



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

Annex 30
Regulations for the Excellent Academic Teaching
Award
at Democritus University of Thrace

Komotini 2024

Article 1

General provisions

The concept of Excellent Academic Teaching pertains not only to interesting and comprehensible teaching, but also to teaching, which, through multilateral educational activities, guides, inspires and opens horizons and prospects for students, while at the same time making them part of the academic ethos.

In this context, the Excellent Academic Teaching Award at Democritus University of Thrace (DUTH) aims at a) the promotion of university teachers who stand out for their work, providing high-quality teaching and setting an example for students and teachers, and honouring Democritus University of Thrace and their Department; and b) upgrading the quality of teaching and adoption of innovative teaching approaches and methods in student-centred learning in the broader university community.

The award - honorary plaque and diploma - is awarded annually by the Rector of DUTH at a public ceremony that takes place during the celebration of the Three Hierarchs.

Article 2

Award selection process

1. Submission of Nominations

a. Nominees for the DUTH Excellent Academic Teaching Award are DUTH faculty members and other teaching staff, members of PAKEK with university teaching work who have taught at least five years at DUTH.

b. Nominees are nominated by one or more members of the DUTH academic community (teachers, students or graduates) who are familiar with the teaching work of the nominees. Each nomination must be signed, is considered confidential and may be reviewed in subsequent years.

c. The proposal must include:

i. Curriculum vitae of the nominee and

ii. A recommendation setting out his/her educational work and documenting the academic ethos and ethical conduct of the nominee, which should be presented as a model for DUTH students and teachers.

d. Relevant drafting instructions for the proposal are provided in the Annex.

e. It is noted that:

- Each proposal submitted concerns only one academic proposal.

- The same person cannot receive the award twice.

- The proposals are addressed to the Vice Rector responsible for academic affairs and are submitted to the protocol of the Academic Affairs Directorate.

-The call for proposals is posted on 15 September of each year, with 30 October being the deadline for sending proposals. No nomination is accepted after the submission deadline.

-The list of nominations is kept confidential.

f. The first time these regulations are applied, after their publication, the notice may be posted and the procedure may be completed at a later time.

2. Selection Committee

The Selection Committee consists of the Vice Rector who is responsible for the Academic Affairs of DUTH (as President) and the Deans of the DUTH Schools. Members of the Excellent Academic Teaching Award Committee may not submit proposals or be nominated for the award.

3. Selection Process

a). The Selection Committee members meet in November to review the proposals.

b). A proposal that does not meet the conditions of the previous paragraph is not accepted and the decision is notified to the proposer(s) by email.

c). Accepted proposals move to the next stage. Each nominee is notified via a relevant email that is also notified to the proposer(s) with regard to his/her nomination and submits the following within a deadline set by the Committee:

i) Solemn declaration accepting his/her nomination and, if he/she so wishes,

ii). Curriculum vitae or other information in support of his/her nomination.

d). After collecting the solemn declarations and the additional information, the Committee shall proceed with the evaluation of the proposals and select the nominee(s) it proposes to the DUTH Senate.

e). Evaluation is based on the nominee's work and, more specifically, on his/her contribution to effective, high-quality and original teaching, guidance and support for students, the linking of his/her teaching to research and innovation, and his/her overall appeal as a University teacher both within and outside of DUTH.

f). The Committee evaluates the nominations based on the information:

- described in the proposers' recommendation,
- drawing on nominees' teaching excellence from the e-class information systems of DUTH's QAU. The nominee(s) must have submitted course and teacher inventory cards,
- included in nominees' curriculum vitae.

g). The evaluation is completed in December of each year and the Selection Committee decides on the nominee for the award. The Committee's proposal shall be forwarded to the Senate for approval, accompanied by a report submitted to the Academic Affairs Directorate.

h). The DUTH Senate and the University's academic community shall only be notified of the nominated individual.

Article 3

Award process:

1. The award ceremony is organized by DUTH's Public Relations Department, in collaboration with the Academic Affairs Directorate.
2. The award is presented by the Rector at a special ceremony that takes place during the celebration of the Three Hierarchs, in the presence of the academic community.

Article 4

Posting of award winners' table

The names of all the award winners are posted on DUTH's website.

Article 5

Final provisions

These Regulations shall enter into force upon their publication in the Official Government Gazette.

ANNEXES

ANNEX I

Nomination for the DUTH Excellent Academic Teaching Award Submission of Proposal

TO: The Vice Rector for Academic Affairs

Please accept the nomination below for the Excellent Academic Teaching Award, as well as the accompanying documents to assist in the work of the Selection Committee.

| |
|---------------------------------------------------------------------------------------------------------------|
| NOMINEE'S INFORMATION |
| Full name: |
| Position (Faculty Member/Laboratory Teaching Staff (E.D.I.P.)/Special Technical Laboratory Staff (E.T.E.P.)): |
| School/Department/Sector: |
| Nominee's contact details |
| Correspondence address: |
| Telephone: |
| E-mail: |

| | |
|--------------------------------------------------------|-----------------|
| PROPOSER'S INFORMATION | |
| Full name | Position |
| 1. | |
| 2. | |
| .. | |
| Contact details of the proposer or body representative | |
| Correspondence address: | |
| Telephone: | |
| E-mail: | |

Date:/...../20...

The applicant
(name of proposer or their representative)

(Signature)

Attachments:

- Nominee's CV
- Recommendation documenting the criteria for submission of nomination and evaluation

Please note that the award is only given to living persons

Recommendation

Some or all of the following can be included in the formulation of your nomination:

- the teaching history of the nominee at DUTH with reference to the Department, the Study Programmes and the courses he/she has taught.
- the nominee's contribution to the successful development of innovative teaching methods/student-centred approaches.
- the use of Information and Communications Technology in his/her teaching.
- the educational actions he/she has implemented that promote active participation and inspire students.
- educational actions linking his/her course activities with social or environmental issues.
- the contribution of the nominee's teaching to the promotion of independent and original thinking.
- the educational approaches he/she follows to enhance inclusion.
- the contribution of his/her courses' website to the learning process.
- the participation of the nominee in open or continuing education processes, through speeches or course series, addressed to pupils, students, or professional scientists as well as the general public.
- the provision of mentoring/support to students for the organization of actions such as student conferences, voluntary actions.
- the provision of guidance to students for professional development upon completion of their studies.
- references to the supervision of diploma theses, bachelor's theses and doctoral dissertations.
- the career of the scientists who prepared a doctoral dissertation with the nominee(s).
- the participation of his/her undergraduate students in research activities of the nominee (in the laboratory, study centre, student competitions).
- references to ways of linking the nominee's research with teaching.
- invitations to give speeches or invitations to teach or lecture or research at Departments/Universities/Research Centres in and outside the country.

ANNEX II

Solemn Declaration

On the Notice of the Excellent Teaching Award

I solemnly declare the following in accordance with Law 1599/1986:

1. I accept my nomination for the Excellent Teaching Award

2. I expressly and unreservedly consent to the retention and processing of personal data, which are included and stored in digital and information systems for the purposes of this notice.

3. I have taken note of the terms of the notice _____ and I accept them.

4. I am attaching my CV (if applicable)

Full name:

Signature

Position:

Date: