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## **RESEARCH INCENTIVE AWARDS PROGRAM**

### **2008-2009 Procedures**

(Approved by the Faculty Senate Steering Committee **date**)

#### **I. Program Overview**

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2008-2009, there will be a minimum of 1 new RIA and any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

#### **II. Funding and Allocation of Awards:**

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2008, the start of the 2008-2009 contract.

In any given academic year, if any former recipients of RIA awards leave their employment at UCF, the award(s) will remain within the respective college or unit for “recycling” as **additional** RIA awards for the following academic year.

#### **III. Faculty Eligibility**

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 2004, the start of the 2004-2005 academic year. No candidate may be selected for the RIA award more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2004, or later is not eligible for a RIA this year. Any faculty member who received a RIA increase that was effective August 8, 2003, or earlier is eligible to compete for a RIA this year provided all other eligibility criteria are met.

#### **IV. Application and Supporting Documentation**

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany

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each application.

#### **V. Evaluation and Award Process**

The college will **elect** a peer review committee of at least 2 faculty members, who will select the recommended awardees. The dean of the college may nominate a maximum of one additional faculty member to the committee. Candidates for an award are not eligible to serve on peer review committees.

The criteria for evaluating applicants' files provided here in no order of preference will include the following major categories, which are to be applied as appropriate for the discipline:

- value or impact of research and creative efforts both within the discipline and to society
- recognition of research and creative efforts by the individual's peers in the same or related disciplines
- publication and presentation of research and creative efforts
- external grant and contract support for the research and creative efforts appropriate to the candidate's discipline
- The peer review committee should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and executive vice president and vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, Academic Affairs will notify all nominees of the results. In addition, the college will notify the all nominees of the results, which will include an explanation of the reasons for its recommendations.

**RESEARCH INCENTIVE AWARDS PROGRAM 2008-09 Schedule**

January 8, 2009	✓ Faculty Senate completes review of university requirements for RIA
January 9, 2009	✓ Distribute Guidelines to all Faculty via e-mail
January 15, 2009	✓ RIA & SoTL Workshop, (TA 117) 3:30-5:00 PM
January 30, 2009	✓ College to have elected RIA Selection Committee
February 2, 2009	✓ <b>RIA Portfolios due</b> in Dean's or VP's Office no later than 5 PM
March 2, 2009	✓ College Review Committee's recommendations due to Academic Affairs, Suite 351
March 6, 2009	✓ Letters to all applicants from Academic Affairs ✓ College to notify applicants about the outcome, including reasons for the recommendations

**UNIVERSITY OF CENTRAL FLORIDA  
RESEARCH INCENTIVE AWARD  
2008-2009 Application and Nomination Form**

PERSONAL DATA

Name \_\_\_\_\_ Rank or Title \_\_\_\_\_

Campus Address \_\_\_\_\_ Campus Phone \_\_\_\_\_

Department or Division \_\_\_\_\_ Years at UCF \_\_\_\_\_

Institution and Year Terminal Degree Granted \_\_\_\_\_

**A. RESEARCH ACTIVITIES**

**Primary Area:** In 100 words or less, describe your primary area of research or creative activity.

**Secondary Area:** In 100 words or less, describe the individual's secondary (if any) areas of interest.

**Achievements:** In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

**Research and Creative Activity Outlets and Recognition:** In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

**B. SUPPORTING MATERIALS**

**Candidate's Vita**

**Supporting Materials:** Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.**