

Revised Outstanding Educator Award Policy

Eligibility Criteria

1. Applicant should have a minimum teaching experience of 4 years without break (8 continuous academic semesters excluding summer semesters) at IIT Delhi. The only exception is parental leave. Medical leaves can be considered upon approval by the Director.
2. Prior winners from an overlapping academic period (4 academic years) are not eligible for the award. Winner of the award is eligible again after a break of three years. (For eg: 2024 winner is eligible for 2028 award.)

Application Process

1. Google forms will be shared through email, institute website and social media:
 - to the eligible faculty members for self-nomination,
 - to the current final year B.Tech./ M.Tech. students and alumni from the past three years for nomination of one faculty member per student, (for Outstanding Educator Award for 20XX for award period (20XX-4:20XX-1.
2. Google forms to both categories should carry relevant information about the award such as duration of the award, monetary reward, along with the criteria used for evaluation (obtained from the evaluation form).
3. Google form to category (a) (eligible faculty members) should solicit the following information
 - Inclination of the faculty member in the form of a Supporting Statement to be considered for the award.
 - If yes, agreement from the applicant for award evaluation committee to access the course end summaries (along with assignments/ labs/ homework/ quizzes/ exams etc.), for past 4 years
 - If yes, agreement from applicant for award evaluation committee to access the faculty annual reports of the last 4 years.
 - Applicant's one-page (~2000 word) Supporting Statement highlighting the achievements of the applicant in imparting education over the past 4 years.
 - If yes, reference information (email ids) of three or more alumni students of the applicant who would be willing to provide testimonials. Applicants are encouraged to seek out/ contact the alumni. (Excluding former PhD students)
4. Google form to category (b) (final year students and alumni from last 3 years) should include the following:
 - Applicant's name and email id
 - Solicitation for 500 words testimonial of the applicant.
5. In case category (b), nominated faculty member will be contacted and asked if he/she would like to be considered for award. If yes, then applicant is encouraged to fill form of step. 2 and the testimonial is retained as part of the applicant's application dossier. In case the faculty member does not wish to be considered for the award, then his/her case will not be considered further for that academic year.
6. The list of applicants for the award should be announced to all faculty members of the institute and student body.
7. The concerned office will reach out to the names provided by the applicants for testimonials.
8. A dossier for each applicant comprising four sets of documents will be prepared:
 - Course end summary documents of the last 4 years (8 semesters)
 - Year-end reports of last 4 years
 - Supporting statement from the applicant
 - Testimonials from the alumni (3 or more) (optional)

9. If there are less than 3 applicants, then they will be automatically considered for the following year but no award will be granted for that year.

Process of forming the evaluation committee

10. A list of faculties who have at least 5 years teaching experience (excluding TA experience) among the pool of those who are not the award applicants will be prepared. This list can include visiting or guest faculty.
11. A list will be shared with all the award applicants who will vote for three members of the evaluation committee through secret ballot.
12. The DoAA will form the evaluation committee from the voted members by the award applicants. The DoAA will also invite an external distinguished academic (eg. Head of an institute, Dean etc.) to be part of the committee. The common committee should comprise of 4 members including a chair appointed by the DoAA. Care should be taken to ensure that the discipline/department of every applicant is reflected in the committee. In case, the committee is short of members, then DoFA/ADoFA/DoAA may be included in the committee.
13. The constitution of the evaluation committee should be announced to all the award applicants.

Evaluation of the award applicants

14. The evaluation form and application dossiers of all applicants will be shared with all the members of the evaluation committee.
15. Each evaluation committee member will finalize a list of top three applicants. They can decide on just two, one or none as well. The final list can be at most 3 which will be arrived at by consensus through meetings among the committee members.
16. All Awardees will have equal rank.

Award

All Awardees will be given a cash award of highest PDA given in any specific year.

Outstanding Educator Award Evaluation Form for 20XX (for 20XX-4: 20XX-1)

Award Description: The award will be given to maximum three faculty members every academic year in recognition of their outstanding contributions towards education in the last four academic years. The contributions include but are not limited to excellence in classroom teaching within IIITD, sustained and effective mentorship of undergraduate and graduate students, impactful educational service at local, national and international levels, and the dissemination of teaching and learning resources to the wider society.

Name of committee member:

Date:

Instructions to the evaluation committee member:

1. The faculty applicant will be evaluated for 4 components – classroom teaching, mentorship, additional teaching engagements, and dissemination of teaching and learning (T&L) resources. Within each component, there are several criteria that may be considered for the overall score.

2. Please score the applicant between 1 and 4; with 1 being the lowest and 4 being the highest. If a certain criterion is not relevant or applicable to the applicant (for eg. He/she has not supervised M.Tech thesis students or there is no M.Tech program in the relevant department of the applicant), please give a score of 0 or not applicable for that criterion.
3. The information to be used for your evaluation will be based on four sets of documents
 - Course end reports of the last four academic years submitted by the faculty applicant including opine scores carrying student feedback.
 - Teaching components of year end reports submitted to the DoFA office during annual review.
 - One page write up by the faculty applicant submitted during the application to the award (~2000 words)
 - Testimonials (~500 words) provided by ~3 former students (excluding PhD students) for consideration of award
4. While providing the score for each criterion, please mention the supporting information document/s (of the above four) that was/were used to arrive at the score.
5. The evaluation committee member should not use any other information that is not available in the dossier (for eg. information obtained based on personal interactions with the applicant.)
6. Please note that the final score for each component need NOT be based on the mean of the scores for the criteria. For eg. a 4 in any one of the rows may result in a final score of 4. However, a final high score for a particular component should be reflected in good scores for at least one or more criteria pertaining to that component.
7. Please turn in the evaluation score sheet to the DoAA office.

1. Evaluate the faculty applicant on achievements in classroom teaching.

Criteria	Score between 0 (Not Applicable) to 4 (highest)	Document used for the metric
Applicant has obtained consistent positive student feedback over the last 4 years (8 semesters)		
Applicant has demonstrated innovations in pedagogy to promote learning (active, experiential learning, guest lectures, industry/field visits)		
Applicant has taught large courses (~150 students and upwards)		
Applicant has taught core courses to the B.Tech/ M.Tech specializations offered by the Institute/Department		
Applicant has demonstrated high quality of assessments – exams, viva voice, lab evaluation for the course materials		
Applicant has made sustained efforts to support weak students		
Applicant has offered cutting edge courses (for eg: course on		

rare but important topics for the first time in the country/region)		
Overall Teaching score (This does not have to be an average of all previous scores.)		

2. Evaluate the faculty applicant on mentorship.

Criteria	Score between 0 (Not Applicable) to 4 (highest)	Document used for the metric
Applicant has mentored B.Tech (IP/IS/UR),M.Tech(Capstone/SP) students over short durations (3 to 6 months)		
Applicant has supervised B.Tech projects (long duration mentorship)		
Applicant has supervised M.Tech thesis (long duration mentorship)		
Applicant has mentored students participating in hackathons/competitions/academic clubs/other academic activities		
Applicant has demonstrated diversity/equity/inclusion in mentorship		
Applicant has demonstrated impactful mentorship resulting in awards/recognitions/high profile achievements of students		
Applicant has contributed to the holistic development of the students (through emotional support, career counselling, etc.)		
Overall mentorship score (Note: This does not have to be an average of the previous scores.)		

3. Evaluate the faculty applicant on additional teaching engagements.

Criteria	Score between 0 (Not Applicable) to 4 (highest)	Document used for the metric
Applicant has offered additional teaching components of long/sustained duration (>12 hours in total) – online courses, NPTEL, certification programs, summer/winter school programs, MOOC etc.		
Applicant has demonstrated effective/ impactful teaching in the above programs evidenced		

through high enrolment numbers/ positive feedback etc.		
Applicant has offered additional teaching components of short duration (<12 hours) – workshops, seminars, tutorials in conferences		
Applicant has demonstrated effective/ impactful teaching evidenced through high enrolment numbers, positive feedback etc.		
Applicant has carried out additional teaching load in the institute above and beyond mandated requirements.		
Overall additional teaching score (Note: This does not have to be an average of the previous scores.)		

4. Evaluate the faculty applicant on dissemination of T&L resources.

Criteria	Score between 0 (Not Applicable) to 4 (highest)	Document used for the metric
Applicant has disseminated research findings related to T&L in venues of high repute.		
Applicant has contributed to curriculum/textbook development for schools or college for recognized national/international bodies (eg. NCERT, educational standards committees).		
Applicant has authored textbooks for popular core/elective subjects with well recognized publishers.		
Applicant has participated or conducted T&L workshops/curriculum planning/faculty training programs in other institutions (schools or colleges).		
Applicant has participated in accreditation programs of institutions of higher learning (eg. NBA/NAAC).		
Overall score (Note: This does not have to be an average of the previous scores.)		

5. If there are other comments that the evaluator wishes to add regarding the applicant that are not covered in the previous tables, please include as an additional document.