Steering Committee Meeting
Thursday, November 16, 2006

Dr. Manoj Chopra, Chair, called the Steering Committee meeting to order at 4:10 p.m. Minutes from the *October 12, 2006* meeting were unanimously approved.

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

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

Steering Members and Administrators absent: Drs. Terry Hickey (Provost), Arlen F. Chase, Michael Haralambous, and Christopher Muller.

Administrators present: Drs. Lin Huff-Corzine and John Schell.

Guests: none.

ANNOUNCEMENTS AND PROVOST REPORT

Comments by Dr. Chopra

BOG update Dr. Chopra presented for Dr. Chase

Discussion to occur at the Board of Governors' meeting in Pensacola on this date in regard to an ORP modification proposal with the possibility that faculty may be allowed to buy in to the state system; pending the outcome of the meeting. There will be a discussion in greater detail at a future Senate meeting. Also on the BOG agenda is the UF proposal of an extra $1000 academic enhancement fee ($500/semester) that would not be covered by Bright Futures.

OLD BUSINESS

Response from Bargaining Teams on TIP Criteria – Dr. Chopra

Dr. Chopra shared copies of emails from Dr. Jim Gilkeson (Chief Negotiator UFF-UCF) and Ms. Sherry Andrews (UCF Associate General Counsel). Both state that consensus was not reached during negotiations so as to implement the FS recommendations on the TIP Criteria for this academic year. Members of the Steering Committee inquired about the issues in regard to not adopting the FS approved changes in the TIP criteria.

Dr. Cook, chair of the criteria review work subcommittee, stated that the committee members worked extensively on the TIP revision project and the subcommittee has begun work on RIA and SoTL revisions this year. Dr. Cook requested guidance from Faculty Senate Steering Committee to direct the subcommittee and if it should pursue this path. The consensus of the Steering Committee was that the subcommittee should move forward with their work agenda. RIA criteria are to be worked on next and the subcommittee usually meets on Thursdays at 4:00 p.m. Dr. Cook requested any interested faculty to serve on the subcommittee. Suggestion was made to invite a representative from UFF and BOT each to the next FS meeting on January 25, 2007. Dr. Chopra will get in touch with a member of each group for the meeting.

Conflict of Interest – Dr. Lin Huff-Corzine

Dr. Huff-Corzine reported that meetings with faculty groups continue to take place with regards to the CoI forms. Individual faculty can request a copy of the final approval form. Dr. Huff-Corzine reported that the process is used to collect information to help university to make policy. However, some policies already exist; such as, not teaching the same course at another university or community college is an existing policy. The recommendation is to report any potential conflict of interest to the supervisor and determine how to address the concern through discussion.

IP of Faculty Class Notes – Dr. Schell

Dr. Schell stated that a two-page letter was distributed to all faculty stating that if any organization advertises on campus or solicits any faculty notes – these activities are illegal; PowerPoint presentations or exams that are being sold are the faculty IP and a cease and desist order will be issued. Student notes from lecture present a less clear issue of IP; however the Golden Rule includes a selling notes clause as being an illegal activity. The instructor must bring the charge to the General Counsel. Class notes are automatically copyrighted and thus faculty members do not have to put the copyright icon on the class materials.

NEW BUSINESS

Approval of the 2006-07 TIP, RIA and SoTL Criteria – Dr. Chopra

The criteria for the 2006-2007 reflect the previous criteria without the Senate recommended changes in the TIP. These criteria need to be approved by the Steering Committee today in order to move forward with dissemination to the faculty. The issue of Senate recommendations for these merit awards will be added to the next Steering meeting in January for further discussion. Motion made, seconded and the criteria were unanimously approved. Dr. Huff-Corzine will move forward with the process.

Report on Academic Conduct Statistics – Dr. Schell

Dr. Schell presented a summary report on Academic Conduct. He noted that there is a current student initiative on campus to ban the use of turnitin.com. The Graduate Council is discussing a resolution to use turnitin.com. While faculty can access student academic conduct records in the office, that information is not available online. Dr. Schell reported that his office is waiting on the Academic Integrity Survey results. At that point, members could invite Ms. Patty McKowan either to Steering or Faculty Senate. He anticipates that a white paper will be developed. The Ethics task force meets the first Monday in December and if you have any questions/concerns please forward them to Dr. Chopra.

Research Council Constitutional Amendment – Dr. Chopra presented for Dr. Chase

The Chair of the Research Council sent a note through Dr. Chase in regard to changing the Faculty Senate Constitution to allow the library representative to vote as member of the research council. The Steering Committee members asked that Dr. Cook work on item and develop a proposal to revise the constitution; Unanimous support of this recommendation was noted since the library representatives need to be enfranchised. On a related note, there is a need to look at the Undergraduate Policy and Curriculum Committee (UPCC) makeup and to change the size of its membership. The constitution also needs to be revised to include the College of Medicine as well as the number of senators. Dr. Cook was appointed; Drs. Pennington and Jewett to serve; is to provide service vital for research and role

ACTION: Motion made, seconded to approve library representative as voting member of the council. Anticipate completion of work by March, 2007.

Technology Fee – Dr. Chopra

The BOG can help the university by providing another source of funding. Dr. Chopra asks when was the right time for the Senate to offer a resolution to support the new fee. This issue will be added to the next Steering meeting in January.

Evaluation of Regional Campus Faculty – Dr. Chopra

There is discussion of a proposal for a separate set of criteria for those faculty serving on the regional campuses. Dr. Schell stated that the discussion was raised by a dean there was mixed reaction from chairs with no support at this point. Regional faculty are part of UCF – the issue is related to research of the bench scientist versus the social scientist. Dr. Chopra suggested that this issue be referred to the Personnel Committee. The committee will need to determine the sense of the faculty and if this is perceived as problem or not. They will see if is there a policy to rotate back and forth between main and regional campuses. Committee will collect information on the background and then report to the Steering Committee if a resolution is needed. It was approved unanimously to send it to Personnel Committee.

Improvements to the Senate Website – Dr. Chopra

Members are asked to review the Senate website which is maintained by Latrecia Rice. Please make note of information available on the website and suggest any changes/additions. Dr. Trouard volunteered to review and send feedback. All members are asked to access the website within the next two weeks time frame.

Role of Steering Committee Members on Standing Committees – Dr. Chopra

Dr. Chopra reminded members of the Steering Committee that their role on the Standing Committees was as liaison. As liaison, one may offer opinions, serve as intermediary, provide aid to the committee in decision-making and to bring the items to the Steering Committee. They are not voting members of the committee. Dr. Chopra is always available as a resource.

STANDING COMMITTEE REPORTS

- *Budget and Administrative Committee* – Dr. Trouard reported.

  The committee has worked on the Teaching equipment RFP and it is approaching closure. The bookstore review report is forthcoming. Dr. Chopra will ask the Provost to ask that bookstore notify all faculty that if they have submitted orders, to follow up and double check that order has been processed.

- *Graduate Council Committee* – Dr. Moharam reported.

  Graduate Council Policy Subcommittee met October 12 and November 2. The next meeting is November 30. A draft policy is to be prepared on the ETD use of turnitin.com and the ETD dissemination policy. The subcommittee approved a proposed resolution to use turnitin.com in evaluation theses and dissertations. Resolution (GS-1) and Resolution (GS-2) will be presented to the Steering Committee pending clarifications and input from the graduate coordinators. Also, the committee has discussed the possible role of Graduate Council in doctoral program review, review of outside consultant reports and access to program review documentation. It has begun discussion of Faculty-Graduate Student potential conflict of interest.

  Graduate Council Curriculum Subcommittee met October 11, 25, November 8, and the next meeting is November 29. Meetings resulted in the approval of the proposed new MA in Music program; MEd in Education Media; and MA in Anthropology. The committee has reviewed and approved special topics and course action requests.

- *Personnel Committee* – Dr. Barfield reported.

  The committee will meet on the first of December. The agenda items will include retirement plans and dissemination of information from human resources.

- *UPCC* – Dr. Pennington reported.

  The committee will be meeting in two weeks. Dr. Pennington noted that any course proposals must be consistent with state policy.

OTHER

Cancellation of November 30ᵗʰ Faculty Senate Meeting – Dr. Chopra

Due to a light agenda, the Faculty Senate meeting scheduled for November 30, 2006 was cancelled so as to allow additional time for important committee work. All Standing committees will need to continue to meet, can utilize this open date for meetings and report back in January.

ADJOURNED

Motion to adjourn was made and seconded. The meeting was adjourned at 6:00 p.m.

Academic Dishonesty/Cheating Statistics
Office of Student Conduct

2005-2006 Academic Year:

TOTAL: 64 Academic Dishonesty/Cheating

SANCTIONS: 16 Disciplinary Probation
            22 Disciplinary Suspension (1 semester to 2 years)
            16 Ethics Only (Professor Initiated)
            10 Info Only (Professor Initiated)

2004-2005 Academic Year:

TOTAL: 104 Academic Dishonesty/Cheating

SANCTIONS: 1 Disciplinary Warning
            23 Disciplinary Probation
            18 Disciplinary Suspension (1 semester to 2 years)
            26 Ethics Only (Professor Initiated)
            36 Info Only(Professor Initiated)

2003-2004 Academic Year:

TOTAL: 36 Academic Dishonesty/Cheating

SANCTIONS: 12 Disciplinary Probation
            13 Disciplinary Suspension (1 semester to 2 years)
            9 Ethics Only (Professor Initiated)
            1 Info Only (Professor Initiated)

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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	✓　**RIA Portfolios due** 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.

Distribution F

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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

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	**SoTL portfolios due to FCTL**
April 9, 2007	Committee's recommendations due to Barbara Davis, bmdavis@mail.ucf.edu - 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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UCF *(logo)*

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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) <u>**or**</u> 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.

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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, lcorzine@mail.ucf.edu - Faculty Relations for approval
March 9, 2007	Colleges and Units elect UCF-TIP Candidate Selection Committees
March 19, 2007	**UCF-TIP portfolios due** 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 bmdavis@mail.ucf.edu in Faculty Relations
April 27, 2007	*Letters to all applicants from Academic Affairs – prepared by Faculty Relations *Colleges to notify all applicants of outcome