Guidelines for Candidates Interested in the Distinguished Faculty Award

The **Distinguished Faculty Award** is a prestigious recognition by the International Association for Quality Assurance in Pre-Tertiary and Higher Education (QAHE). This award honors educators who have made significant contributions to their fields, promoted academic excellence, and dedicated themselves to fostering student success. Below are detailed guidelines to help candidates understand the eligibility criteria, application process, and benefits of the award.

Eligibility Criteria

Candidates for the Distinguished Faculty Award must meet the following criteria:

1. **Current Employment Status**:
    - Must be a full-time or part-time faculty member at an accredited institution.
    - Retired professors who have made lasting contributions to their academic fields and remain engaged in educational initiatives are also eligible to apply.
2. **Professional Experience**: A minimum of **three years** of teaching experience at the higher education level.
3. **Contributions to Education**: Demonstrated a commitment to excellence in teaching, including:
    - Innovative teaching practices.
    - Development of engaging course materials.
    - Active involvement in curriculum design and improvement.
4. **Research and Scholarship**: Contributions to academic research, publications, or professional development relevant to their field.
5. **Student Engagement**: Proven track record in mentoring students, supporting academic success, and fostering a diverse and inclusive learning environment.

Special Consideration

This year, the award specifically encourages initiatives aligned with the United Nations Sustainable Development Goal on **Climate Action (Goal 13)**. Candidates who have incorporated sustainability into their teaching practices will be given special consideration.

Application Process

Step 1: Prepare the Required Documents

To complete your application, you will need to submit the following documents:

1. **Nomination Letter**:
    - A brief letter of nomination (up to 500 words) outlining your qualifications, notable achievements, and contributions to education.
2. **Curriculum Vitae (CV)**:
    - A detailed CV that includes:
        - Educational background (degrees, institutions, and years).
        - Professional experience (teaching positions, roles, and responsibilities).
        - Research and publications.
        - Awards and recognitions.
3. **High-Resolution Photo**:
    - A professional photo in business or academic attire (minimum 300 DPI).

Step 2: Submission
Submit all documents electronically through the QAHE website by the deadline of **[Insert Deadline Date]**. Ensure that all files are named appropriately (e.g., "FirstName_LastName_CV.pdf") and compiled in a single PDF if possible.

Step 3: Pay the Processing Fee
Upon submission, candidates must pay a processing fee of **US$500**, plus a **5% administrative charge**. Detailed payment instructions will be provided during the application process. This fee covers the costs associated with processing your application, the digital award, website listing, and social media announcements.

Confidentiality
Candidates are advised to keep their eligibility confidential until the award process is completed and official announcements are made. This ensures the integrity of the award and its recognition.

Benefits of the Award
Receiving the Distinguished Faculty Award comes with several benefits:

1. **Recognition**: A digital award that validates your contributions and excellence in education.
2. **Increased Visibility**: Your achievements will be featured on the **List of Awardees** page on the QAHE website, enhancing your professional visibility.
3. **Social Media Announcements**: Recognition through QAHE's social media platforms, promoting your commitment to academic excellence.
4. **Networking Opportunities**: Being part of an exclusive network of distinguished faculty, providing opportunities for collaboration and mentorship.
5. **Career Advancement**: Adding the award to your CV enhances your professional profile and can open doors to new academic and career opportunities.

Contact Information
For any questions or additional information regarding the Distinguished Faculty Award, please reach out to us at **Email**: awards@qahe.org

We encourage all eligible educators, including retired professors, to take this opportunity to gain recognition for their hard work and dedication to the field of education. We look forward to receiving your nominations!