

USTC Alumni Foundation
Board Member Orientation Document
On

Award Operations

Version 0.5
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1. Introduction

The mission of the USTC AF, as stated in our bylaws is “promote the excellence of members of USTC”, and to “promote the academic and cultural exchange”. The primary means to make that happen is the issuing of awards of various types.

This document describes the various award programs the AF has in place today. It does not however describe how the award programs should evolve into the future, the AF board would decide that on an ongoing basis. When changes are made to our award programs by the board, this document should be updated accordingly.

1.1. Awards at a Glance

Award Type	Award Name	Amount	Number of Annual Awards	Current AF Manager ¹
Student, Merit Based	Outstanding New Students (ONS, 杰出新生奖)	\$400 - \$1,000	Varies, 8 in 2009	None
	Excellent New Students (ENS, 优秀新生奖)	\$400	Varies, 21 in 2009	None
	High-School Scholarship (HSS, 高中奖学金)	\$300	Varies, 18 in 2009	None
Student, Need Based	Good-Will Scholarship (GW, 爱心奖学金)	\$400	About 200 (50 new each year)	ZHANG YongTian
Faculty, Merit Based	Young Faculty Achievement Award (YFAA, 杰出成就奖)	\$5,000	1	None
	Young Faculty Career Award (YFCA, 青年教师奖)	\$1,000	About 5	None
	Teaching Excellence Award (TEA, 杰出教学奖)	\$1,500	About 2	None

¹ For an award without an AF manager, as indicated by “None” in this column, Mr. ZHANG Shangyou had served and continues to serve as the manager of last resort.

1.2. Special Thanks

Special thanks go to Mr. ZHANG Shangyou and Mr. ZHANG YongTian for helping me understand our award programs.

2. Merit-based Awards for Students

The first awards issued by the AF were merit-based scholarships for incoming freshmen students. Over the years, the awards have evolved into the several types as described in this chapter.

2.1. Outstanding New Student (ONS) award

This ONS award (优秀新生奖学金) was the very first award program established by the AF. In fact, it was one of the reasons for the founding of the AF. In the middle 90s, many in the alumni community felt that the quality of education and students are declining significantly at the USTC, and as such if we were to establish an award for good incoming freshman students, we could help the USTC attract better high school students and therefore improve the quality of the overall student body.

The detailed operational guideline for this award is specified in a AF GB resolution (see appended A), some highlights can be summarized below:

- Top 50 students (as measured by the college entrance exam scores) from each province automatically qualify.
- Top 5% of all freshmen (again measured by the CEE scores) may qualify.
- USTC handles the evaluation process and proposes the list of candidates, the AF reserves the rights to selectively deny some of them.
- The amount of the award from the AF varies from \$400 to \$1,000, additional matching of approximately equal amount is available from USTC.

In practice, the AF has been following an additional number of practices below over the years:

- Total number of awards is about 3-15 each year, this really depends on the CEE scores of the incoming students. We were giving out more than 20 awards in some years, but much fewer in recent years.

2.2. ENS Awards

Over the years as the ONS awards gained its recognition, many donors in the alumni community expressed desire to set up awards for new students in their own departments. Thus born the Excellent New Students (ENS) award. There are a number of sub-funds that are set up for this purpose, a partial list of them are as the following.

- 8311 ENS Award: awarded to the top student in the College of Computer Sciences. (est. 1996).
- 7761 ENS Award: awarded to the 2 top students in the College of Computer Sciences. (est. 1998)

- YANG Ya Memorial Scholarship (杨亚纪念奖学金), awarded in principle to the top 10 female students. (est. 1999)
- ZHANG Xiaozhen Memorial Scholarship (张小真纪念奖学金) awarded to one female ENS student each year, usually in the Department of Biology. (est. 2007)

Many of the guidelines and instructions for the sub funds are not established clearly enough, and it's possible that the award coverage may overlap. In practice the award manager would coordinate which students are awarded from which sub-fund.

2.3. High School Scholarship (HSS) Awards

This is a sub category of the ONS award, basically awarded to freshmen students from specific high-schools. It also provides a funding model for alumni to make donations that are earmarked for their own high school. So far, there are 22 named high schools including famous ones like: 荆州中学, 黄冈中学, 合肥一中, 南昌二中, etc. The definitive list is published at <http://www.ustcaf.org/c/f?l=af/s/h>.

The definitive guideline for the HSS awards can be found in the HSS resolution passed in 2002, as documented in Appendix B.

Each of the HSS award is funded through an individual sub-fund. The message of awards specifically tied to individual high-schools is an excellent one to help with fund raising from the alumni who came from the same high school.

The balances for some of the sub-funds are falling dangerously low, some even have negative balances². It is worth being considered as a fund-raising objective.

The primary benefit for the HSS award is to establish and maintain close relationship between the USTC and some of the premier high-schools. As such, normally we inform the USTC of the list of high-schools around the May timeframe before the recruiting season starts.

2.4. Contact Point at USTC

The contact person at USTC for all new student related is a Mr. 王胜平, of the USTC Student Affairs department (学生工作部). His email address is spwang@ustc.edu.cn.

2.5. Certificates

Each ONS/ENS/HSS recipient receives an award certificate (see samples in Appendix F). These award certificates carry the signatures of the AF Chair, Vice Chair and Secretary (printed). On the back, each certificate carries the signature or seal of the person who printed the certificate, along with a list of all previous 500 or so AF student/faculty award recipient names.

² The exact balances on the various HSS sub funds, is available from the master sub-fund balance page at <http://www.ustcaf.org/c/f?w=cfn-afsa&show=1&l=af/s/a>

Each award recipient also receives a wallet sized card, with the front side being a miniature version of the certificate, and the bad side being a Chinese version of the certificate. Both the certificates and the cards carry the AF official stamp.

3. Need-based Awards for Students

3.1. *Goodwill Scholarship*

The Goodwill (GW) Scholarship was established in 1999 with the objective to help students in poor financial situations. It is designed to cover all of the living expenses for a student for his/her entire stay at the USTC. Our own calculations peg that at \$400 a year, and in practice we ask the USTC officials to nominate 50 students for us every year, usually with the condition of about 10 recipients coming from specific colleges or departments³.

Covering this many students (4 batches of them amount to 200 students) calls for a sizable amount of money. The solution is to have our donors “adopt” these students one by one, or sometimes a few at a time. With such a direct sponsorship arrangement, we’ve found it a lot easier to raise money.

3.2. *Operational Considerations*

Operationally, the AF normally receives the list of candidates from the USTC in October after the new school year starts. We then issue the 1st of 4 batches (one each year) of awards to them in November or December.

To help us better solicit sponsors, we need more information from these students. So generally February we send out a blank GW form through USTC for the students to fill out. This form has a section for publicly publishable information, plus a section for private information available only to sponsors. The filled out form, together with the original USTC version of the application forms, are displayed on the AF web site when we start solicit sponsors.

The results of such fund raising campaign vary from year to year. As of the writing of this document, 12 of the 2008 students and all 50 of the 2009 students remain unsponsored.

It is worth noting that the first-year awards to GW awardees are done before the sponsors are found. It is important to note with the sponsors in our fund raising campaign that they are covering the students for 4 years, even though the 1st year payment had been made already, using an advance from the AF general fund.

³ This is due to the fact so that some of the sub-funds that support the overall GW program have such requirements. The USTC is generally free to choose the other 40 recipients from all departments and colleges.

3.3. Contact Point at USTC

The contact person for the Goodwill scholarship at USTC is a Ms. 杜伟, of the USTC Student Affairs Department (学生工作部). Her email address is ddd1023@ustc.edu.cn.

4. Awards for Faculty Members

4.1. Young Faculty Achievement (YFA) Award

Many of us who graduated from the USTC recognized the significant contributions that the young faculty staff has made toward the overall quality of the education we receive there. They were not (at least not yet) big-shot professors, but were hard-working both in research and teaching, and deserved to be recognized and rewarded. We set up the YFA award for such a purpose, for one special individual every year that has made significant and promising achievement.

The amount of the YFA award is \$5,000. With one award available, the AF asks the USTC for at least 2 candidates.

4.2. Young Faculty Career (YFC) Award

The YFC award is an offshoot of the YFA award, at the lower amount of \$1,000, but awarded to more recipients (5) every year. This award is targeted at the young faculty members who may not have made the big achievements, but are showing great promise.

4.3. Teaching Excellence Award (TEA)

This award was set up initially in 1999, to recognize the best teaching members of the USTC faculty.

It was designed that we give this award to 2 members of the teaching staff, occasionally we give it out to 3 individuals per request from and discussion with the USTC staff. Each award is \$1,500.

4.4. Operational Considerations

The AF receives the list of candidates from the USTC usually in June. We've always asked for a bigger list and made our decision to give the award to a subset of people on that list. This has been a contention point with the USTC, whose staff generally do not like this policy of ours, but managed to deal with the situations, sometimes by giving other awards to the individuals rejected by us.

The YFAA, YFCA and TEA awards are traditionally issued in August before the school year starts, but we have seen delays of 1-3 months from the USTC side.

4.5. Contact Point at USTC

The contact person for all faculty related awards at USTC is a Mr. 倪淮光, of the USTC Human Resources Department (人事师资处). His email address is nhg@ustc.edu.cn.

4.6. Certificates

All faculty award recipients receive award certificates similar to the ones issued for student awards, described in section 2.5. Samples can be found in Appendix F.

5. Ongoing Tasks and Issues

5.1. Approximate Calendar of Events

Most of the AF awards started in the 1995 to 1999 time frame. During most of the 10+ years of operations on these awards, we have the following approximate calendar of events. There have been some delays (small in case of faculty awards, bigger in case of GW awards) in recent years.

Month	Award Type	Actions
May	HSS	AF informs USTC of the list of high schools in the HSS program, before the recruiting season starts.
May	Faculty	AF informs USTC to nominate candidates for faculty awards
June	Faculty	USTC sends the AF the list of faculty award candidates;
July	Faculty	After a few iterations and discussions with USTC, AF decides the final set of awardees for faculty awards, and informs USTC.
End of August	Goodwill	AF informs USTC of number of Goodwill Scholarship it intends to award, including number of recipients from designated colleges and departments. The total number is usually about 50.
Mid September	ONS/ENS/HSS	USTC sends AF the ONS/ENS/HSS candidates. AF generally awards all ONS candidates, but chooses to award selected DNS/HSS candidates, based on candidates' information and sub-fund balances.
Late September	All	AF gives permission to the USTC program coordinates to withdraw specific amount of award fund from a USTCAF account kept by USTC, as soon as an award is finalized.
Early October	All	Making and shipping of all award certificates and award cards
October	Goodwill	USTC sends the AF the list of Goodwill Scholarship candidates
February		Delaware Franchise Tax due
February	Goodwill	AF sends USTC blanks GW forms for GW candidates to fill out (see section 3.2)
March	Goodwill	AF starts fundraising to find Goodwill sponsors.
May	Goodwill	AF completes the effort to find sponsors for all Goodwill candidates.

May		Tax return filing due on 5/15.
Various Month		AF approves several small awards from some sub-funds, on a case by case basis.
Various Month		AF approves awards issued by USTC-IF that use AF funds, provided that recipient names and award amounts are known.

5.2. *Certificates*

It is our tradition to make and issue appropriate and reasonably good (and official) looking award certificates for our awardees. This is a tedious and time consuming task, currently handled by Mr. ZHANG Shangyou, who has expressed strong desire to offload this task to another volunteer.

5.3. *Cross-check with Donations*

The AF had not done a cross-check with the amount of annual donations to ensure that we have adequate ongoing donations to support all the award programs described in this document. It may be a worthwhile item for a future board to look into.

6. Appendix A – ONS/ENS Resolution

Resolution GBR-2003008

As published at: <http://www.ustcaf.org/c/f?l=af/r3&w=cfn-reSol&rs=3&rd=42>

Title: Outstanding New Student Award Guidelines (version 2)

USTCAF Outstanding New Student Award Guidelines (version 2)

0. Purpose: This award is designed to attract the most outstanding high school graduates to attend USTC. Awardees will each receive a cash award plus an award certificate. The recipient is the sole end benefactor of this award; such an award must not be transferred to the third party.

Note: AF is a shorthand name for USTC Alumni Foundation (USTCAF); GB stands for the governing board of USTCAF. The usage of AF or GB is exclusive in this article; no other interpretation is acceptable.

1. Award Categories:

(A) Award to the most outstanding students. Provincial #1 in College Entrance Examination is automatically qualified. Perspective candidates also include but are not limited to Gold Medallists in international high school student competitions in major area of high school study. The award amount is USD\$1000, USTC matches to RMB 10,000.

(B) Award to exceptionally outstanding students. Provincial #2 in College Entrance Examination is automatically qualified for this category but not limited to. The award amount is USD\$600, USTC matches to RMB 7,000.

(C) Award to outstanding students. Provincial top 50 in College Entrance Examination is automatically qualified for this category. Perspective candidates also include the top 5% in all

USTC new students in the official College Entrance Exam to USTC. The award amount is USD\$400, USTC matches to RMB 4,000.

2. Selection procedures

Each year when information concerning the criteria adopted is available, USTC should give a single complete list of candidates with detailed qualification information to the governing board of AF (GB as hitherto referred) at the earliest convenience, which is preferred to be before the new students registration if applicable. AF and GB are not responsible for later or incomplete information of candidates. GB makes decisions based on merits of candidates, as well as the availability of AF's fund balance. GB voting will make the decision on candidates.

The total award from AF each year must not exceed the total amount allocated in AF's fiscal budget that year. In consideration of the criteria, size of USTC and AF, the number of awardees is not fixed but is preferable not to exceed the number of departments in USTC. However, this does not imply that the award has any implicit or explicit relation with the department where a student is affiliated. Moreover, the budget restriction does not apply to awards made by special funds.

3. Responsibilities of USTC

It is the responsibility of USTC to make public the selection criteria of this award to all eligible candidates. It is the responsibility of USTC to submit a comprehensive list of candidates to GB in time for decision of awardees. It is of the responsibility of USTC to distribute the awards and certificates to awardees when an official AF representative is not on scene. All eligible candidates should contact USTC for issues regarding nomination. AF welcomes comments and feedback from candidates or other students but recognizes that USTC's nomination list through the official channel is the only nomination list to be based on. AF is not liable for any dispute due to failure of USTC to comply with such responsibilities.

GB recognizes that the standards and available information used may not be the sole best criteria to make a judgement on individual students from different backgrounds and education and assume no liability on the use of the standard. GB reserves the right to decline any candidate when there is no unified standard to compare between the candidates in all the new students in large. For example, #1 in any one class is not automatically eligible for this award with the exclusion of special funds. AF and GB respect the excellence of these and other students declined but is limited to award only the candidates best fit into AF's scope and goal. It is the responsibility of USTC and students in seeking appropriate award and maintaining a fair and workable standard in honoring all distinguished students.

4. Status of awardees

The recipient of AF's awards should bear high moral and merit standards. If an awardee is proven to have conducted serious misconduct, such as cheating on grades, forging merit documents, or participating in criminal activities, AF reserves the right to revoke the certificate of the awardee, to publicize and notify concerned parties, or to seek further legal actions if applicable. The revoked awardee will be permanently banned from receiving any future AF awards or joining the GB. The decision to revoke an award has to be approved by 2/3 majority of GB members.

5. Rights of awardees

This scholarship is awarded to the most talented young individuals entering USTC. AF certifies the usage of the award certificate by the recipient in seeking schools for study, employment or other honorary awards. The recipient has the rights to decline or return such an award.

6. Bill of conflicts

AF is the only legitimate organization in providing such an award. AF reserves the exclusive usage of the name of the award namely "Outstanding New Student Award". AF is entitled to make final decisions on the awards and revoke an award if actions of the recipient violate items and spirits in this article.

If there is conflict of interests, AF reserves the final rights to interpret this article. The decisions by GB on matters related to this award are final. AF bears no legal obligations to recipients of this award, USTC or concerning parties.

(7) Exemptions

Any exemption from the guidelines listed in this article and modifications concerning this award will have to be approved by 2/3 GB members. The Executive Committee (including Chair, Vice-Chair and Secretary) have the final veto rights to overturn such exemptions.

Add'l info: Only changed Category 3 candidates from #3 to top 50s.

Author: Zhang, Shangyou, Sponsors: Liren Chen

7. Appendix B – High School Scholarship (HSS) Resolution

Resolution GBR-2002002,

As published at: <http://www.ustcaf.org/c/f?l=af/r3&w=cfn-reSol&rs=3&rd=36>

Title: Guidelines for the USTCAF High School Scholarship

Note: AF is a shorthand name for USTC Alumni Foundation (USTCAF); GB stands for the governing board of USTCAF; HSS stands for High School Scholarship -- an AF sub-fund; ONS stands for Outstanding New Student Award; ENS stands for Excellent New Student Award.

1. THE GOAL:

To attract the best high school graduates to attend USTC. Awardees will each receive a cash award plus an award certificate. The recipient is the sole end benefactor of this award; such an award must not be transferred to the third party.

2. The HSS Awards -- ONS and ENS.

The HSS will provide additional funds for ONS and serve as a supplement for ONS with lower criteria. Students qualified for ONS will receive the ONS with fund from the HSS if available for this high school. The criteria and award amount for ONS are specified in GB corresponding resolutions. The number of ONS with funds from HSS will increase as more high schools have HSS.

The HSS award annually ENS with a cash amount of \$300 or more, depending on the level of donations. The awardees must be

- (1) from the specific high school where the HSS is available,
- (2) not qualified for ONS,
- (3) better in academic standing than the rest students from the specific high school, or better than the average new students in USTC if the candidate is the only one student admitted to USTC that year.

The assessment on academic standing might vary from year to year. It will be based on USTC recommendation and the preference of HSS subfund managers.

3. The HSS Fund Management.

The HSS subfunds are subject to the regulation on special subfunds of AF. The donors of an HSS subfund may form a management group to raise donations and to assist GB to issue ENS awards. HSS for several high schools may combine to issue ENS awards.

4. Responsibilities of USTC.

It is the responsibility of USTC to recommend candidates for ENS awardees. USTC would assist to distribute the award money and certificates to awardees.

5. GB is the sole decision maker on all issues related to HSS.

AF is not liable for any dispute due to failure of USTC to comply with their above-mentioned responsibilities. GB realizes that the standards and information used in the selection process as provided may not be the best or complete but will assume no liability for such and will reserve the right to drop any candidate based on its best judgments.

6. Status of awardees.

The recipient of AF's awards should bear high moral and merit standards. If an awardee is found to have serious misconduct, such as cheating on grades or the College Entrance Exam, forging merit documents, or participating in criminal activities, AF reserves the right to revoke the certificate of the awardee, to publicize and notify concerned parties, or to seek further legal actions if applicable. The revoked awardee will be permanently banned from receiving any future AF awards or joining the GB.

7. Bill of conflicts.

AF will reserve the final rights to interpret this article. The decisions by GB on matters related to this award are final. AF bears no legal obligations to recipients of this award, USTC or concerning parties. Any exemption from the guidelines listed in this article or modifications concerning this award will need to be approved by GB.

[... Chinese version omitted for brevity ...]

Author: LIU, Zhifeng, Sponsors: DING Jian, ZHANG Wei

8. Appendix C – Young Faculty Achievement (YFA) Award Resolution

Resolution: GBR-2006018

As published at: <http://www.ustcaf.org/d//2007/res18.html>

Guidelines for the USTCAF Young Faculty Achievement Award

This is the first resolution in response to the need to establish separate awards for outstanding academic achievements and early career development among young faculties.

(Note: AF is a shorthand name for USTC Alumni Foundation (USTCAF); GB stands for the governing board of USTCAF. The usage of AF or GB is exclusive in this article; no other interpretation is acceptable.)

(1) THE GOAL

To award outstanding young faculty members for their prominent academic achievements at USTC and to promote academic excellence among USTC young faculties.

(2) THE PROCESS

The Young Faculty Achievement Award (YFAA) is awarded annually to one qualified member of the USTC faculty, with a total cash amount of \$5,000, depending on the credentials of candidates and the availability of funds. In special circumstances when there is more than one truly exceptional candidate in a given year, two awards may be issued under GB's discretion. Vice versa, if no qualified candidate is available, GB may elect not to issue YFAA for the given year. Applications of no less than two candidates shall be submitted by USTC to USTCAF at least one month before the start of a new academic year. The GB first makes a preliminary selection of recipients and notifies USTC, then modifies this preliminary selection if necessary based on the feedback from USTC and makes the final decision on recipients. The GB announces the recipients at the beginning of a new academic year. The award is given out in one installment.

(3) QUALIFICATIONS

To qualify for the YFAA, a candidate MUST fulfill all of the following list of requirements:

- (a) Be an active member of the USTC faculty at the HEFEI campus,
- (b) Be nominated by USTC based on outstanding academic achievements,
- (c) Be a Ph.D. holder from an accredited Chinese or international institution,
- (d) Be of 40 years old or younger,
- (e) Has not previously received YFAA,
- (f) Has submitted all the application materials (see below), and
- (g) Maintains on the USTC faculty during the academic year when receiving the award.

The application for YFAA must include:

- (a) One page essay stating the applicant's academic achievements at USTC, and how your work and service contributed/will contribute to USTC significantly in the past and in the future,
- (b) a curriculum vita,
- (c) a list of four references, at least two are outside USTC, and
- (d) other supplemental materials the applicant deems helpful in his/her application.

(4) RESPONSIBILITIES OF USTC

It is the responsibility of USTC to make public the selection criteria of this award to all eligible candidates. It is the responsibility of USTC to submit the list of candidates and their applications to GB in time for it to make the necessary decisions. It is the responsibility of USTC to verify the information provided in the applications including the letters of recommendations. It is the responsibility of USTC to distribute the award money and certificates to awardees when an official AF representative is not able to be on site. All eligible candidates should contact USTC for issues regarding nomination. AF welcomes comments and feedback from candidates and faculty members/students. AF is not liable for any dispute due to failure of USTC to comply with its above-mentioned responsibilities.

GB realizes that the standards and information used in the selection process as provided may not be the best or complete but will assume no liability for such and will reserve the right to reject any candidate based on its best judgments.

(5) STATUS OF AWARDEES

This award is intended to award outstanding young faculty members for their prominent academic achievements at USTC and promote the excellence of USTC. If the recipient terminates his/her association with USTC for any reason during the academic year of the award, USTCAF reserves the right to withdraw the award from such a recipient. The recipient of AF's awards should bear high moral and merit standards. If a recipient is found to have serious misconduct, such as forging merit documents or participating in criminal activities, AF reserves the right to revoke the certificate of the recipient, to publicize and notify concerned parties, or to seek further legal actions if applicable. The revoked recipient will be permanently prohibited from receiving any future AF awards. The decision to revoke an award has to be approved by 2/3 majorities of GB members. Under such circumstances, there may not be awardees for a given year.

(6) BILL OF CONFLICTS

AF is the only legitimate organization in providing such an award. AF is entitled to make final decisions on the awards and revoke an award if the actions of a recipient violate the spirit of this award.

Were there any conflict of interests, AF will reserve the final rights to interpret this article. The decisions by GB on matters related to this award are final. AF bears no legal obligations to recipients of this award, USTC or concerning parties.

(7) EXEMPTIONS

Any exemption from the guidelines listed in this article or modifications concerning this award will need to be approved by at least 2/3 GB members.

9. Appendix D – Young Faculty Career (YFC) Award Resolution

Resolution: GBR-2006019

As published at: <http://www.ustcaf.org/d//2007/res19.html>

Title: Revised Guidelines for the USTCAF Young Faculty Career Award

This is the fourth amendment to GBR-2000-7-3 (Guidelines for the USTCAF Young Faculty Career Award) and the direct revision to GBR-2002006 (Revised Guidelines for the USTCAF Young Faculty Career Award) in response to the need to establish separate awards for outstanding academic achievements and early career development among young faculties.

(Note: AF is a shorthand name for USTC Alumni Foundation (USTCAF); GB stands for the governing board of USTCAF. The usage of AF or GB is exclusive in this article; no other interpretation is acceptable.)

(1) THE GOAL

To support promising young faculty members in their early career development at USTC.

(2) THE PROCESS

The Young Faculty Career Award (YFCA) is awarded annually to four qualified member(s) of the USTC faculty, each with a total cash amount of \$1,000, depending on the credentials of candidates and the availability of funds. Applications of no less than five candidates shall be submitted by USTC to USTCAF at least one month before the start of a new academic year. The GB first makes a preliminary selection of recipients and notifies USTC, then modifies this preliminary selection if necessary based on the feedback from USTC and makes the final decision on recipients. The GB announces the recipients at the beginning of a new academic year. The award is given out in one installment.

(3) QUALIFICATIONS

To qualify for the YFCA, a candidate MUST fulfill all of the following list of requirements:

(a) Be an active member of the USTC faculty at the HEFEI campus,

- (b) Be nominated by USTC based on promises in research,
- (c) Be a Ph.D. holder from an accredited Chinese or international institution,
- (d) Be of 35 years old or younger,
- (e) Be an Associate Professor at USTC,
- (f) Joined USTC faculty within the last 3 years,
- (g) Has not previously received YFCA or YFAA,
- (h) Has submitted all the application materials (see below), and
- (i) Maintains on the USTC faculty during the academic year when receiving the award.

The application for YFCA must include:

- (a) One page essay stating the applicant's career aspirations at USTC, and how your work and service contributed/will contribute to USTC significantly in the past and in the future,
- (b) a curriculum vita,
- (c) a list of four references, at least two are outside USTC, and
- (d) other supplemental materials the applicant deems helpful in his/her application.

(4) RESPONSIBILITIES OF USTC

It is the responsibility of USTC to make public the selection criteria of this award to all eligible candidates. It is the responsibility of USTC to submit the list of candidates and their applications to GB in time for it to make the necessary decisions. It is the responsibility of USTC to verify the information provided in the applications including the letters of recommendations. It is the responsibility of USTC to distribute the award money and certificates to awardees when an official AF representative is not able to be on site. All eligible candidates should contact USTC for issues regarding nomination. AF welcomes comments and feedback from candidates and faculty members/students. AF is not liable for any dispute due to failure of USTC to comply with its above-mentioned responsibilities.

GB realizes that the standards and information used in the selection process as provided may not be the best or complete but will assume no liability for such and will reserve the right to reject any candidate based on its best judgments.

(5) STATUS OF AWARDEES

This award is intended to support promising young faculty members in their early career development at USTC and promote the excellence of USTC. If the recipient terminates his/her association with USTC for any reason during the academic year of the award, USTCAF reserves the right to withdraw the award from such a recipient. The recipient of AF's awards should bear high moral and merit standards. If a recipient is found to have serious misconduct, such as forging merit documents or participating in criminal activities, AF reserves the right to revoke the certificate of the recipient, to publicize and notify concerned parties, or to seek further legal actions if applicable. The revoked recipient will be permanently prohibited from receiving any future AF awards. The decision to revoke an award has to be approved by 2/3 majorities of GB members. Under such circumstances, there may not be awardees for a given year.

(6) BILL OF CONFLICTS

AF is the only legitimate organization in providing such an award. AF is entitled to make final decisions on the awards and revoke an award if the actions of a recipient violate the spirit of this award.

Were there any conflict of interests, AF will reserve the final rights to interpret this article. The decisions by GB on matters related to this award are final. AF bears no legal obligations to recipients of this award, USTC or concerning parties.

(7) EXEMPTIONS

Any exemption from the guidelines listed in this article or modifications concerning this award will need to be approved by at least 2/3 GB members.

10. Appendix E – Teaching Excellence Award (TEA) Resolution

Resolution: GBR-2004012

Title: Guidelines for the USTCAF Teaching Excellence Award

As published at: <http://www.ustcaf.org/c/f?l=af/r3&w=cfn-reSol&rs=3&rd=46>

Guidelines for the USTCAF Teaching Excellence Award

Note: AF is a shorthand name for the University of Science and Technology of China Alumni Foundation (USTCAF); GB stands for the governing board of USTCAF. The usage of AF or GB is exclusive in this article; no other Interpretation is acceptable.

(1) THE GOAL

To recognize members of the USTC faculty dedicated to teaching, and to increase the awareness of the importance of fundamental courses teaching at USTC.

(2) THE PROCESS

The Teaching Excellence Award (TEA) is awarded annually to 2 qualified members of the USTC faculty, each with a total cash amount of \$1,500, depending on the credentials of candidates and the availability of funds. Applications of no less than 2 candidates are submitted by USTC to USTCAF at least one month before the start of a new academic year. The GB first makes a preliminary decision on winners of this award and notifies USTC, then amends this preliminary decision if necessary based on the feedback from USTC. The GB announces the recipients at the beginning of a new academic year. The award is given out in one installment.

(3) QUALIFICATIONS

To qualify for the TEA, a candidate MUST fulfill all of the following list of requirements:

- (a) Be an active member of the USTC faculty at the Hefei campus,
- (b) Be nominated by USTC based on achievements in teaching (especially the teaching of undergraduate fundamental courses), and recognition among USTC students,
- (c) Has served on USTC faculty for at least 5 years,
- (d) Has taught at least one fundamental course each school year in the past 3 years,
- (e) Maintains on the USTC faculty during the academic year when receiving the award.

The application to TEA must include:

- (a) A listing of courses taught by the applicant within the last 3 years, and the dates of the teaching,
- (b) a curriculum vita,
- (c) other supplemental materials the applicant deems helpful in his/her application. For example, any text book the candidate has published.

(4) RESPONSIBILITIES OF USTC

It is the responsibility of USTC to make public the selection criteria of this award to all eligible candidates. It is the responsibility of USTC to submit the list of candidates and their applications to GB in time for it to make the necessary decisions. It is the responsibility of USTC to verify the information provided in the applications including the letters of recommendations. It is the responsibility of USTC to distribute the award money and certificates to awardees when an official AF representative is not able to be on site. All eligible candidates should contact USTC for issues regarding nomination. AF welcomes comments and feedback from candidates and faculty members/students. AF is not liable for any dispute due to failure of USTC to comply with its above-mentioned responsibilities.

GB realizes that the standards and information used in the selection process as provided may not be the best or complete but will assume no liability for such and will reserve the

right to reject any candidate based on its best judgments.

(5) STATUS OF AWARDEES

This award is intended to recognize USTC faculty members who are dedicated to teaching at USTC, and to promote the excellence of USTC. If the recipient terminates his/her association with USTC for any reason during the academic year of the award, USTCAF reserves the right to withdraw the award from such a recipient. The recipient of AF's awards should bear high moral and merit standards. If a recipient is found to have serious misconduct, such as forging merit documents or participating in criminal activities, AF reserves the right to revoke the certificate of the recipient, to publicize and notify concerned parties, or to seek further legal actions if applicable. The revoked recipient will be permanently banned from receiving any future AF awards. The decision to revoke an award has to be approved by 2/3 majorities of GB members.

(6) BILL OF CONFLICTS

AF is the only legitimate organization in providing such an award. AF is entitled to make final decisions on the awards and revoke an award if the actions of a recipient violate the spirit of this award. Were there any conflict of interests, AF will reserve the final rights to interpret this article. The decisions by GB on matters related to this award are final. AF bears no legal obligations to recipients of this award, USTC or concerning parties.

(7) EXEMPTIONS

Any exemption from the guidelines listed in this article or modifications concerning this award will need to be approved by at least 2/3 GB members.

Author: Jian, DING, Sponsors: HU Rongxiang, ZHANG Shangyou

11. Appendix F – Sample Award Certificates and Cards

Sample Certificate: Front:



Sample Certificate: Back:

奖字第0077号：程 效
 此证由基金管理委员会张上游印制 _____
 2001年09月28日

中国科大校友基金会 (海外) 新生奖获得者：

0001	昌 娅96000	0002	仇高新96004	0003	高 磊96000	0004	殷锋霖96008
0005	蔡凯华96000	0006	朱敏娴96000	0007	卢汉成96000	0008	戴卫韬96000
0009	夏 明96000	0010	乔志华96000	0011	项 森96011	0012	梁一凡97试点班
0013	袁 凌97试点班	0014	王慧坤97生物学	0015	马志刚97自动控	0016	张凌云97试点班
0017	张胜利97电子工	0018	罗 赛97试点班	0019	吴 鹏97少年班	0020	杨 波97计算机
0021	沈英哲97计算机	0022	莫懿娜97试点班	0023	韦 玮97计算机	0024	王 琳98试点班
0025	陈宇翱98试点班	0026	卢 山98试点班	0027	朱 艺98试点班	0028	严 伟98试点班
0029	李羽佳98电子工	0030	林 杨98计算机	0031	冯 硕98试点班	0032	殷 飞
0033	韦 鹏98计算机	0034	韦 潇98电子工	0035	曹 芳98电子工	0036	蔡建明98计算机
0037	鹿保军98计算机	0038	李 健98计算机	0039	左 芬99000	0040	邱 枫99000
0041	郭 磊99000	0042	张 伟99000	0043	马 骏99004	0044	王 钧99000
0045	金玉雪99000	0046	李亚麟99000	0047	孙庭波99000	0048	陈 亮99000
0049	周 华99008	0050	吴 献99011	0051	方 明99011	0052	张森辉99011
0053	周天伟99006	0054	蒋力彬99006	0055	仇志勇00000	0056	梁冠峰00000
0057	葛峻岩00000	0058	朱明杰00000	0059	张 辉00000	0060	陈保林00000
0061	马 杰00000	0062	黄赞榛00010	0063	马 雷00010	0064	魏 巍00000
0065	张 鑫00000	0066	李国强00011	0067	杨 梁00011	0068	吴子然00000
0069	沈 秋00000	0070	林 羽00001	0071	罗近涛00000	0072	王 君00000
0073	唐志华00006	0074	张 俊00006	0075	夏 辉00011	0076	苏楠凯00000
0077	程 效01000	0078	杜挺克01000	0079	潘 鼎01000	0080	张余洋01000
0081	朱志成01000	0082	陈 鹏01011	0083	李 帅01006	0084	范庆阳01000
0085	芦 伟01000	0086	程 轲01203	0087	赵 道01000	0088	南 哲01000
0089	刘 谷01011	0090	蔡斯亮01011	0091	张 伦01000	0092	黄宗口01011
0093	张曹寿01207	0094	汪文祥01000	0095	王卫军01000	0096	于 洋01006
0097	刘 隽01006	0098	陈星星01006	0099	胡 帅01000	0100	倪 涛

Sample Award Card: Front and Back;

