



**Aim High**



# **GCC Highly Distinguished Teacher Nomination Form**

**Cycle 22**

**1440 – 1441**

**2019 - 2020**

## **Our Vision**

**Leading the Way in Supporting Excellence of Academic Performance and in  
Nurturing the Gifted and the Innovative**

**Thank you for your interest in participating in Hamdan Bin Rashid  
Al Maktoum Foundation for Distinguished Academic Performance Awards.  
We wish you all the best**

Note: Hard Copy (Paper) applications are no longer valid. Please fill out the electronic application form through <http://tahkeem.ha.ae> during the annual application calendar found on:  
<http://www.ha.ae/web/guest/annual-calendar>

GCC applicants should fill out the electronic application form while notifying the Foundation coordinator in his country of his/her participation at <http://www.ha.ae/web/guest/41>

## **Eligible Participants**

- Any general education teacher teaching at officially accredited local public or private schools and has previously acquired the Hamdan Bin Rashed Al Maktoum Foundation Awards for Distinguished Academic Performance/GCC Highly Distinguished Teacher Award.
- Participation applies to GCC citizens only.

## **Incentives & Awards**

- Winner receives a financial reward of AED 60,000, a Certificate of Appreciation and an Excellence Trophy.
- A Certificate of Excellence is awarded to participants who acquire a minimum of 80% of allocated points.
- A Certificate of Participation is awarded to participants who acquire a minimum of 50% of allocated points.

## **Participation Conditions**

- Teacher must be a college graduate from an accredited university; his/her degree should be authenticated by official agencies in his/her country.
- Teacher must currently be a practicing teacher in public (government) or private education.
- Teacher must have obtained an average of “excellent” (90-100) on his/her evaluation report for the past 3 years.
- Teacher must have received the Hamdan Bin Rashed Al Maktoum Foundation for Distinguished Academic Performance Award for Distinguished Teacher. 2 years must have passed since receiving the Distinguished Teacher Award.
- Teacher may apply for the GCC Highly Distinguished Teacher Award annually unless he/she wins the award, after which participation in this category is not permitted.
- Teacher should be a citizen of the country nominating him/her.

# General Guidelines

## First: The Electronic Application Form

### UAE Applicants:

1. All Award application forms and all enclosures should be filled out electronically through: <http://tahkeem.ha.ae>.
2. Enclosed documents and attachments should carry orderly serial numbers; documents cannot be repeated in more than one criterion.

### GCC Applicants:

3. Applicant must electronically contact the Foundation coordinator in his/her country to start the application process. Coordinators' contact information can be found on: <http://www.ha.ae/web/guest/41>

## Second: Evidence and Attachments

1. In the application form, if you answer a query with "yes", please attach supporting evidence.
2. Higher scores are given to evidence conveying stronger proof.
3. In case you want to add essential details or necessary elaboration of your efforts, please enclose it as an attachment.
4. All documents provided will be the property of the Foundation.
5. All enclosed evidence should be of activities conducted in the past three years other than the year of Award application.
6. Please retain all documents exceeding the pre-set sizes and make available if and when requested by the evaluation committee.
7. All enclosed documents should be dated, signed and stamped.
8. A maximum of 2 documents can be displayed on one page; if attachment is unclear, no mark will be granted.

## Avowal

I, \_\_\_\_\_ the undersigned  
do hereby attest to the authenticity of the data and documents enclosed with the application form.  
If any information herewith is found to be false, the Foundation Administration has the right to take  
necessary measures. Furthermore, I attest that I have read all instructions and conditions of  
applying for the Award wherein I will abide by all the formerly mentioned guidelines.

Name:

Signature:

Date:     /     /

## Endorsement

**School Principal**

Name:

Signature:

Date:     /     /



# Nominee Teacher Data Sheet

## Nominee Personal Information:

Name (as shown on passport): .....

Nationality: ..... Gender:  Male  Female Birth Date: / /

Academic Degree: ..... Year of Graduation: .....

Teaching Qualification: ..... Year of Employment: .....

Course(s) Taught: .....

Grade(s) Taught: .....

Grade Level you are nominated through:

Kindergarten     1     2     3     4     5     6     7     8     9     10     11     12     13

School: ..... Educational Zone: ..... Country: .....

Type of Education:  Government     Private

## Nominee Contact Information:

Country: ..... Emirate/City: ..... Phone: .....

P.O Box: ..... Mobile: ..... Email: .....

## School Contact Information:

Country: ..... City/ Emirate: ..... Area/Street: .....

Phone: ..... Fax: ..... P.O Box: .....

Mobile: ..... Email: .....

Website: .....

Have you ever participated in Hamdan Bin Rashid Al-Maktoum Foundation for Distinguished Academic Performance/Distinguished Teacher category?

Yes     No    Result (.....)    Cycle (.....)

## Approved by

School Principal

Name: ..... Signature: .....  
Date: / /



Educational Zone (UAE)

Name: ..... Signature: .....  
Date: / /



(Ministry of Education) (GCC)

Name: ..... Signature: .....  
Date: / /



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## GCC Highly Distinguished Teacher Evaluation Criteria

Main Criterion	Secondary Criterion	Allocated Points	Earned Points			
			Stage 1	Main Criterion Total	Stage 2	Main Criterion Total
<b>1. Leadership Skills (135 points)</b>	1.1 Planning	<b>70</b>				
	1.2 Teams and Committees	<b>35</b>				
	1.3 Encouragement and Motivation	<b>30</b>				
<b>2. Teaching Performance (350 points)</b>	2.1 Teaching Methodologies	<b>140</b>				
	2.2 Educational Technologies	<b>60</b>				
	2.3 Learning Environment	<b>90</b>				
	2.4 Assessment	<b>60</b>				
<b>3. Professional Responsibility (200 points)</b>	3.1 Learners' Care	<b>60</b>				
	3.2 Professional Self-Development	<b>60</b>				
	3.3 Self-Evaluation	<b>40</b>				
	3.4 Educational Issues	<b>40</b>				
<b>4. Creative Activities (190 points)</b>	4.1 Writings and Publications	<b>80</b>				
	4.2 Academic, Educational and Social Activities	<b>110</b>				
<b>5. Behavioral and Ethical Commitment (125 points)</b>	5.1 Behavioral Values	<b>55</b>				
	5.2 Community Issues	<b>70</b>				
<b>Total</b>		<b>1000</b>				

## The Final Decision of the Evaluation Committee

### ***Initial Stage Evaluation Result:***

#### **Nominee Qualifies for:**

- Field Visit/ Personal Interview
- A Certificate of Participation
- Another (Reason): .....

#### **Evaluation Committee Members:**

Name: ..... Signature: .....

Name: ..... Signature: .....

#### **Approved by Committee Chairperson:**

Name: ..... Signature: .....

### ***Final Stage (Field Visit/ Personal Interview) Evaluation Result:***

#### **Nominee Qualifies for:**

- The Distinguished Teacher Award
- A Certificate of Excellence
- A Certificate of Participation
- Another (Reason): .....

#### **Evaluation Committee Members:**

Name: ..... Signature: .....

Name: ..... Signature: .....

Name: ..... Signature: .....

#### **Approved by Committee Chairperson:**

Name: ..... Signature: .....

<b>1. Leadership Skills (135 points)</b>	<b>Earned Points</b> <input type="text"/>
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This criterion explores the teacher's leadership abilities and their employment to accomplishing high quality educational achievements. Obtained results in this field are significant evidence for proving the teacher's distinguished leadership.

Main Criterion	Secondary Criterion	Allocated Points
<b>1. Leadership Skills</b>	<b>1.1 Planning</b>	<b>70</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
1.1.1	Do you have a clear and documented vision?			10		
1.1.2	Have you set a clear and documented mission?			10		
1.1.3	Have you included main objectives for each aspect of your job in your plan?			10		
1.1.4	Have you determined performance indicators for those objectives included in your plan?			10		
1.1.5	Have you set programs and procedures that would achieve those objectives?			10		
1.1.6	Have you evaluated the aspects of your plan that have been accomplished?			10		
1.1.7	Have you presented a perspective of plan development to concerned educational departments?			10		
<b>Total</b>				<b>70</b>		

Main Criterion	Secondary Criterion	Allocated Points
<b>1. Leadership Skills</b>	<b>1.2 Teams and Committees</b>	<b>35</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
1.2.1	Have you identified the teams and committees you contributed in founding or in leading them?			10		
1.2.2	Have you illustrated your role in founding or leading these teams and committees?			10		
1.2.3	Have you identified the results of those activities and their effects on the learning/teaching process?			15		
<b>Total</b>				<b>35</b>		



<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>1. Leadership Skills</b>	<b>1.3 Encouragement and Motivation</b>	<b>30</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Earned Points</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
<b>1.3.1</b>	Have you identified the efforts and practices you implemented to encourage and motivate learners?			<b>5</b>		
<b>1.3.2</b>	Have these efforts and practices had an impact on the learners?			<b>5</b>		
<b>1.3.3</b>	Have you identified the efforts and practices you implemented to encourage and motivate colleagues?			<b>5</b>		
<b>1.3.4</b>	Have these efforts and practices had an impact on your colleagues?			<b>5</b>		
<b>1.3.5</b>	Have you identified the efforts and practices you implemented to encourage and motivate parents?			<b>5</b>		
<b>1.3.6</b>	Have these efforts and practices had an impact on parents?			<b>5</b>		
<b>Total</b>				<b>30</b>		

**2. Teaching Performance (350 points)****Earned Points**

This criterion is concerned with the nominee's teaching proficiency determined through the formulation and implementation of instructional situations. Subsequently, this implementation is assessed and then developed, while examining the impact of the teaching performance on the learners.

Main Criterion	Secondary Criterion	Allocated Points
<b>2. Teaching Performance</b>	<b>2.1 Teaching Methods</b>	<b>140</b>

No.	Query	Yes	No	Allocated Points	Points Earned	
					Stage 1	Stage 2
2.1.1	Have you implemented new instructional methods in various teaching situations?			20		
2.1.2	Have you implemented creative instructional approaches in various teaching situations?			20		
2.1.3	Have you identified sought objectives from using these methods?			15		
2.1.4	Do you systematic to facilitate using modern instructional methods and enhance their effectiveness?			15		
2.1.5	Have you determined the positive impact of these methods on learners?			20		
2.1.6	Have you disseminated your expertise with instructional methods among others?			15		
2.1.7	Do you practice differentiated teaching in an instructional situation?			15		
2.1.8	Have you provided your fellow teachers teaching tools that would assist them in implementing new instructional methods?			20		
<b>Total</b>				<b>140</b>		

<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>2. Teaching Performance</b>	<b>2.2 Educational Technologies</b>	<b>60</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Points Earned</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
2.2.1	Have you utilized educational technologies creatively in teaching and learning?			10		
2.2.2	Have you identified your efforts in designing and/or developing innovative educational technologies?			10		
2.2.3	Have you determined the positive effects of using educational technologies on your work?			20		
2.2.4	Have you availed the benefits of your innovative technologies to all?			20		
<b>Total</b>				<b>60</b>		

<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>2. Teaching Performance</b>	<b>2.3 Learning Environment</b>	<b>90</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Points Earned</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
2.3.1	Have you identified the creative aspects of organizing a learning environment?			20		
2.3.2	Have you employed learners' creativity in organizing the learning environment?			20		
2.3.3	Have you identified the positive effects on others of your efforts in organizing the learning environment?			25		
2.3.4	Have you spread your and your students' creativity in organizing the learning environment to everyone's benefit?			25		
<b>Total</b>				<b>90</b>		

<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>2. Teaching Performance</b>	<b>2.3 Assessment</b>	<b>60</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Points Earned</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
<b>2.4.1</b>	Have you implemented advanced assessment methods?			<b>15</b>		
<b>2.4.2</b>	Have you designed proper assessment tools for those methods?			<b>15</b>		
<b>2.4.3</b>	Have you identified the aspects of creativity of the assessment tools you have used?			<b>10</b>		
<b>2.4.4</b>	Have you analyzed the assessment results?			<b>5</b>		
<b>2.4.5</b>	Have you utilized the assessment results in improving the learning process?			<b>10</b>		
<b>2.4.6</b>	Have you participated in designing uniform or standardized tests?			<b>5</b>		
<b>Total</b>				<b>60</b>		

<b>3. Professional Responsibility (200 points)</b>	<b>Earned Points</b> <input type="text"/>
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This criterion looks at the teacher's professional roles and commitments, and at the responsibilities he/she undertakes in educational committees and organizations. In addition, this criterion also scrutinizes the teacher's efforts exerted on professional development and the impact of those efforts on his/her performance.

Main Criterion	Secondary Criterion	Allocated Points
<b>3. Professional Responsibility</b>	<b>3.1 Learners' Care</b>	<b>60</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
3.1.1	Have you identified the creative programs that you prepared or developed to care for learners of different abilities?			15		
3.1.2	Have you implemented those creative programs?			15		
3.1.3	Have you determined the positive effects of those creative programs on learners?			15		
3.1.4	Have you initiated disseminating those creative programs on a wide range inside the school?			10		
3.1.5	Have you initiated disseminating those creative programs outside the school?			5		
<b>Total</b>				<b>60</b>		

Main Criterion	Secondary Criterion	Allocated Points
<b>3. Professional Responsibility</b>	<b>3.2 Professional Self-Development</b>	<b>60</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
3.2.1	Have you enrolled in any post-graduate program?			10		
3.2.2	Have you identified your participation in training programs and/or workshops as a trainee?			10		
3.2.3	Have you identified your participation in training programs and/or workshops as a trainer?			15		
3.2.4	Have you determined the extent of benefit you gained from the post-graduate program, the training courses and the workshops you have taken?			10		
3.2.5	Have you illustrated the pioneering roles and distinguished contributions you have made in local, regional and international professional organizations?			15		
<b>Total</b>				<b>60</b>		

Main Criterion	Secondary Criterion	Allocated Points
<b>3. Professional Responsibility</b>	<b>3.3 Self-Evaluation</b>	<b>40</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
3.3.1	Have you prepared a performance self-evaluation plan that encompasses all the important elements?			10		
3.3.2	Have you identified the aspects of your professional performance needing improvement?			10		
3.3.3	Have you identified the treatments and solutions that may improve your professional performance?			10		
3.3.4	Have you identified the distinguished aspect of your professional performance?			10		
<b>Total</b>				<b>40</b>		

Main Criterion	Secondary Criterion	Allocated Points
<b>3. Professional Development</b>	<b>3.4 Educational Issues</b>	<b>40</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
3.4.1	Have you identified the educational issue that stems from your professional responsibility toward learners and the school community?			10		
3.4.2	Have you used specific means to raise that educational issue?			10		
3.4.3	Have you identified your efforts in achieving the desired objectives from adopting this issue?			10		
3.4.4	Did your efforts in this issue obtain positive results?			10		
<b>Total</b>				<b>40</b>		

<b>4. Creative Activities (190 points)</b>	<b>Earned Points</b>	<input type="text"/>
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This criterion looks at the teacher's distinguished achievements characterized by originality and intellectual openness; attributes that bring about a model teacher for others to follow in his/her footsteps and be inspired by his/her intellect.

Main Criterion	Secondary Criterion	Allocated Points
<b>4. Creative Activities</b>	<b>4.1 Writings and Publications</b>	<b>80</b>

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
4.1.1	Have you identified the types and areas of the books you have written or participating in writing?			<b>15</b>		
4.1.2	Have you prepared action research papers?			<b>20</b>		
4.1.3	Have you listed your research papers published in specialized journals?			<b>15</b>		
4.1.4	Have you published educational or scientific papers for the purpose of public benefit?			<b>15</b>		
4.1.5	Did your published works have any positive effect on your professional growth?			<b>15</b>		
<b>Total</b>				<b>80</b>		

<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>4. Creative Activities</b>	<b>4.2 Academic, Educational and Social Activities</b>	<b>110</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Earned Points</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
4.2.1	Have you identified the academic, educational and social activities that you undertake within the school including their implementation information?			<b>20</b>		
4.2.2	Have you identified the activities you undertake at the educational zone level including their implementation information?			<b>20</b>		
4.2.3	Have you identified the activities you undertake at the ministry level including their implementation information?			<b>20</b>		
4.2.4	Have you determined the creativity and excellence aspects of your contributions in the academic, educational and social activities?			<b>20</b>		
4.2.5	Have you determined the gains you have acquired from these activities?			<b>15</b>		
4.2.6	Have you received any academic and/or awards?			<b>15</b>		
<b>Total</b>				<b>110</b>		



## 5. Behavioral and Ethical Commitment (125 points)

Earned Points

This criterion explores the teacher's roles in promoting righteousness and ethical values through creative and distinguished actions, and based on noble educational goals. Moreover, this criterion examines the teacher's sensitivity toward issues concerning his/her community (national identity, old age and the elderly, voluntary work, the environment and resource conservation, multi-culturalism, etc) and his/her positive action and reaction and students' involvement in those issues.

Main Criterion	Secondary Criterion	Allocated Points
5. Behavioral and Ethical Commitment	5.1 Behavioral Values	55

No.	Query	Yes	No	Allocated Points	Earned Points	
					Stage 1	Stage 2
5.1.1	Does your plan include behavioral values supporting programs?			5		
5.1.2	Have you implemented behavioral values supporting programs?			10		
5.1.3	Have you identified aspects of excellence and creativity in your behavioral values supporting programs?			5		
5.1.4	Did those programs have clear impact on enhancing behavioral values of learners?			10		
5.1.5	Does your plan include behavioral values supporting programs for fellow teachers?			5		
5.1.6	Have you implemented behavioral values supporting programs for fellow teachers?			5		
5.1.7	Have you identified aspects of excellence and creativity in your behavioral values supporting programs?			Repeated from no. 3 5		
5.1.8	Did those programs have clear impact on enhancing behavioral values of fellow teachers?			5		
5.1.9	Have you publicized those programs outside school?			5		
<b>Total</b>				<b>55</b>		

<b>Main Criterion</b>	<b>Secondary Criterion</b>	<b>Allocated Points</b>
<b>5. Behavioral and Ethical Commitment</b>	<b>5.2 Community Issues</b>	<b>70</b>

<b>No.</b>	<b>Query</b>	<b>Yes</b>	<b>No</b>	<b>Allocated Points</b>	<b>Earned Points</b>	
					<b>Stage 1</b>	<b>Stage 2</b>
5.2.1	Does your plan include community issues supporting programs?			<b>10</b>		
5.2.2	Have you collected information, data and statistics concerning the community issues you have handled?			<b>5</b>		
5.2.3	Have you used creative programs and mechanisms to raise awareness and focus attention on community issues?			<b>10</b>		
5.2.4	Have you engaged specialized individuals and/or organizations to implement those programs?			<b>5</b>		
5.2.5	Have you executed those programs?			<b>10</b>		
5.2.6	Have you used certain tools to measure the impact of those programs on learners?			<b>10</b>		
5.2.7	Have you identified the effects of those programs on learners?			<b>10</b>		
5.2.8	Have you shared your experience in raising awareness for and treating community issues with other entities in the society?			<b>5</b>		
5.2.9	Have you received awards for your contribution to supporting community issues at school or community or ministry levels?			<b>5</b>		
<b>Total</b>				<b>70</b>		

## References

At the time of filling out this electronic application form, please provide contact information for the below personnel to request Recommendation Letters describing your commitment to distinguished Work Ethics:

- Principal
- Academic/Educational Supervisor
- Fellow Teacher