M E M O R A N D U M

Date: January 6, 2009

TO: Members of the Steering Committee

FROM: Manoj Chopra
                    Chair, Faculty Senate

SUBJECT: STEERING COMMITTEE MEETING on January 8, 2009

Meeting Date: Thursday, January 8, 2009
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: Student Union Pensacola Board Room 222

A G E N D A

1. **Call to Order**

2. **Roll Call**

3. **Minutes of** *November 6, 2008*

4. **Announcements and Recognition of Guests**

5. **Old Business**
   - Revised resolution from Personnel Committee - *Appointment and Evaluation of School Directors and Department Chair (attached document)*

6. **New Business**
   - Provost's update
   - Update on BOG lawsuit on Tuition – Dr. Chopra
   - Agenda item approval – Mentoring Initiative for Faculty
   - Electronic Student Perception Forms and Media Enhanced Examinations
   - Approval of TIP, RIA and SoTL Documents

7. **Standing Committee Reports**
   - Budget and Administrative Committee – Dr. LiKamWa
   - Graduate Council – Dr. Kassab
   - Personnel Committee – Dr. Leigh
   - UPCC – Dr. Pennington

8. **Other**

Faculty Senate Steering Committee Meeting
November 6, 2008

Dr. Manoj Chopra, Faculty Senate Chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures. The minutes of October 9, 2008 were approved as recorded by unanimous vote.

Steering Officers Present: Drs. Chopra, Cook, Jewett, and Chase.

Steering Committee Members Present: Drs. Carson, Covelli, Gause, Kamrath, Kassab, Kaufman, Kovach, Leigh, LiKamWa, Lynxwiler, Nutta, Pennington, and Quigley.

Administrators Present: Drs. Diane Chase and Alison Morrison-Shetlar.

Steering Committee Members Not Present: Drs. Belfield, Daniell, Gunter, and Koons,

Recognition of Guests: None present.

Announcements
University reserves and active accounts have been placed in accounts that pay more interest.

UNF President Delaney has been named the President in Residence of the SUS, and is serving as interim chancellor.

Dr. A. Chase reported that there will likely be no returns on any endowments out of the Foundation for the next two years. Dr. Pennington asked how this will affect endowed chairs. No information is currently available.

Dr. D. Chase reminded faculty that book orders are due November 14th.

Old Business
None.

News Business
Provost's Update – *Dr. Diane Chase reporting*
There will be a change to the university email system change so that all official email will go to an account with ucf.edu suffix. This is being implemented because some faculty have not been receiving official correspondence. Students will be encouraged to use Knight's Mail for official school business, but it is not mandatory.

Constitutional Changes – *Dr. Ida Cook*
Two reporting committees, the University Athletics Advisory Committee and the Faculty Center for Teaching and Learning Advisory Committee, are examining their charges and interested in making changes. Currently, revisions to reporting committee missions require constitutional changes. Most other faculty senate constitutions in the state are set up more efficiently, in that committee charges and other details are included in bylaws. Dr. Cook proposes examining the

possibility of revising UCF's constitution to include bylaws to allow committee details to be changed more efficiently.

Motion made to establish an ad hoc committee to review the constitution with the aim of making it more basic and adding bylaws. Motion seconded and approved unanimously.   A call for members was made. The members will be Drs. Cook, A. Chase, Pennington, Jewett, Gause, and Leigh. Reporting Committees will be asked to look at their charge and, with Faculty Senate input, make suggestions for revisions. Some committees are not active and should be encouraged to meet.

Engagement Graduation Requirement Initiative
A draft of the proposed Engagement Graduation Requirement Initiative was circulated to some colleges and focus groups, and met with some resistance from the faculty. Dr. Chopra provided an overview of the proposal, which involves ensuring that all students have an engagement experience before graduating. This is a faculty-driven effort that came about after UCF had a low score in engagement on a National Student Engagement Survey. Eighty percent of students are already involved in some sort of engagement activity. Committee members relayed comments from college and department meetings. Some department chairs are concerned about implementing this during difficult financial times, as there will not be additional resources provided. The proposal allows departments to come up with engagement activities but they would be reviewed and approved by a Council, and some object to this and feel that the reviews should be done at the college level.

Discussion of the proposal followed. The establishment of a Council would appear to create a top-down setup, rather than the bottom-up one that was intended. It was suggested that the proposed Council's duties might be handled by the existing Undergraduate Common Program Oversight Committee rather than forming a new council. Because the proposal requires that the engagement activity be credit-bearing, this could add to the credits required for graduation. The question was raised of whether this type of program is better suited for a small liberal arts college. A suggestion was made that the Strategic Planning Council may wish to discuss how to align this with UCF's goal of being a major research university.

Concerns were raised about the eventual increase in workload that may occur if the engagement requirement becomes part of assessment. A question was raised about whether this is elitist in some ways, as some students (honors student, for example) will automatically meet the requirement while others would have to spend additional time and money to do so. This would particularly impact low income and working students. Many present voiced the position that engagement is worthwhile but should not be required for graduation. Students should be allowed to tailor their own studies within reason, and departments should have the last word on whether they want to participate in an engagement initiative.

Standing Committee Reports
Dr. Chopra requested that Steering liaisons encourage the chairs of the Personnel and Budget and Administrative Committees to be more active and move their agendas forward.
Personnel – *Dr. Leigh reporting*

The committee has completed revisions to the Appointment and Evaluation of School Directors and Department Chairs resolution, but the committee chair has not yet forwarded it on to Steering.

Budget and Administrative Committee – *Dr. LiKamWa reporting*
The committee has not met yet.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*
The committee will meet on November 18th and discuss items forwarded from the Academic Calendar Committee regarding final exam policies.

Graduate Council – *Dr. Kassab reporting*
The Appeals and Awards Committee is meeting to review petitions. The Program Review Committee is developing a template for the review of PhD programs. The Policy Committee is reviewing the Graduate College's forms and is reviewing the graduate catalog, including the way that research hours are defined.

Other Business
Dr. Chopra reported that other senates in the state have union reports at their meetings, and asked if UCF should do the same. The committee agreed that a union representative should be invited to present when there is information they wish to relay. Reports should be informational only.

In the absence of any agenda items or business from steering or the standing committees, a motion was made to cancel the November meeting of the full Senate. Motion seconded and approved.

Adjournment
Motion to adjourn was made and seconded. The meeting adjourned at 5:12 p.m.

Resolution 2007-08-05 Appointment and Evaluation of School Directors and Department Chairs (Revised)

Whereas, the University of Central Florida seeks to sustain growth, productivity and excellence in education and research,

Be it resolved, that the Faculty Senate endorses the following guidelines for appointment and evaluation of directors and department chairs.

All schools/departments must have a full-time director/department chair.

Service Eligibility

A school/department's director/chair serves a term of five years although the appointment is renewable annually. Normally, a director/department chair will not serve more than two successive five-year terms. Except under special circumstances (e.g., as interim or acting) no one with another administrative appointment should serve concurrently as a director/department chair, and no director/department chair should serve concurrently in any other administrative position. Where an outside faculty member is considered for director/department chair appointment, customary academic search procedures should be followed.

Appointment

Each college dean, upon consultation with that college's faculty, will establish a procedure for the appointment and reappointment of directors/department chairs. After due consideration, as hiring agent, the dean will nominate a candidate for director/department chair, whose appointment is subject to approval by the provost and the president. Eligible voters on appointments include all tenured faculty, tenure-track faculty and full-time clinical faculty at the rank of assistant professor and above but eligibility may be extended at the college level by vote of the tenured and tenure-track faculty. College procedures require a record of the vote for appointment and reappointment.

Review & Reappointment

The faculty of the school/department will evaluate directors/department chairs annually. Department/school faculty and others whom the dean deems appropriate will conduct the review. A full review for reappointment will take place during the fifth year. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

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RESEARCH INCENTIVE AWARDS PROGRAM*
2008-2009 Procedures
(Approved by the Faculty Senate Steering Committee date)

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). 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. For 2008-2009, there are 20 new RIA awards available. If any recipient of a college or I&C Research Incentive Award leaves University employment, that award will remain within the college or will revert to the Vice President for Research (I&C awards) for "recycling" as additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards and the specifics of the RIA program were developed through consultation between the Office of Academic Affairs and 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. The actual dollar amount awarded for the academic year 2008-2009 will reflect the employee's FTE for the 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 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, 2004, the start of the 2004-2005 academic year contract. 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 this year's RIA. Further, any faculty member who received a RIA increase that was effective August 8, 2003 or earlier is eligible for this year's RIA. I&C faculty who are members of academic departments should be considered for nomination through their respective colleges.

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. Candidates for an award are not eligible to serve on these peer review committees. 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 Vice President for Research, 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.

RESEARCH INCENTIVE AWARDS PROGRAM 2008-09 Schedule

January 8, 2009	✓ Faculty Senate completes review of university requirements for UCF-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 & Units to have elected RIA Selection Committees
February 2, 2009	✓ **RIA Portfolios due** in Dean's or VP's Office no later than 5 PM
March 2, 2009	✓ College & Unit Review Committees' recommendations due to Academic Affairs, Suite 351 ✓ Last day to send name of College or Unit Representative to Academic Affairs – if possible, send name sooner
March 30, 2009	✓ University Review Committee's recommendations due to Academic Affairs
May 7, 2009	✓ Letters to all applicants from Academic Affairs ✓ Colleges to notify all applicants of 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.

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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	✓ **RIA Portfolios due** 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.

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2008-2009 Scholarship of Teaching and Learning Awards Program
(Approved by the Faculty Senate Steering Committee <mark>XX</mark>)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. March 19, 2009.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2008-2009, UCF will sponsor 10 awards for the Scholarship of Teaching and Learning (SoTL). Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish.

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, 2008, the start of the 2008-2009 contract. The actual dollar amount awarded for the academic year 2008-2009 will reflect the employee's FTE for the year.

III. Faculty Eligibility Criteria and Award Criteria

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, 2004.

3. No faculty member may receive the award more than **once every five years**. Previous award recipients: Faculty who received the award in 2003-2004 are eligible to apply for the 2008-2009 award.

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 (i.e., 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.

IV.　Application Materials and Required Sections of the Application/Portfolio

　　　1.　　Table of contents.

　　　2.　　Nomination letter from the chair of the department 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 type).

　　　4.　　Statement of the value of one's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).

　　　5.　　Curriculum Vita.

　　　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.]

　　　7.　　Appendices: Hard copies of publications, grants, or other appropriate materials and evidence of Student Learning from SoTL research.

V. Evaluation and Award Process

The award winners will be determined by a University-level committee consisting of one (1) **tenured and annually elected** representative from each of the colleges and the director of FCTL. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. 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. The Office of Academic Affairs will inform nominees selected for the award. Awardees will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). An article, written by the awardees, may be published in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards 2008-2009 Schedule

January 8, 2009	✓ Faculty Senate completes review of university requirements for UCF-SoTL
January 9, 2009	✓ Distribute Guidelines to All Faculty
January 15, 2009	✓ UCF- RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Cape Florida, Rm 316B
February 20 , 2009	✓ Election of SoTL Review & Selection Committee ✓ Names of those elected should be sent to T. Crouse by February 27, 2009
March 19, 2009	✓ **SoTL portfolios due to FCTL**
April 9, 2009	✓ Committee's recommendations due to Barbara Davis, bmdavis@mail.ucf.edu - Academic Affairs
April 27, 2009	✓ Academic Affairs to notify all applicants of outcome ✓ FCTL to notify all applicants of outcome and reasons for recommendations

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UCF

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2008-2009 Scholarship of Teaching and Learning Awards Program
(Approved by the Faculty Senate Steering Committee, XX)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. March 19, 2009.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2008-2009, UCF will sponsor a minimum of 1 award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish.

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, 2008, the start of the 2008-2009 contract.

III. Faculty Eligibility Criteria and Award Criteria

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, 2004.

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, 2004, or later is not eligible for a SoTL this year. Faculty who received the award in 2003-2004 are eligible to apply for the 2008-2009 award.

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

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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.

IV. Application Materials and Required Sections of the Application/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 type).

    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 Vita.

    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.]

    7.   Appendices: Hard copies of publications, grants, or other appropriate materials and evidence of Student Learning from SoTL research.

V. Evaluation and Award Process

The award winners will be determined by a university-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 a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). An article, written by the awardees, may be published in UCF's *Faculty Focus*.

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UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2008-2009 PROCEDURES
(Approved by the Faculty Senate Steering Committee, date)

The University of Central Florida Teaching Incentive Program was established as a new initiative in 2000-2001. The Office of Academic Affairs provides the funding for the new awards and 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, 2008, the start of the 2008-2009 contract.

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 on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is 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 (2004-2005, 2005-2006, 2006-2007, and 2007-2008).

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, 2004, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2003, 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) **or** total Graduate Hour Productivity (GHP) must be at or above the college, school, department, or unit median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2004-2005, 2005-2006, 2006-2007, and 2007-2008).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, 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.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new TIP awards. For year 2008-2009, there will be a minimum of 1 award for the college. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer).

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.

3. 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. *Faculty Senate Oversight Committee:*

The Faculty Senate TIP Oversight Committee, the Faculty Senate Steering 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.

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

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in the college.

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have school, department, or unit representation. These committees will have no less than three and no more than five members. Both committees, to the extent possible, will be composed of faculty who previously won TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committees. 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.

3. 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 (2004-2005, 2005-2006, 2006-2007, and 2007-2008).

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).

4. 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.

TIP 2008-09 Schedule

January 8, 2009	Faculty Senate Steering Committee completes review of university requirements for TIP
January 9, 2009	Distribute Guidelines to All Faculty
January 30, 2009	Term eligible TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
February 13, 2009	Chair/Director to return corrected term eligible TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
February 16, 2009	College elects TIP "Selection Criteria & Procedures" Committee
March 6, 2009	College sends TIP "Selection Criteria & Procedures" document to lcooney@mail.ucf.edu for review and approval
March 17, 2009	TIP Workshop, 3:30-5:00 PM, TA 117
March 27, 2009	College elects TIP Selection Committee
April 6, 2009	**TIP portfolios due** in deans' office no later than 5 PM
April 27, 2009	College sends TIP Selection Committee recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
May 7, 2009	• Office of Academic Affairs to notify all applicants of outcome • College to notify all applicants of the outcome, including reasons for recommendations

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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2008-2009 PROCEDURES
(Approved by the Faculty Senate Steering Committee, date)

The University of Central Florida Teaching Incentive Program (UCF-TIP) was established as a new initiative in 2000-2001 and is designed as a successor to the Teaching Incentive Program (TIP) funded by the Florida Legislature in previous years. The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-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, 2008, the start of the 2008-2009 contract. The actual dollar amount awarded for the academic year 2008-09 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 on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be under 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 (2004-2005, 2005-2006, 2006-2007 and 2007-2008).

3. No faculty member may be selected for a UCF-TIP more than once **every five** years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2004, or later is not eligible for this year's UCF-TIP. Further any faculty member who received a UCF-TIP increase that was effective August 8, 2003 or earlier is eligible for this year's UCF-TIP.

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) **or** total Graduate Hour Productivity (GHP) 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. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2004-2005, 2005-2006, 2006-2007 and 2007-2008).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, 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.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2008-2009, there are 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.

2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for "recycling" as **additional** UCF-TIP awards for the following academic year.

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

V. *Faculty Senate Oversight Committee:*

The Faculty Senate UCF-TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost. 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.

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

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in respective college.

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. For "units," as defined above, these committees will have no less than three and no more than five members. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. 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.

3. 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 (2004-2005, 2005-2006, 2006-2007 and 2007-2008).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder).

4. 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.

UCF-TIP 2008-09 Schedule

January 8, 2009	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
January 9, 2009	Distribute Guidelines to All Faculty
January 30, 2009	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
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February 16, 2009	Colleges elect UCF-TIP "Selection Criteria & Procedures" Committee
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March 17, 2009	UCF-TIP Workshop, 3:30-5:00 PM, TA 117
March 27, 2009	Colleges elect UCF-TIP Selection Committee
April 6, 2009	**UCF-TIP portfolios due** in deans' office no later than 5 PM
April 27, 2009	Colleges to send UCF-TIP Selection Committees recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
May 7, 2009	• Office of Academic Affairs to notify all applicants of outcome • Colleges to notify all applicants of the outcome, including reasons for the recommendations