

## NOMINATION FOR TAKRIM 2022 (AWARDS UNDER CENTRE FOR PROFESSIONAL DEVELOPMENT) GUIDELINES

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### Introduction:

IIUM Takrim Day, formally known as Quality Day, is an annual event honouring the remarkable achievement of the University community. This annual event recognises and honours the academic staff based on their contribution in teaching, the discovery of knowledge, scientific and creative publication and transferring/expansion of knowledge. The Takrim Day is in conjunction with the University's participation in the Anugerah Akademik Negara, one of the most prestigious events in the higher education community in Malaysia. The selection processes will start from the Kulliyah/Centre/Institute (K/C/I) level, where each K/C/I will nominate the winner of each category to compete at the university level. **Each K/C/I have to organise their competition (Mini Takrim Day) in search of the winners based on the following nominations;**

- a) By the management of the respective K/C/I
- b) By peers
- c) By self-nomination

The Centre for Professional Development (CPD) has been tasked to manage and coordinate the selection by professional judges.

All nominations **must be submitted** through the respective K/C/I and endorsed by the Dean/Director. The Takrim Day Committee will not entertain any nomination from an individual. There are three (3) awards under the purview of the Centre for Professional Development:

1. **Murabbi Award**
2. **Best Teaching Innovation Award**
3. **Best Educator Award**

If no applicant is eligible for any of the categories, then the Takrim Day Committee will nullify the award for the respective year.

All nominations from Centres and Kulliyahs must be submitted to:

**Centre for Professional Development, Level**  
2, Kulliyah of Education, International  
Islamic University Malaysia, 03-6421  
4797/5912/5913/6232  
Email: [admin\\_ctl@iium.edu.my](mailto:admin_ctl@iium.edu.my)  
(UP: Takrim 2022 Secretariat)

Deadline for submission: **27<sup>th</sup> May 2022/ Tuesday before 5pm**. Submission later than the deadline will not be accepted.

## A. CATEGORY OF AWARDS

### 1. MURABBI AWARD

Each Kulliyah will be submitting one (1) candidate.

In general, this award is given to candidates who show holistic leadership contributing to the discovery and development of knowledge that makes a valuable contribution to university, country and the world. The candidate's contributions also enable the university to achieve its aspirations to improve the quality of life of the people and universal humanity.

#### 1.1 Award Criteria:

1. The candidate has served as a lecturer in IIUM for at least **fifteen (15) years cumulatively**.
2. Has to lead holistically by example in teaching and learning, research and innovation, academic leadership.
3. The professional and academic bodies from the national or international level have awarded prestigious recognition for the candidate's contribution.
4. The candidate has received an award or recognized (national/international) within the last ten years (including the assessing year) by the professional and academic bodies for his/her contribution.
5. Showcases impact to the community through scholarly activities.
6. The candidate demonstrates continuous excellence in his or her field of expertise.

#### 1.2 Participation Requirement:

Candidates must submit a CV together with evidence of awards and/ recognitions and other documents related to the award.

## 2. BEST TEACHING AWARD

The Best Teaching Award is an initiative to provide further recognition to academic staff who demonstrate excellence and creativity in teaching. In addition to elevating the academic profession through awards to outstanding educators, the Best Teaching Award also serves as a vehicle for identifying local candidates for the Anugerah Akademik Negara (AAN), the Teaching Award category by the Ministry of Education.

### 2.1 Objectives:

- i. Encourage and foster innovation and creativity in the teaching and learning process among IIUM lecturers
- ii. Enhance the use of high quality and effective teaching and learning methods based on student-centred learning.
- iii. Provide recognition to IIUM academic staff who demonstrate high levels of excellence in teaching and learning development innovation.

### 2.2 Best Teaching Award Category:

There are 4 Award Categories:

- 1 **Best Teaching Innovation in Virtual Learning Category**
- 2 **Best Teaching Innovation for Project-based learning Category**
- 3 **Best Teaching Innovation for Experiential learning Category**
- 4 **Best Teaching Innovation for Transdisciplinary learning (e.g.: environmental education/climate change, global citizenship, etc.)**

### 2.3 Applicant's Criteria:

- i. Confirmed as IIUM academic staff for **at least three years** (not including study leave or any other leave)
- ii. Achieve a minimum 80% Student Feedback Survey for the last two (2) semesters.

### 3. BEST EDUCATOR AWARD

The Best Educator Award is an initiative to provide further recognition to academic staff who demonstrate excellence and creativity in teaching. In addition to elevating the academic profession through awards to outstanding educators, the Best Educator Award also serves as a vehicle for identifying local candidates for the Anugerah Akademik Negara (AAN), the Teaching Award category by the Ministry of Education.

#### 3.1 Objectives:

1. Encourage and foster innovation and creativity in the teaching and learning process among IIUM lecturers
2. Enhance the use of high quality and effective teaching and learning methods based on student-centred learning.
3. Provide recognition to IIUM academic staff who demonstrate high levels of excellence in teaching and learning development innovation.

#### 3.2 Best Educator Award Category:

1. **Best Educator Award (CFS)** (3 nominations for each category)
  - i. Science and Technology
  - ii. Art and Social Sciences
2. **Best Educator Award (CELPAD)** (3 nominations)

#### 3.3 Award Criteria:

1. Confirmed as IIUM academic staff for **at least three years** (not including study leave or any other leave)
2. Achieve a minimum 80% Student Feedback Survey for the last two (2) semesters.

## B. DETAILS OF AWARDS

### 1. Murabbi Award

All nominations from K/C/I will be evaluated by the Takrim Committee of the Award. The top three (3) of the nominations will go through an interview with the IIUM Top Management

### 2. Best Teaching Innovation Award

#### Teaching Portfolio Evaluation

The Teaching Portfolio evaluation aims to evaluate the contribution of teaching and learning

development and record the quality of candidate teaching, based on the recognition obtained by candidates from IIUM and other external institutions at the

national or international level. The candidate's teaching quality is also evaluated based on the evidence (printed and/or electronic materials) provided by the candidate. The items assessed in the portfolio are as follows:

## **PART 1**

### **A. Introduction of theory and philosophy in teaching and learning that shows the level of scholarship of the nominee**

- a. Philosophy of teaching.
- b. Integration of values elucidated in the Sejahtera Academic Framework (SAF) in the courses.

### **B. Statement of overall planning and implementation strategy about teaching, supervision and assessment methods.**

- a. Write-up on the planning and implementation strategies on the following:
  - i. teaching and supervision
  - ii. students assessment
- b. Evidence of implementation strategies in teaching, supervision and assessment:
  - i. List of courses that have been taught
  - ii. Course framework and the number of students
  - iii. Samples of teaching and learning materials (such as notes, teaching modules, digital learning materials, CDs, teaching aids, blogs, e-learning, etc).
  - iv. Implementation of innovation and creativity in teaching and learning.
  - v. List of students supervision (bachelor/master/PhD)

### **C. Creativity and innovation and its impact on teaching and learning (teaching/supervisory and assessment methods).**

- a) Creativity and innovation that is aligned and supports:
- b) teaching, supervision and assessment philosophy
- c) teaching, supervision and assessment method
- d) Effectiveness of teaching in improving the quality of learning
- e) Results of students' achievement.
- f) SFS report and/or other student feedback method
- g) Samples of students' works
- h) Testimonials/letters of appreciation from students, colleagues, etc.
- i) Inclusivity in teaching and learning delivery

### **D. Evidence of the implementation of innovation and creativity in learning evaluation. (Please provide supporting evidence)**

1. Criteria:
  - a) originality
  - b) significance
  - c) relevance
2. Methods of teaching and learning or assessment that stimulate and cultivate high-level thinking skills
3. The improvement of teaching and learning through reflective practices and research.
4. The impact of applied creativity and innovation on quality teaching to:
  - a) Student's achievement
  - b) The quality of student work
5. Evaluation and testimonials of teaching/supervision
  - a) Include evidence of the results of the evaluation of teaching/supervision by students
6. Include testimonials of effective teaching/supervision from various sources include:
  - a) Students
  - b) Colleagues
  - c) Department/Kulliyah

- d) University
- e) Community/Industry
- 7. Improvisation in teaching/supervision and assessment as well professional development
- i. Improvement of teaching/supervision and assessment methods through reflective practices that include:
  - 1. reflection documentation
  - 2. implementation and sharing
    - a) Knowledge and experience sharing in teaching and learning through conferences, publication etc. (national and international recognition/participation).

#### **E. Scholarship in teaching/supervision and assessment**

- a) Knowledge sharing and practice of teaching/supervision and assessment in various levels (university/national/international) through any of the following:
  - i. social media (YouTube, Blogg, Facebook, etc)
  - ii. workshop and seminar
  - iii. special interest group
  - iv. Learning Module / Textbook
  - v. periodical publication
  - vi. digital publication
  - vii. online courses (ex. MOOC, micro-credential)
  - viii. others
- b) Recognition (award/keynote invitation/seminar/invited speaker, head coaches/mentors) obtained.
- c) Leadership (chairman/committee) in the academic community (faculty/university/national/international academic association) which is related to teaching and learning.

#### **F. Mini essay on 'Teaching value in IIUM'. The essay must not exceed 2000 words (not counting diagrams, tables of data, footnotes, or bibliography) in single spacing.**

A sample of a portfolio:

**Prof. Madya Dr. Azidah Abu Ziden** - Winner of Anugerah Pengajaran 2016 (Kelompok Sastera Dan Sains Sosial) - [http://www.azidahaz.com/p/blog-page\\_17.html](http://www.azidahaz.com/p/blog-page_17.html)

**Assoc. Prof. Dr Fatimah Sidi** - <https://profile.upm.edu.my/cv/fatimah.pdf>

Basic guide to teaching portfolio:

By Prof Dr Sidek Hj Abdul Aziz - <https://anyflip.com/cirkg/gdcq/basic>

### **PART 2:**

#### **Teaching Simulation and Interview**

- a) The time allotted for the teaching simulation is 15 minutes. Things to consider in the teaching simulation:
  - i. Effective communication
  - ii. Clarity of teaching delivery
  - iii. Effective use of teaching aids
  - iv. Ability to convince and motivate 'students' (audience)
  - v. Capacity to engage students actively and effectively
  - vi. Ability to assess student understanding
- b) The interview will include the following:
  - i. Philosophy of teaching and learning
  - ii. Creativity and innovation and their impact on teaching and learning
  - iii. Improvements in teaching and learning
  - iv. Excellence in teaching and learning
  - v. Self-reflection on the teaching simulation

### 3. Best Educator Award

3.1 Assessment of Best Educator Award candidates is based on the following criteria:

1. Knowledge of the theory and philosophy of teaching and learning that illustrates the level of the candidate's scholarship, including the role as Murabbi dan implementation of Insan Sejahtera initiatives in Teaching and Learning, for achieving balanced graduates and the inculcation of attributes of *KhAIR* and *FAST*
2. Innovation and creativity in teaching and learning.
3. The effectiveness of teaching on improving the quality of learning.
4. Innovation and creativity in learning evaluation methods.
5. Efforts to improve teaching and learning through reflective and research practices.
6. Good knowledge sharing and experience in teaching and learning through seminars and publications.
7. Exemplary coaching and supervisory activities.

3.2 Assessment Procedures

#### PART 1: Teaching Portfolio Evaluation

The Teaching Portfolio evaluation aims to evaluate the contribution of teaching and learning development and record the quality of candidate teaching, based on the recognition obtained by candidates from IUM and other external institutions at the national or international level. The candidate's teaching quality is also evaluated based on the evidence (printed and/or electronic materials) provided by the candidate. The items assessed in the portfolio are as follows:

1. Introduction of theory and philosophy in teaching and learning that shows the level of scholarship of the nominee
  - 1.1 Philosophy of teaching.
  - 1.2 Integration of values elucidated in the Sejahtera Academic Framework (SAF) in the courses.
  - 1.3 Write-up on the implementation of innovation and creativity in teaching and learning.
  - 1.4 Details on the Courses taught:
    - List of courses that have been taught
    - Course framework and the number of students
    - Samples of teaching and learning materials (such as notes, teaching modules, digital learning materials, CDs, teaching aids, blogs, e-learning, etc).
    - Implementation of innovation and creativity in teaching and learning.
2. Evidence of innovation and creativity implemented in teaching
3. Effectiveness of teaching in improving the quality of learning
  - 3.1 Results of students' achievement.
  - 3.2 SFS report and/or other student feedback method
  - 3.3 Samples of students' works
  - 3.4 Testimonials/letters of appreciation from students, colleagues, etc.

4. Evidence of the implementation of innovation and creativity in learning evaluation.
5. Evidence on the improvement of teaching and learning through reflective practices and research.
6. Knowledge and experience sharing in teaching and learning through conferences and publication.
7. Supervision and coaching activities.

7.1 Description of the activities

7.2 Level of programmes (Bachelor, Masters and  
PhD -list of students' names)

7.3 Outcome of the activities.

8. A sample of a portfolio - **Prof. Madya Dr. Azidah Abu Ziden** - Winner of Anugerah Pengajaran 2016 (Kelompok Sastra Dan Sains Sosial) - [http://www.azidahaz.com/p/blog-page\\_17.html](http://www.azidahaz.com/p/blog-page_17.html)

## PART 2: Teaching Simulation and Interview

1. The time allotted for the teaching simulation is 15 minutes. Things to consider in the teaching simulation:

1. Effective communication
2. Clarity of teaching delivery
3. Effective use of teaching aids
4. Ability to convince and motivate 'students' (audience)
5. Capacity to engage students actively and effectively
6. Ability to assess student understanding

2. The interview will include the following:

1. Philosophy of teaching and learning
2. Creativity and innovation and their impact on teaching & learning
3. Improvements in teaching and learning
4. Excellence in teaching and learning
5. Self-reflection on the teaching Simulation