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**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2013-2014 Procedures**

(Approved by the Faculty Senate Steering Committee, **November 7, 2013**)

**Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL),
Classroom Building 1, Room 207 no later than 5:00 p.m. on March 14, 2014.**

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2013-2014, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the respective college or unit for “recycling” as **additional** SoTL awards for the following academic year.

II. Funding

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, 2013, the start of the 2013-2014 contract.

III. Faculty Eligibility Criteria

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time 9 or 12 month appointment as an instructor or as a professor, associate professor, or assistant professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, a faculty member must be employed at UCF **on or prior** to August 8, 2009.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients - specifically, any faculty member who received a SoTL increase that became effective August 8, 2009 or later - is not eligible for a SoTL award this year. Faculty who received the award in - 2008-2009 or earlier are eligible to apply for the 2013-2014 awards.

IV. Award Criteria

The criteria for evaluating applicants’ portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community, e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

V. Application Materials and Required Sections of the 1-inch Portfolio

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).
4. Statement of the value of the nominee's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).
5. Curriculum Vitae with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SOTL category. Applicants who have won the SOTL award in previous years should not highlight entries from the previous award period.
6. Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)
7. Appendices: Hard copies of publications, grants, or other appropriate materials and evidence of student learning from SoTL research.

VI. Evaluation and Award Process

The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees will be invited to submit an article for publication in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2013-2014 Schedule

November 7, 2013	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
November 15, 2013	SoTL Award Criteria distributed to College of Medicine faculty.
December 16, 2013	College of Medicine election of 3-5 SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 16, 2013.
January 2014	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 14, 2014	SoTL portfolios due to FCTL by 5:00 p.m.
April 14, 2014	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 23, 2014	FCTL to notify all applicants of outcome.