

**THE HONG KONG POLYTECHNIC UNIVERSITY**  
**Faculty of Humanities**  
**FH Staff Awards for Excellence**

Objectives: The Award is introduced to give due recognition to non-academic staff members for their outstanding achievements and to promote a culture of community inclusiveness, administrative excellence and quality improvement. It focuses on recognising the outstanding achievements of staff members above and beyond their normal duties and responsibilities on an annual basis. The Award consists of two categories:

- (i) Outstanding Service Award (人文學院傑出服務獎)
- (ii) Creativity and Innovation Award (人文學院創新獎)

**(i) Outstanding Service Award**

This award recognises an individual who has made exceptional contributions to the Faculty by providing top quality service or support to academic staff, students, alumni or other service recipients.

Indicative assessment criteria:

- The degree to which the service or support provided has exceeded the recipients' needs and expectations
- The degree to which the service or support provided has made a lasting and meaningful impact to his/her unit and/or the Faculty
- The extent to which the service or support provided are recognised and valued by their peers and service recipients

**(ii) Creativity and Innovation Award**

This award provides recognition to an individual (or a team of staff members) who developed a creative solution to a problem or generated innovative ideas that have helped their unit(s) and/or the Faculty to improve its processes, methods, systems, or services.

Indicative assessment criteria:

- The effectiveness of the creative solution or innovative ideas
- The impact and recognition of the innovative solutions or ideas by the community

Note: The team award is not intended to be awarded to a department as a whole. Academic staff members, if any, in the team are allowed. However, if the academic staff members are playing a key role in the team, the team should be nominated for the President's/Faculty Award under the Service category instead.

1. A cash prize of HK\$10,000 will be given to each individual awardee and a cash prize of HK\$20,000 to the team which received the award. Each awardee will also receive a letter of commendation signed by the Faculty Dean.
2. Eligibility: All full-time non-temporary non-academic staff members in the Faculty (i.e. the Faculty Office and the constituent units of FH), who have worked in the Faculty for at least two years prior to the nomination. Nominations for the same category of award would be accepted only after two years from the last award and will be assessed based on the achievement attained after the receipt of the last award.

3. This award is not part of the President's Award/Faculty Award system. However, its nomination procedures and schedule follow those of the Faculty Award.
4. Normally up to a total of FOUR awards (individual and teams) will be given out each year.
5. The Assessment Panel will be formed and chaired by Dean (FH), consisting of Heads of FH units.
6. Dean (FH) has the sole discretion to prescribe procedures other than those mentioned above to suit the specific circumstances of the cases under their purview.

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