M E M O R A N D U M

Date: October 30, 2009

TO: Members of the Steering Committee

FROM: Ida Cook
               Chair, Faculty Senate

SUBJECT: **STEERING COMMITTEE MEETING on November 5, 2009**

Meeting Date: Thursday, November 5, 2009

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**

2. **Roll Call**

3. **Minutes of** *October 8, 2009*

4. **Announcements and Recognition of Guests**
   - Provost's update

5. **Old Business**
   - Approval of COM TIP, RIA, and SOTL Documents
   - Health Insurance issues – *Mark Roberts and Bill Merck*

6. **New Business**
   - Emergency Management Plan – *Jeff Morgan*
   - X(Grade) for Academic Dishonesty - *Alison Morrison-Shetlar*
   - Recommended Change to Graduate Council Committees

7. **Standing Committee Reports**
   - Budget and Administrative Committee – *Patrick LiKamWa*
   - Graduate Council – *Stephen Goodman*
   - Personnel Committee – *Arlen Chase*
   - UPCC – *Bob Pennington*

8. **Other**

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

Steering Officers Present: Cook, Wink, Kassab, and Chopra.

Steering Committee Members Present: Belfield, Brown, Cash, Covelli, Daniell, Edwards, Gause, Goodman, Koons, Kovach, LiKamWa, Moslehy, Oetjen, Pennington, Schulte, Seidel, and Sivo.

Administrators Present: Provost Hickey, D. Chase, Huff-Corzine, Vittes.

Steering Committee Members Not Present: Chase, Kaufman, Lynxwiler, and Rahrooh.

MINUTES
Motion to approve the minutes of September 10, 2009. Motion seconded. The minutes were approved with revisions.
> *Revisions:* Under Standing Committee Reports: The chair of the Graduate Program Review Committee should be recorded as Kevin Coffey.

RECOGNITION OF GUESTS
Kevin Haran, Chair, Personnel Committee; Ann Roberts, College of Business Administration.

ANNOUNCEMENTS
Provost's Update
The Provost provided an overview of the recent problem with health insurance, in which incorrect payments to insurance companies caused UCF personnel to be dropped from insurance rolls. The problem has been corrected and there is a mechanism in place to reimburse those who had to pay out of pocket. A senator noted that this is the second such incident he personally experienced. The first occurred 10-12 years ago. Dr. Cook asked committee members to share the information regarding re-imbursement forms with their colleagues. Several committee members related past and current problematic experiences with PeopleFirst. The Provost suggested that the Steering Committee invite Bill Merck and Mark Roberts to attend a Steering meeting to listen to such concerns and answer questions. The Steering Committee approved that suggestion.
Agenda Item: Dr. Cook will invite Bill Merck and Mark Roberts to an upcoming Steering Committee meeting to report on the situation with insurance and what has been done to remedy the issues.
Budget Report: A new budget model has been developed to allocate resources. This will replace the Pegasus model, which was based on enrollment growth. The new budget model funds both base enrollment and enrollment growth. The colleges will receive three budget allocations throughout the year. The base allocation is calculated based on the previous year's credit hour production plus a percent increase in proportion to the tuition increase. The second

and third allocations are based on enrollment growth in comparison to the prior year's enrollment. The second allocation is calculated based on summer and fall enrollment, and the third is based on spring enrollment. This is a revenue based model. Of the tuition revenue, 65% will go to the colleges for instructional purposes, 25% to administration, and 10% will go toward specific investments in instruction and research.

For the current year, the initial allocation had been based on the Pegasus model. The extra revenue from enrollment growth will be allocated based on base enrollments. Every college is expected to receive more money, and it is anticipated that there will be approximately $5 million to distribute. Of that $5 million, $1 million will be used to make the graduate allocation into recurring money. The rest of funds will be divided accordingly.

The other component of the budget model deals with eliminating one-time money from the budget. This component needs to be approved by the Board of Trustees (BOT). There had been a mandate from the BOT to have all of the one-time money removed from the budget by 2011. Doing so will require personnel cuts. However, if the BOT will allow the one-time money to be removed over five years, all units will have sufficient gains through tuition income to replace the one-time funds with recurring funds. Twenty percent of the one-time money will be removed from colleges' budgets each year for five years. This will allow colleges to continue using one-time money to support instructors and adjuncts who are carrying full teaching loads while they use recurring money to hire new tenure-track faculty. Under this model, UCF can absorb an additional 4% budget cut from the state. The provost will be proposing this plan to the BOT Finance and Educational Programs committees later this month.

In response to a question regarding the use of tuition money to improve academic quality, the Provost provided an overview of a new initiative with the aim of designing, implementing, and evaluating programs to increase the quality of education. Beginning this year, the university will fund five projects at $200,000 a year for three years. The intention is to repeat this for the next two years, using a total of $9 million to fund 15 projects. The call for proposals will go out in November, the review period will be in February, and the first set of projects will be decided on by March 15th. This will allow the new initiatives to go live in Fall 2010.

OLD BUSINESS

College Budget Updates

Plans for removing one-time funds from the college budgets are due to the provost by October16. Some have already been submitted. If the BOT approves the five year plan outlined above, these plans will not have to be implemented.

Committee on Committees

Dr. Wink provided an overview of the status of standing and reporting committee appointments. She requested that members of the Committee on Committee provide names for the remaining open seats on the standing committees.

STANDING COMMITTEE REPORT

Motion made to amend the agenda to move up Dr. LiKamWa's standing committee report, as he has to leave shortly. Motion carries.

Budget and Administrative Committee – *Patrick LiKamWa reporting*

No report.

NEW BUSINESS
Distribution of Senate roll with minutes
A request was made in the Senate for requiring publication of the Senate roll with the Senate minutes. This practice was discontinued in September 2002 after senators complained about being "policed." Currently, copies of the roll are maintained in the Senate office. After discussion, a motion was made to take the issue to the Senate for a vote. The motion before the Senate will be that the roll will be uploaded into an online spreadsheet, which senators should check before the next meeting. After the minutes are approved, the roll becomes official. The motion to take the issue to the Senate was seconded and passed unanimously.
Agenda Item: The motion will be taken to the Senate for a vote.

Proposals for presentations
Dr. Cook received two requests to present at the October Senate meeting. Admiral Al Harms would like to make a presentation to the Senate on UCF's strategic plan, and the College of Medicine would like to present on the role and activities of their multi-year contract faculty. Motions to add these presentations to the agenda were unanimously approved. There was a brief discussion of the use of multi-year contracts in colleges other than COM.
Agenda Item: Presentations on the Strategic Plan and the College of Medicine will be added to the agenda for the October Senate meeting.

OTHER BUSINESS
A question was raised regarding the status of the College of Medicine TIP, RIA and SOTL documents. Dr. Daniell reports that these were discussed at the last COM faculty meeting and will be ready to be presented to the Steering Committee at next month's meeting.

STANDING COMMITTEE REPORTS
Graduate Council – *Stephen Goodman reporting*
The Policy Committee has had two meetings since the last Steering Committee meeting. On 9/23/09 the committee had its "organizational" meeting during which a list of potential agenda items for the year was reviewed. Some of the items are continuing from last year and several represent new issues collected for 2009-2010. On 10/7/09 the committee began discussing the issue of "residence credits" and the distinction between credits for UCF courses vs. courses taken at other universities. Several pages of Graduate Catalog copy were examined for revision in conjunction with this issue. The committee also began to re-examine the catalog regarding the language on dissertation advisory committee membership (in particular the stipulation regarding an outside member). The Policy Committee will continue its discussion of the doctoral transfer credits and its implications items at its next meeting on 10/14/09 after obtaining additional information from outside institutions. At this point the Policy Committee has nothing to bring forward to the Steering Committee.

The Graduate Curriculum Committee has had one meeting since the last Steering Committee meeting. On 9/16/09 the committee reviewed six Course Action Requests (2 for course additions and 4 for course revisions). In addition the committee approved a proposal for the addition of a portfolio option in the College of Education K-8 Math and Science Ed MEd program; approved a proposal for the temporary suspension of admissions to the College of Education MA in

Curriculum and Instruction while the department makes revisions to the program; approved a proposal to reduce the required hours (by 6) and increase the elective hours (by 6) in the College of Sciences Physics PhD program; approved a proposal to temporarily suspend admissions to the College of Arts and Humanities MFA in Film and Digital Media Visual Languages track due to budget issues with reactivation for the 2010-2011 academic year.

The Graduate Appeals and Awards Committee has had two meetings since the last Steering Committee meeting (9/22/09 and 10/8/09), during which it acted on a total of 31 appeals. Summary results are: waive the 7 year degree rule, 6 approved, 2 denied; waive the 3 year certificate rule, 1 approved, 0 denied; transfer more than 9 student credit hours, 1 approved at doctoral level, 8 approved at master's level, 0 denied at doctoral level, 4 denied at master's level; transfer C grade, 0 approved, 1 denied; certificate substitution, 3 approved, 0 denied; late drop appeal, 2 approved, 2 denied; medical withdrawal appeal, 1 approved, 0 denied.

The Graduate Program Review Committee has a meeting scheduled for 10/9/09 (tomorrow).

Dr. Cook noted that there is a proposal to move the "awards" part of the Appeals and Awards Committee to the Program Review Committee.

<u>Personnel Committee</u> – *Kevin Haran reporting*
Kevin Haran, Chair of the Personnel Committee, reported in place of Dr. Chase, who is out of town. There is a meeting of the committee next week.

<u>Undergraduate Policy and Curriculum Committee</u> – *Bob Pennington reporting*
There is a meeting scheduled for October 13. The following items appear on the consent agenda for that meeting:
- Suspension of equipment and facility fees for Cardiopulmonary and Radiologic Sciences effective spring 2010. The program currently has enough money to maintain to the end of program.
- Addition of Social Work Practice with Loss and Life's Transitions (SOW 3740) to the Aging Studies Certificate and the Aging Studies Minor.

The following items appear on the committee action agenda for that meeting:
- Cinema Studies B.A requests the GPA requirement be changed from "B" to "C".
- Visual Arts & Emerging Media requests the addition of a new track in Visual Arts and Emerging Media Management.
- Suspension of the Addictions Certificate.
- Deletion of defunct Foodservice and Restaurant Operations Management Track from the course catalog.

ADJOURNMENT
Motion to adjourn was made and seconded. The meeting adjourned at 5:45 p.m.

Draft:

UCF policy for X(Grade) for Academic Dishonesty

The Ethics Task Force Committee, a subcommittee of the UCF Faculty Senate, is proposing consideration of the adoption of a University wide X Grade policy. This adoption is to reaffirm the importance and the civic responsibility that students and faculty have to ensure that degrees earned at UCF are of high quality and have clear standards.

Student and faculty focus groups consulted have indicated strong support for this policy.

Action: An X(Grade) will be assigned to a student as a result of academic dishonesty in a course.

Process:
- If a student is found in violation of academic honesty by a faculty member in a course, the student will be informed by the faculty member.
- The faculty member may provide a zero for the assignment, resulting in the lowering of the final grade (e.g. XA, XB, XC, XD) or an F in the course (XF).
- The faculty member must report the violation (at least for information only) to Office of Student Rights and Responsibilities using forms http://www.osc.sdes.ucf.edu/?id=incident_report_1
- The student remains in the course.
- When submitting final grades, the faculty member will inform the Registrar's Office via the X Grade form. The Registrar's Office will record the X grade and flag the audit such that the grade cannot be changed until the student completes the required ethics course.

The student has the following recourse to remove the X designation:
- The student may go through the academic grade appeal process (Golden Rule) to have the X removed. Must be done in the same semester, or the following semester if violation occurs late in the semester or in the summer.
  - If student found not in violation
    - student receives grade earned, has stayed in course and finishes.

  - If found in violation – first violation
    - Students may be able to use one grade forgiveness (2 available for the academic lifetime of the student) in the following semester of enrollment to remove the designation from appearing on the transcript.
      - Students would have to retake the course (excess hours issue) within the next year of enrollment.
    - Educational component of the policy:
      - Students would have to satisfactorily complete the mandatory non-credit academics ethics course within one year of enrollment after the violation.

- A grade change must occur within one academic year following enrollment by faculty member or department chair.

    - If found in violation – second violation
        - Second X grade awarded stays on transcript and a note is added to the transcript.
        - Educational component of the policy:
            - Students would have to take a mandatory non-credit academic ethics course within one year of violation following enrollment.
            - No grade change will occur
            - X(grade) stays on the student's audit and a note is added
            - X (grade) stays on the transcript and a note is added.

- X(Grade) will be calculated into the GPA in the same way as a minus grade.

Please note that the proposed X Grade Policy , mentioned herein, is separate from the Student Conduct Process, which may include additional sanctions.

Scenario1

First violation	Second Violation
Student violation with a C (for instance) in the course	Student violation with a C in the course
Earns XC	Earns XC
Student attends required ethics course. Student and faculty member receive confirmation email of satisfactory course completion.	
Recorded C	Recorded XC with note in transcript explaining X

Scenario 2

First violation	Second Violation
Student violation with a C in the course	Earns F
Earns XC notation	Earns XF notation
Student attends required ethics course. Student and faculty member receive confirmation email of satisfactory course completion.	
Seeks grade forgiveness	(grade forgiveness not an option)
Recorded C	Recorded XF with note in transcript explaining X

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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
2009-2010 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 2009-2010, 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 the Faculty Senate Steering Committee and approved by the latter.

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, 2009, the start of the 2009-2010 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 continuous, full-time faculty holding tenured, tenure-earning, or multiyear appointments since August 8, 2005, the start of the 2005-2006 academic year. No candidate may be selected for a RIA award more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2005, or later is not eligible for a RIA this year. Any faculty member who received a RIA increase that was effective August 8, 2004, 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 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 2009-10 Schedule

September 10, 2009	✓ Faculty Senate completes review of university requirements for RIA
TBA	✓ Distribute Guidelines to all Faculty via e-mail
TBA	✓ TIP, RIA & SoTL Workshop
TBA	✓ College to have elected RIA Selection Committee
TBA	✓ **RIA Portfolios due** in Dean's or VP's Office no later than 5 PM
TBA	✓ College Review Committee's recommendations due to Academic Affairs, Suite 351
TBA	✓ 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
2009-2010 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 <u>primary</u> area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's <u>secondary</u> (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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COLLEGE OF MEDICINE

2009-20010 Scholarship of Teaching and Learning Awards Program

(Approved by the Faculty Senate Steering Committee,   )
**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, 2010.**

I.   Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2009-2010, 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, 2009, the start of the 2009-2010 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, 2005.

 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, 2005, or later is not eligible for a SoTL this year. Faculty who received the award in 2004-2005 or earlier are eligible to apply for the 2009-2010 award.

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

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community, e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).

 2. Peer recognition of research and creative efforts in the same or related disciplines.

 3. Publication of research and creative efforts in the same or related disciplines.

 4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

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

1. Table of contents.

2. Nomination letter from the dean, director, chair, or a colleague written specifically in support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.

3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).

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

5. Curriculum Vita with Scholarship of Teaching and Learning grants and research ==highlighted==.

6. Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)

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

VI. Evaluation and Award Process
The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees will be invited to submit 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 2009-2010 Schedule

September 4, 2009   Faculty Senate completes review of
                                           university requirements for UCF-SoTL

September 18, 2009   Distribute Guidelines to All Faculty

January   , 2010   UCF- RIA, & SoTL Workshop

January , 2010   College Election of SoTL Review &
                                           Selection Committee
                                           Names of those elected should be sent to T.
                                           Crouse by February 1, 2010

March 19, 2010   **SoTL portfolios due to FCTL**

April 16, 2010   Committee's recommendations due to
                                           Barbara Davis, bmdavis@mail.ucf.edu -
                                           Academic Affairs

April 23, 2010   Academic Affairs to notify all applicants of
                                           outcome

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UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
TEACHING INCENTIVE PROGRAM
2009-2010 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, 2009, the start of the 2009-2010 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 (2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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, 2005, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2004, 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 2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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 2009-2010, 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 (2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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 2009-10 Schedule

September 10, 2009	Faculty Senate Steering Committee completes review of university requirements for TIP
TBA	Distribute Guidelines to All Faculty
TBA	Term eligible TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
TBA	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
TBA	College elects TIP "Selection Criteria & Procedures" Committee
TBA	College sends TIP "Selection Criteria & Procedures" document to lcooney@mail.ucf.edu for review and approval
TBA	TIP, RIA and SoTL Workshop
TBA	College elects TIP Selection Committee
TBA	**TIP portfolios due** in deans' office no later than 5 PM
TBA	College sends TIP Selection Committee recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
TBA	• Office of Academic Affairs to notify all applicants of outcome • College to notify all applicants of the outcome, including reasons for recommendations