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To:

Professor J.M. Wadehra, Professor Ratna Naik
Department of Physics and Astronomy
Wayne State University
Detroit, MI 48202

November 25, 2014

Ref: Three annual prizes, two in physics - one for the best teaching and one for the best research work, and one in Arabic - for the best teaching in University of Dhaka

Dear Professor Siddique,

Assalamu alaikum.

I, discussed the above mentioned prizes in a meeting that included Physics Chair Professor Md. Azizur and number of faculty members on November 16, 2014. During the meeting we discussed revised version of terms and conditions for faculty prizes proposed in 2008. Although the terms and conditions remain basically the same, they are now simpler because of redistribution of points for the nominations.

Each prize will consist of a certificate which will be signed by the Vice Chancellor, Dean of Sciences, and Chair of Department of Physics, and an honorarium of Tk.1500 for the faculty prizes. In addition, each prize will accompany a crest. Money for all prizes will come from Sultana N. Nahar endowment fund which has the current value little over of Tk.789,000 in November 2014. Each year, the access profit, after payment of prizes, from the capital will be added to the capital for a new investment in order to increase the honorarium amount with time. All prize winners will be selected before the end of the academic or calendar year as decided by the Department of Physics. Both the Vice Chancellor and the Dean of Science will be informed of the winners qualifications, asked to sign the certificates and invited to the award ceremony.

Following the meeting with the faculty members in Physics Department on November 16, we were able to identify several faculty members for possible candidates in 2014. At this time on November 26, some applications for the prizes have been submitted. Followings are the terms and conditions and distribution of points for the prizes as formulated by the sponsor, Sultana N. Nahar, in consent with the faculty members attended the meeting in Department of Physics. In case of equal points, each prize can be divided into more than one person.

Teaching and Research prizes:

The objectives of the teaching and research prizes are to recognize the best teaching in class and research in Department of Physics in the previous year. These prizes will involve students choice based on their learning experience in nominating the teachers.

All faculty members, including those serving in the prize evaluation committee, are eligible to be nominated. However, during evaluation, the nominated member(s) with higher points should be replaced by another faculty member(s).

- **"Sultana N. Nahar prize for the Best Teacher in Physics"** in Physics Department and • **"Razzaq-Alburuj prize for the Best Teacher in Arabic"** in Arabic Department:
 - This prize will carry 90% weight from students choice. A student will make selection of one faculty member on the criteria "from whom he/she has acquired maximum knowledge of the subject through in-class lectures and inspirational and intellectual interactions". 5% weight will come from the Chair of Physics Department based on his/her judgment on teaching, such as completion of syllabus and effort for the lectures, of the nominated teachers. In the event the Chair himself or herself is nominated, the 5% weight will be decided by the prize committee overseeing the procedure. The recommendation of the sponsor, Sultana N. Nahar or her representative, will carry the rest 5 % weight to the choice. In absence of the sponsor or her representative, the 5% will be added to the students top choice.
 - Certificate citation: "For outstanding teaching skill that provided a better understanding of physics to a large group of students" for Physics and - Certificate citation: "For outstanding teaching skill that provided a better understanding of arabic to a large group of students" for Arabic.
 - Qualifying voters are current undergraduate and graduate students with major in physics or astronomy or biophysics or subjects related to physics or in arabic.
 - The students will be informed about the criteria of nomination, as stated above, before voting and given the ballots or slips to write the name of the faculty member(s) at the beginning or near the end of the class and collected and sealed in an envelope. Voting slips will be counted by the prize committee formed by academic committee
 - The voting could be electronic or through a voting program that are commercially available or could be done manually.
 - An alternative way to make the 90% weight of the nomination is from the highest point from the end of the year evaluation by the students, when such process will be implemented in the university.
 - The winner may not necessarily be the best physicist in the department.
- **"Sultana N. Nahar prize for Distinction in Physics Research"**: - This prize will carry 70% weight of nomination from research publications (published, in press, submitted combined). Conference or seminar presentations, organizing conferences or workshops will carry 7% weight of the nomination. 10% weight will come from the research students who will be given slips to give voting points for their advisors. A research student will give x-points out of 6 based on his/her best learning and understanding of the research topic, and x-points out of 6 on his/her intellectual and encouraging interaction with the advisor. On the slip the student will write the name of the advisor and put the total points. The recommendation of the Chair, based on the work in the research topic and student interaction, will carry 6% weight of the award nomination. The recommendation of the sponsor, Sultana N. Nahar, or her representative will carry 5% weight of the nomination. In absence of the sponsor or her representative, 5% weight will go to add to research students top choice.
 - Certificate citation: "For outstanding research contributions and achievements in physics and astronomy, and training and inspiring graduate students to advanced research"
 - A notice will be circulated for each faculty member to submit his/her CV to the Chair of the Department before the selection. The CV will contain the list of publications (published, in press, submitted), conference, seminar, public presentations, roles in organizing conferences or workshops in the past one year.

- Research publication weight will depend largely on i) number of publications, ii) single or multi-authors in the papers, iii) role or contribution of the faculty member in the paper, if the author list is more than one name, and to some extent on i) standard of the publishing journals and ii) any positive comments that are available from peers, such as referees or others, or media exposure of the research work.

- The academic committee of Physics Department will form a prize evaluation committee. For physics it is recommended that two senior professors who are informed of research activities will be included.

- To recognize the honorees with appreciation all prizes will be awarded at the maximum exposure of faculty members, students, and other university members. Their news with pictures will be published in the widely circulated university as well as in some national news media.

I believe that the recognitions will inspire and enhance learning excellence and academic environment, and will enrich research contributions in Department of Physics.

With best regards and wishes,

A handwritten signature in black ink, appearing to read "Sultana N. Nahar". The signature is written in a cursive, flowing style.

Dr. Sultana N. Nahar