul style="list-style-type: none"> Consistently outstanding contribution to: <ul style="list-style-type: none"> Programme's/Department's administration Institutional committees/boards Counselling/advising of students University annual staff appraisal Duration of service at the University and contribution to the evolution of Lingnan Service to other academic institutions as representative of the University Administrative/service leadership Involvement in special projects/programmes 	<ul style="list-style-type: none"> Consistently outstanding contribution to the Programme/Department/Unit/ Division Quality of service in a new scheme launched by the University Client feedback on quality of service Contribution to productivity/conservation of resources Administrative/service leadership Services to other academic institutions as a representative of the University 	<ul style="list-style-type: none"> Service in the form of: <ul style="list-style-type: none"> Membership of student committees within the University Membership of University committees, boards or working groups Participation in scholarly activities (e.g. educational projects, attendance/presentation at conferences/workshops/seminars) Quality of service in a new scheme or initiative launched by the University Contribution to productivity/ conservation of resources

Assessment Basis	Award		
	Academic Staff Award	Administrative & General Grade Staff Award	Academic Staff Award
	<ul style="list-style-type: none"> • Involvement in extra-curricula activities (e.g. LU Aquatic Meet, President's Cup competitions, etc.) • Participation in scholarly activities (e.g. educational projects, attendance/presentation at conferences/workshops/seminars) • University annual staff appraisal 	<ul style="list-style-type: none"> • Involvement in extra-curricula activities (e.g. LU Aquatic Meet, President's Cup competitions, etc.) • Participation in scholarly activities (e.g. educational projects, attendance/presentation at conferences/workshops/seminars) • University annual staff appraisal 	<ul style="list-style-type: none"> • Contribution to hostel life • Appropriate involvement in extra-curricula activities (e.g. LU Aquatic Meet, President's Cup competitions, cultural/sports teams interested groups, University Choir, etc.)
4. Interpersonal Relationships			
a. <i>Criteria:</i>	<ul style="list-style-type: none"> • Good interpersonal relationships • Possession of good personal traits 	<ul style="list-style-type: none"> • Good interpersonal relationships • Possession of good personal traits 	<ul style="list-style-type: none"> • Good interpersonal relationships • Possession of good personal traits
b. <i>Performance Indicators:</i>	<ul style="list-style-type: none"> • Being known as having good interpersonal skills • Exhibition of good personal traits such as loyalty, devotion and dedication 	<ul style="list-style-type: none"> • Being known as having good interpersonal skills • Exhibition of good personal traits such as loyalty, devotion and dedication 	<ul style="list-style-type: none"> • Being known as having good interpersonal skills • Exhibition of good personal traits such as loyalty, devotion and dedication

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(Revised 08/01/2010)