

SAOUMA BOUJAOUDE TEACHING EXCELLENCE AWARD ——— 2025-2026

PURPOSE, ELIGIBILITY, AND PROCEDURE

A. Purpose

The purpose of the Saouma Boujaoude Teaching Excellence Award is to honor and recognize individuals who have exhibited excellence in teaching at the American University of Beirut. By recognizing such individuals, the University demonstrates its commitment to teaching as a scholarly endeavor, emphasizes the importance of outstanding teaching, and provides incentives for faculty members to pursue activities which could enhance their abilities as teachers. The award will be based on evidence of teaching excellence and contributions to the advancement of AUB's educational programs as implied by the teaching mission of AUB.

B. Ingredients of Excellence in Teaching

The selection committee for the Saouma BouJaoude Teaching Excellence Award looks for evidence of excellence and innovation in teaching in the following areas: ***Instruction, Mentoring, Service, and Professional Development***. Although all these areas are important, no candidate is expected or required to demonstrate equal excellence in each one of them. The criteria listed below are intended as illustrations of what is expected from potential candidates in each of the areas.

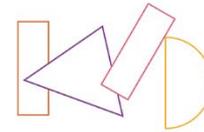
Instruction: Highlight excellence and innovation in the design and organization of course materials, including lectures/presentations, assignments, and assessment/grading, that are congruent with course goals; the promotion of student independent thinking, learning, interest, and curiosity. Examples and samples of the feedback and guidance you give may be used as evidence.

Mentoring: This includes mentoring of students and colleagues, in formal and informal ways. Examples and evidence of working with students inside and outside the classroom, to support their success, including thesis, project, or career mentoring.

Service: Describe and reflect on the service activities or university-related committees that you served on. Highlight how your service helped promote excellence in teaching and its centrality to the mission of the university.

Professional Development: Describe and reflect on your teaching-related professional development activities, including, for example, seminars/professional meetings on teaching and learning that you have led or participated in.





C. Eligibility

Full-time faculty members who have been on active service at AUB for the last six consecutive regular (fall and spring) terms are eligible for nomination. Faculty members who are on leave during the spring term of the academic year of nomination are not eligible for nomination. They can ask for their nomination to be postponed and resubmitted until they are eligible. Faculty members, who were nominated in previous years, may be nominated again. However, previous awardees are not eligible to apply until five years have passed since receiving their last Teaching Excellence Award.

Candidates for the **Saouma BouJaoude Teaching Excellence Award** are faculty members who have a sustained record of high-quality teaching based on evidence of continued outstanding contributions to the academic development of students, who develop innovative techniques and adopt a variety of methods to enhance student learning, and who can demonstrate a positive impact on teaching and learning in their department and at the university.

D. Nomination Process

An individual or group, including students, alumni, AUB faculty members, deans, or department chairs, may initiate a nomination by the designated date. However, the candidate is ultimately responsible for compiling their file submission in line with the guidelines provided in this document. To be considered for the award, nominees must accept the nomination by the designated date.

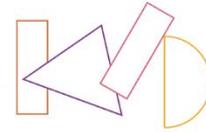
E. Submission

The selection process proceeds in two phases. The following are the documents required for each phase.

Phase 1

1. Acceptance letter
2. Updated CV
3. A 4-page personal statement that makes the nominee's case for the Saouma BouJaoude Teaching Excellence Award. It should provide concrete evidence of excellence and innovation in instruction, mentoring, as well as service and professional development. It is also expected that the statement will include the candidate's ICE score summary and a reflection on the evidence the candidate uses to enhance their teaching.





Given this year's thematic focus on AI in/and Education, you can also include in your personal statement a brief reflection on how you have engaged with artificial intelligence as an educator—whether through integrating AI in your teaching, guiding students in its responsible use, or exploring its broader implications for learning.

The personal statement is a self-contained argument: it should not exceed 4 pages nor include (hyper) links or appendices. Supporting documents will not be considered or accepted at this stage.

Phase 2 – *by invitation only*

Candidates shortlisted in Phase 1 will be invited to submit a teaching portfolio that cannot exceed **15 pages**. This portfolio will be an opportunity to add external materials, appendices, and other evidence of excellence and/or innovation in teaching (in the various categories listed in **section B**) and of positive impact on student learning. A suggested checklist is made available on the website to support candidates in putting together their portfolios.

All documents (for Phase 1 and Phase 2) should be submitted in **soft copy**.

F. Saouma BouJaoude Teaching Excellence Award Committee

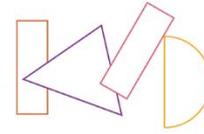
1. Composition

- Chair (non-voting)
- Vice chair (non-voting)
- Nine full-time faculty members
- One AUB alumni
- One full-time student

2. Membership

- Chair: Deputy Provost
- Vice Chair: senior faculty member selected by the provost
- Nine full-time faculty members (two from FAS, two from MSFEA and one from each of the remaining five faculties) selected in consultation with the deans of the faculties/schools. The membership of the selection committee should be representative of the different faculties/schools, faculty ranks, and gender.
- At least 50% of the committee members should be recipients of the Teaching Excellence Award
- AUB alum: selected by the provost in consultation with the chair and vice-chair. Should preferably have a background in and commitment to excellence in education. The alum can be replaced or changed upon his/her request or the recommendation of the chair and vice-chair.





- A current full-time student selected in consultation with the Dean of Students Affairs.

The faculty members on the committee serve for a term of two years, renewable once. The chair and vice-chair will make every effort to ensure continuity and coherence in the selection process over time.

G. Award Winners

The Saouma BouJaoude Teaching Excellence Award Committee conducts its review, makes its selection, and informs the provost, who informs the awardee(s), and then announces the award to the public. Winners of the Saouma BouJaoude Teaching Excellence Award are honored in a public ceremony held towards the end of the spring term.

The winner(s) of the **Saouma BouJaoude Teaching Excellence Award** will:

1. Receive a plaque and a financial award of \$2000.
2. Be expected to contribute to promoting excellence in teaching and learning at AUB.

