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COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 2012-13 PROCEDURES

(Approved by the Faculty Senate Steering Committee, October X, 2012)

The Office of Academic Affairs provides the funding for new awards. The specifics of the TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. 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, 2012, the start of the 2012-13 contract. The actual dollar amount awarded for the academic year 2012-13 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

A faculty member will be considered “**eligible**” for an award if all the following criteria are met:

1. The faculty member must be a full-time 9- or 12-month faculty member appointed to a rank equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.
2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2008-2009, 2009-2010, 2010-2011, and 2011-2012).
3. No faculty member may be selected for a TIP more than once every five years. Specifically, any faculty member who received a TIP increase in previous years that became effective August 8, 2008, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2007, or earlier is eligible for a TIP this year.

III. Productivity Criteria:

An eligible faculty member will be considered a “**candidate**” for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP)¹ **or** total Graduate Hour Productivity (GHP)² must be at or above the college, school, department, or unit median. CHP and GHP are defined as the sum of classroom, web and media-enhanced student credit hours (SCH)^{3 4} generated for the last eight fall and spring semesters (for academic years 2008-2009, 2009-2010, 2010-2011, and 2011-2012).
2. Faculty members who teach primarily⁵ in the MD program.
 - a. Eligibility will be determined based on the annual assignment, particularly the percentage of time allotted to instructional activities. Faculty members will be considered eligible for the award if they have maintained greater than 50% of their annual assignment in instructional activities over the past four academic years.
3. For those faculty teaching in undergraduate and/or graduate programs, as well as the MD program, eligibility is determined if their CHP or GHP remains at or above the college, school, department, or unit median **or** they have maintained greater than 50% of their annual assignment in instructional activities over the past four academic years.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new TIP awards. For year 2012-13, there will be 1 award for the college.
2. In any given academic year, if any former recipients of TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** TIP awards for the following academic year.

¹ Total Credit Hour Productivity (CHP) is the total of undergraduate plus graduate Student Credit Hours (SCH) of classroom, web and media-enhanced credit hours generated for the last eight (8) fall and spring semesters.

² Total Graduate Hour Productivity (GHP) is the sum of only graduate hours of classroom, web and media-enhanced Student Credit Hours (SCH) generated for the last eight (8) fall and spring semesters.

³ SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

⁴ Summer teaching assignments are not included

⁵ Primary designation is determined by a faculty member’s chair or director who ensures that 50% of a faculty member’s teaching effort is dedicated to the MD program curriculum.

3. Faculty Senate Oversight Committee:

The Faculty Senate TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost's representative. Further, this committee will also review the data on allocation of new awards to the college as well as the data on "recycled" awards. No appeals of Selection Committee's recommendations will be considered.

4. The number of new and "recycled" TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Criteria for Awards and Process for Selection of Award Winners:

1. The TIP Selection Criteria and Procedures Committee will include the recent TIP award winner(s) where available, as well as one representative from each of the following units: Burnett School of Biomedical Sciences, department of Clinical Sciences, and department of Medical Education.
2. TIP Selection Committee will include the recent TIP award winner(s) where available, as well as one representative from each of the following units: Burnett School of Biomedical Sciences, department of Clinical Sciences, and department of Medical Education. Additionally, a student representative(s) will be selected to serve on the TIP Selection Committee in accordance with the criteria devised by the Criteria and Procedures Committee.
3. The documents prepared by the Selection Criteria and Procedures Committees will be subject to approval by the provost's representative. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.
4. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2008-2009, 2009-2010, 2010-2011, and 2011-2012).
5. The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder or a 6-page written document).
6. The Selection Committee will review faculty portfolios and recommend award recipients to the provost. The president will give the final approval for awards to the successful faculty members.