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## **RESEARCH INCENTIVE AWARDS PROGRAM**

### **2011-2012 Procedures**

(Approved by the Faculty Senate Steering Committee, September xx, 2011)

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

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C).

For 2011-2012, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

#### **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, 2011, the start of the 2011-2012 contract. The actual dollar amount awarded for the academic year 2011-2012 will be based on 9-month or 12 month employment. .

#### **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 colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served continuously since August 8, 2007, the start of the 2007-2008 academic year contract. No

candidate may be awarded a RIA more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2006 or later is not eligible for the award this year. Further, any faculty member who received a RIA increase that was effective August 8, 2005 or earlier is eligible for this year's RIA. I&C faculty who are members of academic departments should apply through their respective college.

#### **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 each application.

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

Each college will **elect** a peer review committee\* of at least 5 **tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. A committee consisting of one representative from each college committee and one representative from the Research Council will serve as the university peer review committee to select the recommended at-large awardees. Nominees for at-large awards will include the runner-ups submitted from each college committee and I&C.

The criteria for evaluating applicants' files will include the following major categories to be applied as is 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;
- All peer review committees should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, each college, institute, and center will notify all nominees of the results, including an explanation of the unit's reasons for its recommendations.

*\*Candidates for an award are not eligible to serve on these peer review committees.*

**RESEARCH INCENTIVE AWARDS PROGRAM 2011-12 Schedule**

September X, 2011	✓ Faculty Senate Steering Committee completes review of university requirements for UCF-RIA
October 7, 2011	✓ Deadline - Distribute Guidelines to all Faculty via e-mail
November 16, 2011	✓ RIA Workshop, 4:00-5:00, Millican Hall, Suite 395
November 17, 2011	✓ RIA Workshop, 4:00-5:00, Egmont Key, Room 224
November 14, 2011	✓ Election of RIA Selection Committees complete
December 12, 2011	✓ <b>Deadline - RIA Portfolios due</b> in Dean's or VP's Office no later than 5 PM
February 6, 2012	<ul style="list-style-type: none"> <li>✓ College/Unit Review Committees' recommendations due to Academic Affairs, Suite 351</li> <li>✓ Last day to send name of College or Unit Representative to Ms. Barbara Davis in Academic Affairs – if possible, send name sooner</li> </ul>
March 5, X, 2012	✓ University Review Committee's recommendations due to Academic Affairs
March 26, 2012	<ul style="list-style-type: none"> <li>✓ Letters to all non-winners from colleges, and the Office of Research</li> <li>✓ Colleges to notify all applicants of outcome, including reasons for the recommendations</li> </ul>

**UNIVERSITY OF CENTRAL FLORIDA**  
**RESEARCH INCENTIVE AWARD**  
**2011-2012 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.**