

## MEMORANDUM

**TO:** Steering Committee

**FROM:** Manoj Chopra  
Chair, Faculty Senate

**SUBJECT: STEERING COMMITTEE MEETING**

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**DATE:** Thursday, November 16, 2006  
**TIME:** 4:00 p.m.  
**ROOM:** Student Union, Cedar Key Room 223

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *October 12, 2006***
4. **Announcements and Recognition of Guests**
5. **Old Business**
  - ◆ Response from Bargaining Teams on TIP Criteria - Dr Chopra
6. **New Business**
  - ◆ Report on Academic Conduct Statistics – Dr. Schell
  - ◆ Research Council - Constitutional Amendment – Dr. Chopra will present for Dr. Chase
  - ◆ Technology Fee – Dr. Chopra
  - ◆ Approval of the 2006-07 TIP, RIA and SoTL Criteria – Dr. Chopra
  - ◆ Evaluation of Regional Campus Faculty – Dr. Chopra
  - ◆ Improvements to the Senate Website - Drs. Cook and Chopra
7. **Standing Committee Reports**
  - Budget and Administrative Committee – Dr. Trouard
  - Graduate Council Committee – Drs. Moharam and Jewett
  - Personnel Committee – Dr. Barfield
  - UPCC – Dr. Pennington
8. **Other**

## *Steering Committee Meeting* *Thursday, October 12, 2006*

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:03 p.m. Minutes from *September 14, 2006* Steering Committee meeting were unanimously approved.

Steering Officers present: Drs. Manoj Chopra, Arlen F. Chase, Pamela Ark and Ida Cook.

Steering Committee Members present: Drs. Aubrey Jewett, Paul Maiden, Christopher Muller, Dawn Trouard, Jim Moharam, Kalpathy Sundaram, Keith Koons, Rufus Barfield, Subir Bose and Robert Pennington.

Steering Members absent: Drs. Lin Huff-Corzine, Michael Haralambous, Henry Daniell, and Glenda Gunter.

Administrators present: Drs. Terry Hickey (Provost) and John Schell.

Guests: Laura Blasi (Proxy for Glenda Gunter - Education).

### ANNOUNCEMENTS AND PROVOST REPORT

#### Comments by Dr. Chopra

BOT Articles 10 and 23 were approved this morning, October 12, 2006, reflecting 3% across the board and 1.2% merit pay increases.

#### Report by Provost Hickey

Provost Hickey added that with the approval, pay increases will occur starting with 10/13/06 payroll checks; Provost sending notifications to people today and tomorrow.

Update on ongoing Dean Searches: The medical dean has not been hired yet - remains an ongoing search. This search needs to be complete this year. The College of Science position ad is posted; He working on bringing that search committee together.

Proposed College of Nursing: The recommendation went to the President; no formal announcement at this time.

### OLD BUSINESS

#### WebCT Downtime Response - Dr. Chopra

Dr. Chopra presented the written report from Dr. Hartman. Highlights of the report include: Online courses can be self-selected by faculty for migration to Vista with all courses migrated by spring, 2008; CDWS will create two sample/demo courses; CDWS will plan a year in advance schedule of maintenance periods, however there may still be unplanned technical issues.

Dr. Chopra will clarify with Dr. Hartman the proposal to include all faculty in the current Vista listserv. Dr. Cook expressed concern for more lab sessions; more contact with the Instructional Designer for Social Sciences.

# *Steering Committee Meeting*

## *Thursday, October 12, 2006*

### Update on Copyright of Faculty Notes - Dr. Pennington

UPDATE: no meeting with university attorney as of yet.

### NEW BUSINESS

#### RIA and SoTL Criteria and Procedures Update - Dr. Cook

Dr. Chopra reported that the recommended changes in the TIP award criteria were not adopted within the new bargaining agreement. Dr. Cook indicated that there was limited attendance at the last committee meeting for RIA and SoTL revisions. The committee will meet later this month. Dr. Cook expressed her disappointment at the non-adoption of recommendations for TIP revisions and stated that there is no assurance that any future ideas will be accepted as a part of the collective bargaining process. Dr. Chopra is willing to attend committee meeting.

A discussion ensued as to why the Faculty Senate-approved TIP revisions were not implemented. No one in attendance at this meeting knew the answer to this question. Dr. Chopra will gather additional information on this matter. He will ask Dr. Jim Gilkeson of the UFF team and Ms. Sherry Andrews of the BOT team to respond to this question either in person or through a written response at the next steering meeting.

#### IP and Conflict of Interest - Dr. Chopra

Dr. Chopra reported on a meeting last week in regard to the University form on Conflict of Interest/Conflict of Commitment. Dr. Hickey reviewed the policy of overload not to exceed 25% of salary - this requirement did not go away with Board of Regents and remains state law. Anytime faculty has a change during the year, an updated/new form must be submitted. Dr. Chopra will ask Dr. Huff-Corzine and Dr. M.J. Soileau to present at next full Faculty Senate meeting.

#### HR/Peoplesoft Updates - Dr. Trouard

Presently within the Peoplesoft system, faculty are unable to update/change information online. It is anticipated that with the new version of Peoplesoft, some of these problems will be corrected. Committee members were asked to send problems to Drs. Trouard or Mike Sweeney. There have been problems with submission of information changes and no confirmation emails. This item will be forwarded to the B&A standing committee.

### STANDING COMMITTEE REPORTS

- ✦ **Budget & Administrative** - Dr. Trouard reported.

No report.

- ✦ **Graduate Council** - Dr. Jim Moharam written report.

The Graduate Policy Committee had a meeting on October 12, 2006 - no report at this time from this committee.

## *Steering Committee Meeting Thursday, October 12, 2006*

■ **Graduate Council** - Dr. Jim Moharam report forward to Dr. Chopra. (cont.)

Graduate Curriculum Committee met in September with the following business: renaming of the Ed.D. in C&I to the Doctor of Education (Ed.D. in Education) and changes to hours and curriculum; renaming of the Ed.S. in C&I to the Educational Specialist (Ed.S. in Education) and changes to the hours and curriculum; suspend admission to the Teaching Writing K-12 Certificate Program; revision to the title of the MA and MED in Early Childhood Education to Pre-K/Primary Education (Age 3-Grade3); renaming of the Ph.D. in Bimolecular Science Program; Review and approval of Special Topics and Course Action Requests.

The meeting on October 11, 2006 addressed revisions to the Med in Educational Media; revisions to the MA in Anthropology; and review and approval of the Special Topics and Course Action Requests.

■ **Personnel** - Dr. Rufus Barfield reported.

No report.

■ **Undergraduate Policy & Curriculum** - Dr. Bob Pennington reported.

No report.

### OTHER

*Disability Office - Dr. Chase*

Dr. Chase reported that faculty will now have to deliver copies of exams to Disability Office rather than the office sending a person to pick up the exam. It was determined that in some colleges, the college Academic Affairs office can assist with the delivery process.

*Athletic Department - student certification*

Clarification is requested in regard to student grade report of progress to the Athletic Department faculty advisor. Dr. Cook is a member of the Athletics committee, she will report to the Athletics committee in regard to clarification of submitting grade report form directly to advisor or to the student to submit.

*International Studies/Finance & Accounting Monies Transfer - Dr. Maiden*

Dr. Paul Maiden reported on problems associated with the study abroad in Russia and the timely transfer of monies for the trip. The issue involves the clarification on the responsibilities of different offices related to travel. This will need to be forwarded to the Budget & Administrative Procedures Committee to investigate and determine how many instances of such difficulties and the nature of the problems.

*Update on Academic Integrity Survey - Dr. Schell*

Results are submitted to Rutgers then sent back to UCF by the end of November. The student survey will be conducted next semester. Will ask Patricia MacKown to present data on student conduct related actions at the next full faculty senate meeting.

### ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at 5:54 p.m.

**Re: Faculty Senate Steering Committee**

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**From:** "Jim Gilkeson" <jim.gilkeson@gmail.com>  
**To:** "Manoj Chopra" <chopra@mail.ucf.edu>  
**Date:** 11/2/2006 5:41 PM  
**Subject:** Re: Faculty Senate Steering Committee  
**CC:** "Ida Cook" <cook@mail.ucf.edu>, "Lisa Logan" <logan.lisa@gmail.com>, "Barbara Fritzsche" <bfritzsc@gmail.com>, "Beth Young" <zbyoung@gmail.com>, "Dawn Trouard" <dtrouard@gmail.com>, "Jim Gilkeson" <jim.gilkeson@gmail.com>, "Stanley Smith" <stansmithuff@yahoo.com>, "Sheryl Andrews" <sandrews@mail.ucf.edu>

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Hi Manoj,

I think I'm comfortable providing my answer to your question in writing.

The recommendations for TIP, RIA, and SoTL awards that were formulated in the Faculty Senate last year were not implemented because the BOT and UFF decided not to include them in the agreed upon Article 23 (although we did agree to expand SoTL eligibility to include instructors.) There were a number of issues regarding TIP, RIA, and SoTL awards that the BOT and UFF teams discussed, but we realized that resolving these issues would be quite time consuming and was best left to this year's negotiations when the full contract is up for renegotiation.

I want to assure you that the UFF bargaining team will always seek input from all parts of the University community when we bargain various issues. I'm not sure what issues the BOT and UFF will decide to examine in depth during the current negotiations, but I imagine we'll seek input from the Faculty Senate if we decide to re-examine TIP, RIA, and SoTL award criteria or procedures.

At that time, perhaps you will be persuaded to invite representatives from both bargaining teams to meet with the Faculty Senate steering committee and discuss the issues. That might be a very productive use of face-to-face meeting time and would provide a nice opportunity for both bargaining teams to hear your concerns.

Thanks for providing me this opportunity to respond to your question.

Jim Gilkeson  
Chief Negotiator  
UFF-UCF

**Manoj Chopra** <chopra@mail.ucf.edu> wrote:

Dear Dr. Gilkeson and Ms. Andrews:

At its last meeting held on October 12, 2006, the Faculty Senate Steering Committee discussed the issue of TIP/RIA/SoTL awards. In particular, a concern was raised on the non-implementation of the Faculty Senate recommendations for revisions to the TIP Criteria and Procedures for 2006. The Committee voted to invite both of you to its next meeting, to be held on November 9, 2006 at 4:00pm in SU 223, to allow you to present your views on why the proposals to amend the TIP proposals were not implemented.

11/16/2006

I would like to extend an invitation to both of you to attend. If you are not able to accomodate this meeting in your schedule, you are welcome to respond through a written statement addressed to the Senate Steering Committee.

Best Regards,  
Manoj.

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Manoj Chopra, Ph.D., P.E.  
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=====

Good morning Manoj: I am providing my response to your question from the Faculty Senate Steering Committee regarding TIPs in writing because I plan to be out of town next week. As you know, following the 2004-2005 bargaining session in which the UFF suggested making changes to the TIP, RIA, and SoTL programs, the Faculty Senate was asked to examine those programs and to make recommendations to the President as to what, if any, changes the Senate felt were necessary or desirable.

As we entered bargaining for the 2005-2006 year, the Senate had completed its evaluation of the TIP program and forwarded its recommendations to the President and the Provost. The President and the Provost accepted the Senate's recommendations and the BOT team placed that approved language regarding TIPs on the table this summer. It quickly became apparent, however, that the UFF and the BOT were still apart on a number of issues regarding all three of the award programs. In order to conclude this session of bargaining expeditiously and enable faculty to receive their salary increases as quickly as possible, we agreed to defer further discussions of the awards until we re-open the entire contract this year. Those negotiations begin this month.

The BOT team values the Faculty Senate's input on these issues. Although the UFF is the legal bargaining agent for all issues involving terms and conditions of employment, we believe that a healthy dialogue among all members of the university community that are affected by these issues is important. I hope this answers the Steering Committee's questions. Thank you for the opportunity to respond. Sherry Andrews

Sherry Andrews  
Associate General Counsel  
University of Central Florida  
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## **RESEARCH INCENTIVE AWARDS PROGRAM**

### **2006-2007 Procedures**

(NOT YET Approved by the Faculty Senate Steering Committee, *date*)

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

UCF Research Incentive Awards (RIA) are available to faculty in the Burnett College of Biomedical Sciences, 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 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 2006-2007, 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, 2006, the start of the 2006-2007 contract. The actual dollar amount awarded for the academic year 2006-2007 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



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continuously since August 8, 2002, the start of the 2002-2003 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 (or PEP, a predecessor to the RIA program) increase that became effective August 8, 2002 or later is not eligible for this year's RIA. Further, any faculty member who received a RIA (or PEP) increase that was effective August 8, 2001 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.

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**RESEARCH INCENTIVE AWARDS PROGRAM 2006-07 Schedule**

December 6, 2007	✓ Distribute Guidelines to All Faculty – Distribution F
January 31, 2007	✓ UCF-TIP, RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Cape Florida 316D
February 1, 2007	✓ UCF-TIP, RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Garden Key 221 AB
February 19, 2007	✓ Colleges & Research Council to have elected RIA Selection Committees
February 26, 2007	✓ <b>RIA Portfolios due</b> in Dean's or VP's Office no later than 5 PM
March 19, 2007	✓ Colleges & Research Council Review Committees' recommendations due to Faculty Relations ✓ Last day to send name of College or Unit Representative to Faculty Relations for service on the University Selection Committee – if possible, send name sooner
April 9, 2007	✓ University Selection Committee's recommendations due to Faculty Relations
April 27, 2007	✓ Letters to all applicants from Academic Affairs – prepared by Faculty Relations ✓ Colleges to notify all applicants of outcome

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**UNIVERSITY OF CENTRAL FLORIDA  
RESEARCH INCENTIVE AWARD  
2006-2007 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 the 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 Vitae**

**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**

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**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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*Dr. Alison Morrison-Shetlar, Director  
Karen L. Smith  
Faculty Center for Teaching and  
Learning  
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**2006-07 Scholarship of Teaching and Learning Awards Program**

(NOT YET Approved by the Faculty Senate Steering Committee, *date*)

**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, 2007.**

**I. Program Overview**

The Office of Academic Affairs provides the funding for these awards. For academic year 2006-2007, 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**

Per the UCF BOT/UFF 2004-2007 Collective Bargaining Agreement, 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, 2006, the start of the 2006-2007 contract. The actual dollar amount awarded for the academic year 2006-07 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, 2002.
3. No faculty member may receive the award more than **once every five years**.

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**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 Vitae.
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

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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 2006-07 Schedule**

December 6, 2007	Distribute guidelines to all faculty via Distribution F and campus e-mail
January 31, 2007	UCF-TIP, RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Cape Florida, Rm 316D
February 1, 2007	UCF-TIP, RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Garden Key, Rm 221AB
February 19, 2007	Election of SoTL Review & Selection Committee
March 19, 2007	<b>SoTL portfolios due to FCTL</b>
April 9, 2007	Committee's recommendations due to Barbara Davis, <a href="mailto:bmdavis@mail.ucf.edu">bmdavis@mail.ucf.edu</a> - Faculty Relations
April 27, 2007	*Academic Affairs to notify all applicants of outcome – letters prepared by Faculty Relations *FCTL to notify all applicants of outcome

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**UNIVERSITY OF CENTRAL FLORIDA**  
**UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)**  
**2006-2007 PROCEDURES**

(NOT YET 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, 2006, the start of the 2006-2007 contract. The actual dollar amount awarded for the academic year 2006-07 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 (2002-2003, 2003-2004, 2004-2005 and 2005-2006).
3. No faculty member may be selected for a UCF-TIP more than once **every five** years.



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Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2002, 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, 2001 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 2002-2003, 2003-2004 2004-2005 and 2005-2006, excluding summer assignments).

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 a given college or in a unit 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 Colleges and Units:**

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2006-2007, there are 40 new awards. These new awards will be allocated to colleges or units in proportion to their total number of faculty candidates determined above (rounded to the nearest integer). Each college 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 for each of the colleges and units will be communicated to the colleges/units 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.

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Further, this committee will also review the data on allocation of new awards to colleges and units 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 colleges and units.

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 have 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 (2002-2003, 2003-2004, 2004-2005 and 2005-2006). 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.

Distribution F

***UCF-TIP 2006-07 Schedule***

December 6, 2007	Distribute UCF-TIP procedures to All Faculty – Distribution F
January 11, 2007	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
January 26, 2007	Chairs return corrected term eligible UCF-TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
January 31, 2007	UCF-TIP, RIA, & SoTL Workshop, 2:00-3:00 PM, Student Union, Cape Florida Rm 316D
February 1, 2007	UCF-TIP, RIA, & SoTL Workshop, 2:30-3:30 PM, Student Union, Garden Key 221 AB
February 12, 2007	Colleges & Units to complete election for UCF-TIP Selection Criteria & Procedures Committees
February 19, 2007	Identification and notification of UCF-TIP eligible faculty candidates
February 26, 2007	Colleges provide UCF-TIP “Selection Criteria & Procedures” document via e-mail to Lin Huff-Corzine, <a href="mailto:lcorzine@mail.ucf.edu">lcorzine@mail.ucf.edu</a> - Faculty Relations for approval
March 9, 2007	Colleges and Units elect UCF-TIP Candidate Selection Committees
March 19, 2007	<b>UCF-TIP portfolios due</b> in Deans’ or Directors’ Office no later than 5 PM
April 9, 2007	UCF-TIP College & Unit Selection Committees to send award recommendations to Barbara Davis <a href="mailto:bmdavis@mail.ucf.edu">bmdavis@mail.ucf.edu</a> in Faculty Relations
April 27, 2007	*Letters to all applicants from Academic Affairs – prepared by Faculty Relations *Colleges to notify all applicants of outcome