UCF Teaching Incentive Program (UCF-TIP)
2006-07 Procedures
(Approved by the Faculty Senate Steering Committee on date)

I. Program Overview

The UCF-TIP award recognizes faculty with high quality performance in teaching large numbers of students. This program was designed to encourage and reward faculty who demonstrate exemplary scholarly teaching practices and student learning at all levels in their programs (entry, upper division, graduate). Faculty are eligible for the award every five years. The award is based on performance over the prior five years. Faculty can apply using one of two options:

- Median Based Option: Eligibility based on meeting criteria and surpassing median as described in section III.5.a.1, 2. (the median category)
- Ad Hoc Option: Eligibility based on meeting criteria but not surpassing median (the ad hoc category) as described in section III.5.b.1.

The Office of Academic Affairs provides the funding for these awards and for academic year 2006-2007 will sponsor up to 40 new UCF-TIP awards. In addition, in any given academic year, if a former recipient of state-funded TIP or UCF-TIP awards leave their employment at UCF, their award(s) will remain within their respective colleges or units for “recycling” as additional UCF-TIP awards for the following academic year. Regardless of contract length (9-months or 12-months), award recipients receive a $5,000 increase to their base salary retroactive to August 8, 2006, the start of the 2006-2007 academic year contract.

UCF-TIP awards are allocated to colleges or units in proportion to their total number of faculty candidates determined by productivity criteria (rounded to the nearest integer). Each college shall have a minimum of one award. The number of new and “recycled” UCF-TIP awards for each of the colleges and units will be communicated to the
colleges/units and to the Faculty Senate Steering Committee as soon as this information becomes available. If a college is eligible for only one UCF-TIP award, all faculty portfolios (Median and Ad Hoc Options) will be considered and reviewed in the same group.

This award is authorized in the UCF BOT/UFF 2004-2007 Collective Bargaining Agreement.

II. Application deadline
Nominees who are candidates for a UCF-TIP award must submit a UCF-TIP portfolio to their dean’s office by the date in each year’s UCF-TIP schedule.

III. Eligibility Criteria

1. To be considered “eligible” for the UCF-TIP award the faculty member must be:
   a. On a full-time 9 or 12 month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor OR
   b. On a full-time appointment as an instructor or a lecturer OR under a multi-year non tenure-track appointment
   c. Be classified as a candidate based on criteria in section III. 5 below

2. The following types of faculty are not eligible for these awards:
   a. Faculty on visiting (or similar temporary) appointments
   b. Faculty on less than full-time appointments

3. The faculty member must have at least five years of continuous service at UCF.
   • Specifically, a faculty member must be employed at UCF on or prior to August 8, 2001, for the 2006-2007 award year.
   • If a faculty member had an approved leave of absence or sabbatical during the previous five years (e.g. for the 2006-2007 award year this would be in 2005-2006, 2004-2005, 2003-2004, or 2002-2003 academic years) they may elect to substitute FTE generation for the year 2001-2002 for FTE generation for the year of the sabbatical or LOA.
   • Other exceptional situations should be directed to the eligibility committee

4. No faculty member may receive the award more than once every five years.
   • For example, any faculty member who received a UCF-TIP (or TIP, the predecessor to the TIP program) that became effective August 8, 2001 or later is not eligible for a UCF-TIP in the 2006-2007 school year.
   • Consequently, any faculty member who received a UCF-TIP (or TIP) increase that was effective August 8 2001, or earlier is eligible for a UCF-TIP in the 2006-2007 school year.
5. Of the eligible faculty (see III.1a and b above), faculty “candidates” can submit a portfolio for consideration for the UCF-TIP award in one of the following categories:

- Median Based Option: Eligibility based on meeting criteria and surpassing median as described in section III. A below (the “median” category) (90% of awards to each college will be in this category)
- Ad Hoc Option: Eligibility based on meeting criteria in section III. 1. A and b above but not surpassing median (the “ad hoc” category) (10% of awards in each college, but not less than one per college, will be available in this category unless there is only one UCF-TIP award in the college)
- In a college eligible for only one UCF-TIP award, the portfolios of all faculty (Median and Ad Hoc Options) will be considered as a group.

a. Median Based Option: Faculty are candidates to submit a portfolio if they meet the following teaching productivity criteria:
   1. Total Credit Hour Productivity (CHP) or total Graduate Hour Productivity (GHP) for the last four academic (Fall, Spring) years of FTE generation used in the calculation must be at or above the college or department (or school) or “unit” median for eligible faculty. A unit is defined as any degree granting academic unit not within an established college.
   a. CHP and GHP are defined as the sum of all classroom, web and media-enhanced credit hours (SCH) generated for the four academic (Fall, Spring) years of FTE generation used in the calculation as shown on the final end of semester assignment reports. All FTE for credit earning courses, including thesis, dissertation and independent study hours can be included in this calculation.
   b. SCH excludes student credit hours for overload and summer assignments.
   2. The total number of candidates for the UCF-TIP in a given college or in a unit is equal to the number of candidates based on CHP criterion plus the number of candidates based on GHP criterion.

b. Ad Hoc Option: Faculty are candidates to submit a portfolio but do not surpass median (the ad hoc category)
   1. All faculty who meet criteria but do not surpass the medians as described above can submit a portfolio for consideration in the ad hoc category

c. Reallocation of Awards
   1. In the event there are fewer qualified candidates for UCF-TIPs in either category than the number of available awards, the college committee can reallocate the awards to candidates in the other category
   d. No college is required to give all available UCF-TIPs if candidates do not meet criteria
      1. Any UCF-TIPs not awarded in an academic year because of an insufficient number of qualified candidates in a college will be available to be awarded by the college in the next academic year.

IV. Award Criteria

The criteria for UCF-TIP Award are:
a. Teaching quality and effectiveness as demonstrated by a description of teaching strategies and evidence of student learning (not simply student evaluations).
b. Continuing commitment to instruction as evidenced by participation in and attendance at faculty development events at state, national or international meetings.
c. Consideration of methodologies based on the unique characteristics of the course.
d. Innovation and creativity in instruction as demonstrated by a description of teaching strategies and evidence of student learning.

V. Required Sections of the Application/Portfolio

- Portfolios will contain both university-mandated and college mandated materials
- Except for the Curriculum Vitae, materials should reflect work and accomplishments only in the last five years
- Each year the Faculty Senate will review requirements for university materials
- Each year each college will review requirements for college requirements.
  - This review will be done by the faculty who served on the UCF-TIP selection committee for the college the year before.
  - If a committee member is eligible to submit a UCF-TIP portfolio an alternate committee member should be selected from their department.
- Revisions in the university and college applications requirements will be submitted to the Office of Academic Affairs for approval before implementation

University Materials
a. Table of contents
b. Nomination letter written specifically in support of the UCF-TIP from the chair of the department or a colleague. The letter should stress the nominee’s achievements in teaching.
c. Statement of teaching philosophy (250 words, maximum, 12 point type).
d. Curriculum Vitae.
e. Narrative on the impact of the applicant’s teaching practices on student learning outcomes.

College Materials (Specific requirements and content to be determined by each college)

- Combination of hard copies of teaching strategies, assignments, evaluation of teaching, documentation of student learning
- Materials which evaluate teaching must go beyond the Student Perceptions of Instruction. (It is recommended Student Perception of Instruction be used as no more than 10% of such evidence.)
- Because Scholarship of Teaching and Learning is evaluated in a separate award, activities related to SoTL (research, presentations, publications, grants) should not be a major part of the UCF-TIP portfolio.
- Maximum portfolio size will be established by the college.
- FTE productivity should not be a consideration in the portfolio review. Faculty will be evaluated against others in their group (“median” or “ad hoc”) regardless of individual productivity.)
VI. Evaluation and Award Process

The selection of UCF-TIP recipients from the faculty portfolios submitted by candidates in the "median" and "ad hoc" groups will be the responsibility of a college or unit Selection Committee.

- This committee will be composed of elected faculty from each department and school in the college.
- For "units," as defined above, these committees will have no less than three and no more than five members.
- To the extent possible, committee members should be former recipients of the UCF-TIP or TIP awards.
- Faculty candidates for the award are not eligible to serve on the Selection Committee.
- The Selection Committee for each college or unit will review faculty portfolios and recommend award recipients to the Provost.
- In the event there are fewer qualified candidates for UCF-TIPs in either category than the number of available awards, the college committee can reallocate the awards to candidates in the other category.

VII. Appeals:

- The Faculty Senate UCF-TIP Oversight/Appeals Committee will be composed of members of the Faculty Senate Steering committee.
- This committee will
  - Receive college or unit criteria
  - Review faculty appeals related to their eligibility for a UCF-TIP
  - Make recommendations to the Provost.
- No appeals of Selection Committee’s recommendations will be considered.
- This committee will also review the data on allocation of new awards to colleges and units as well as the data on “recycled” awards

VIII. Schedule

**UCF-TIP 2006-2007 Schedule (Draft)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2006</td>
<td>Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to faculty and chairs for review</td>
</tr>
<tr>
<td>September 21, 2006</td>
<td>Chairs/faculty return corrected term eligible UCF-TIP courses and student credit hour production histories to Barbara Davis, Academic Affairs, Millican Hall, Suite 351</td>
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<tr>
<td>October 1, 2006</td>
<td>Faculty Senate completes review of university requirements for UCF-TIP</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>October 1, 2006</td>
<td>Colleges elect UCF-TIP Criteria review committee</td>
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<tr>
<td>October 30, 2006</td>
<td>Colleges provide UCF-TIP document to Academic Affairs for approval</td>
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<tr>
<td>November 1, 2006</td>
<td>Identification and notification of UCF-TIP eligible faculty candidates</td>
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<tr>
<td>November 1, 2006</td>
<td>Colleges elect UCF-TIP Selection Committees</td>
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<td>January 4, 2007</td>
<td>UCF-TIP portfolios due in deans’ or directors’ offices</td>
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<td>February 4, 2007</td>
<td>UCF-TIP Selection Committee recommendations to Academic Affairs</td>
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<tr>
<td>February 15, 2007</td>
<td>Office of Academic Affairs to notify the award winners</td>
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