

Faculty Senate Steering Committee Meeting
Minutes of
November 5, 2009

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, Cash, Chase, Covelli, Daniell, Edwards, Gause, Goodman, Kaufman, Koons, Kovach, LiKamWa, Moslehy, Pennington, Schulte, and Seidel.

Administrators Present: Provost Hickey, D. Chase, and Morrison-Shetlar.

Steering Committee Members Not Present: Brown, Lynxwiler, Oetjen, Rahrooh, and Sivo.

MINUTES

The minutes of October 8, 2009 were approved as recorded by unanimous vote.

RECOGNITION OF GUESTS

Lucretia Cooney, Faculty Affairs; Patti MacKown, Student Rights and Responsibilities; Bill Merck, Administration and Finance; Jeff Morgan, Environmental Health and Safety; Mark Roberts, Human Resources.

ANNOUNCEMENTS

Provost's Update

At the Board of Trustees (BOT) Educational Programs Committee and Finance Committees meetings, the provost presented a proposal to remove one-time money from the budget over five years rather than two years. Both committees approved the five year plan unanimously. The plan will be presented again at the BOT retreat next week. The full BOT will vote on the issue at the next BOT meeting. The provost is confident that the plan will be approved. Last week, budget numbers based on final enrollment were distributed to deans and unit heads, and it is expected that the funds will be transferred prior to the Thanksgiving break. Deans can begin the process of hiring faculty and instructors. Based on a model of the growth in tuition revenues (not including further enrollment growth), it will take UCF seven years to recover the \$77.2 million cut from the recurring budget over the past two years. The provost does not believe that the projected state budget shortfall of \$1.2 billion will affect UCF. The five year plan could be sustained even if an additional 4% cut is made to UCF's budget.

Library Shift

Rich Gause announced that there will be a big shift in the library during which every volume in the library will be moved. Because the library stacks are full, 48,000 volumes from the collection will be moved to storage to make room for new additions. The volumes being removed are all available electronically via online databases. What cannot be accessed electronically can be obtained via inter-library loan requests.

H1N1

A notice has gone out that the H1N1 (swine flu) vaccine is available to faculty, staff and students. Dr. Cook asked steering members to pass the word along to their colleagues and students.

Online Attendance

The online attendance link is operative on Faculty Senate website. An email notice will go out to the senators regarding this issue.

OLD BUSINESS

College of Medicine TIP, RIA, and SOTL documents

The College of Medicine (COM) TIP, RIA, and SOTL documents have been reviewed by the COM faculty to ensure that they accommodate the faculty in the Burnett School of Biomedical Sciences (primarily tenured and tenure earning) and the faculty in the department of Medical Education (primarily multi-year contract). Dr. Daniell provided an overview of the proposed changes to TIP and RIA. No changes are proposed to SOTL. Motion made to approve the proposed changes. Motion seconded and carried. The documents were unanimously approved.

Health Insurance

Bill Merck, Vice President of Administration and Finance, and Mark Roberts, Director of Human Resources, discussed the recent problem with health insurance benefits for nine-month faculty. The problems have been identified and corrective actions were taken at Human Resources. Procedural changes have been put in place to prevent a recurrence. Mr. Roberts discussed the role of PeopleFirst, which operates under the authority of the state-wide Division of Management Services, and provided an overview of the way the university pays for health insurance. He then described the causes of the recent problems, which resulted in the suspension of insurance coverage for all nine-month faculty as of October 1, 2009. Forty- three members of the faculty reported to Benefits directly that their health services were affected. Mr. Roberts acknowledged that the problem could have been corrected before it affected the faculty, but wasn't due to a failure of management. Corrective actions have been taken with four of the employees involved and Human Resources is currently conducting a search for a new Benefits Manager. Mr. Roberts offers his apologies for the failure. University Audit will be reviewing Payroll and Benefits procedures to make recommendations for improvement.

Dr. Cook relayed an unrelated question from faculty who noted that they did not get paid for one day in August, on the day between end of the old contract and the start of the new contract. A steering member noted this has been ongoing for years.

Emergency Management Plan

Jeff Morgan, Coordinator of Emergency Management, reported on a grant for \$496 thousand that was awarded to UCF to improve the campus emergency management plan and to get the word out regarding the UCF alert system. Currently, UCF is retrofitting 30 buildings to make indoor announcements in the event of an emergency. UCF has purchased a text messaging, mass email, and paging system that will be able to send out information to UCF faculty, staff and students. Emergency exercises will be held with local emergency responders over the 18 month period of the grant, culminating in a university-wide exercise. Motion made to have Mr. Morgan give a presentation to the full Senate regarding emergency services. Motion seconded and carried.

Agenda Item: A presentation on emergency services will be added to the agenda for the November Senate meeting.

X(Grade) for Academic Dishonesty

Dr. Alison Morrison-Shetlar, Vice Provost and Dean of Undergraduate Studies, presented a request to move a proposed X Grade policy to the UPCC for consideration. The proposal came out of the Ethics Taskforce. Dr. Morrison-Shetlar provided an overview of the X Grade policy, which will identify academic dishonesty on student records and transcripts. This is a student- and faculty-driven initiative. A mandatory ethics course must be taken by students who are under the X designation. Motion made to send the policy to the UPCC. Motion seconded and discussion followed. A friendly amended was made that the proposal be sent to both the UPCC and the Graduate Council. The friendly amendment was seconded and carried. The amended motion carried.

Recommended Change to Graduate Council Committees

Dr. Max Poole, Associate Dean of Graduate Studies, brought forward a recommendation from the Graduate Policy Committee that the awards function of the Appeals and Awards Committee be moved to the Program Review committee. The motion was unanimously approved by both committees involved. Because this will be a change to the Constitution, it needs to be approved by the Senate in two successive meetings. Motion made to add this request to the Senate agenda. Motion seconded and carried.

Motion made to amend the agenda to add a resolution from the Personnel committee. Motion seconded and carried.

Resolution from Personnel Committee

Motion from the Personnel Committee to add a resolution to the Senate agenda. Dr. Arlen Chase read the resolution aloud. Discussion of the resolution followed. The words " Personnel Committee of the" were struck from the "Be it Resolved" clause. Motion to add the resolution to the Senate carried. The revised resolution will read:

Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers

Whereas, instructors and lecturers are actively engaged in teaching at UCF, and
Whereas, instructors and lecturers are integral parts of many UCF departments, and
Whereas, instructors and lecturers currently have no formal promotion stream at the university, and

Whereas, instructors and lecturers should have incentives to excel, and
Whereas, at least five other universities in Florida and many others nationwide have created promotions streams for instructors and lecturers, and
Whereas, such promotions would make UCF competitive for the highest quality educators, and

Recognizing that this resolution will need to be bargained between the UFF and the UCF administration,

Be It Resolved, that the ~~Personnel Committee of the~~ UCF Faculty Senate recommends that the UCF administration develop policy and procedures giving all full-time instructors and lecturers an opportunity for advancement. Promotion could be in the form of a title change (EX: Lecturer to Instructor) or via a "career ladder" with levels within a given

title (EX: Senior Lecturer, Master Lecturer, Level 1 Instructor, Level 2 Instructor) and be accompanied by an appropriate salary increase.

STANDING COMMITTEE REPORTS

Budget and Administrative Committee – *Patrick LiKamWa*

The committee has not met.

Graduate Council – *Steven Goodman*

The Policy Committee has met twice since the last Steering Committee meeting. The committee has been developing policies that distinguish treatment of internal transfer credit (courses taken at UCF) vs. external transfer credit (courses taken outside UCF). At the moment the limit on external transfer credit has not changed; internal transfer credit will be allowed above the external limit, but will not exceed 50% of the degree requirements. All transfer credit will continue to require approval by the program of study. The official GPA will continue to exclude all transfer credit grades, both internal and external.

The Curriculum Committee met twice since the last Steering Committee meeting. The committee has approved revisions to two programs (Masters in Nonprofit Management-COHPA, and MA in Clinical Psychology-COS), approved a joint degree program (between the Master of Public Administration and the Master of Nonprofit Management-COHPA), and approved the reactivation of the MFA Theater Acting Track-CAH beginning Fall 2010. The committee approved the addition of two split Biology classes (4XXX/5XXX) in COS and several split Music classes in CAH. The committee reviewed a variety of course action request forms.

The Appeals and Awards Committee met twice since the last Steering Committee meeting. The committee has been discussing the transfer policy drafts being developed by the Policy Committee since changes might be expected to affect petitions related to transfer credit limits. Recommendations for minor modifications of draft language were made to the Policy Committee. The committee reviewed 15 student petitions and 4 student appeals.

The Program Review Committee met twice since the last Steering Committee meeting. The committee has been reviewing the documentation associated with the proposal for a M.Ed. in Teacher Leadership-COE and evaluating the proposal according to the criteria established for new program reviews.

Personnel Committee – *Arlen Chase*

The committee developed the resolution presented above.

Undergraduate Policy and Curriculum Committee – *Bob Pennington*

The committee met on October 13. Jill Fjelstul has been elected as chair. The BS in Architecture will be recommended to the BOT by the provost. The following program proposals were approved: the addition of Social Work Practice with Loss and Life's Transitions (SOW 3740) to the Aging Studies minor and the Aging Studies certificate; the suspension of the Addiction Certificate; the suspension of lab fees for Cardiopulmonary and Radiologic Sciences; the addition of a new track in Visual Arts and Emerging Media Management; the deletion from the catalog of a defunct track in Foodservice and Restaurant Operations Management. The next meeting is scheduled for November 10.

OTHER BUSINESS

Student Perception of Instruction

Dr. Cook provided information regarding the new reporting of student evaluation and perception of instruction data. A sample report is distributed. Faculty and students will be contacted with information about the new online process. A discussion followed regarding potential issues with the online process. Additional comments should be sent to Dr. Cook before Monday.

Textbook Affordability

Dr. Cook is serving on statewide commission on textbook affordability. UCF had significant participation in the recent survey. Chancellor Brogan is very interested in open-access textbooks and it is likely that online textbooks will be available. There are concerns with the mandatory statewide imposition of textbooks and the standardization of textbooks.

ADJOURNMENT

Motion to adjourn made and seconded. Meeting adjourned at 5:51 p.m.

Resolution 2009-2010-1 Promotion Stream for Instructors/Lecturers
(from the Personnel Committee)

Whereas, instructors and lecturers are actively engaged in teaching at UCF, and

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Whereas, instructors and lecturers currently have no formal promotion stream at the university, and

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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 primary area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's secondary (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

Candidate's Signature

Date

Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.



*Dr. Tace Crouse, Interim Director
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COLLEGE OF MEDICINE

2009-2010 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

Instructor Name: [REDACTED]

Department/School	Course-Section Number	Course Name
[REDACTED]	[REDACTED]	[REDACTED]
12	12	100.00
Number of Students Enrolled	Number Responding	% of Response

Question	5 4 3 2 1					Number Responding
	Excellent	Very Good	Good	Fair	Poor	
Feedback concerning performance	75.00	16.67	8.33	0.00	0.00	12
Instructor interest in student learning	91.67	8.33	0.00	0.00	0.00	12
Use of class time	75.00	25.00	0.00	0.00	0.00	12
Instructor's organization of course	83.33	16.67	0.00	0.00	0.00	12
Continuity between class meetings	83.33	16.67	0.00	0.00	0.00	12
Pace of Course	83.33	16.67	0.00	0.00	0.00	12
Instructor's assessment of student progress	75.00	25.00	0.00	0.00	0.00	12
Learning materials	83.33	0.00	16.67	0.00	0.00	12
Description of course objectives	83.33	16.67	0.00	0.00	0.00	12
Communication of ideas and info	91.67	8.33	0.00	0.00	0.00	12
Expression of expectations of performance	83.33	16.67	0.00	0.00	0.00	12
Availability to assist students	83.33	16.67	0.00	0.00	0.00	12
Respect and concern for students	91.67	8.33	0.00	0.00	0.00	12
Stimulation of interest in the course	91.67	8.33	0.00	0.00	0.00	12
Facilitation of learning	75.00	25.00	0.00	0.00	0.00	12
Overall assessment of instructor	83.33	16.67	0.00	0.00	0.00	12

Statistics over all questions

N	192
Mean	4.81770833333
Std Dev	0.424630916127
Min	3
Max	5

Pg

Summary for Department

██████████ & ██████████ : ██████████ & ██████████

Question	Excellent	Very Good	Good	Fair	Poor	Number Responding
Feedback concerning performance	48.57	28.57	22.86	0.00	0.00	35
Instructor interest in student learning	74.29	17.14	8.57	0.00	0.00	35
Use of class time	54.29	31.43	11.43	2.86	0.00	35
Instructor's organization of course	60.00	28.57	8.57	2.86	0.00	35
Continuity between class meetings	54.29	31.43	11.43	2.86	0.00	35
Pace of Course	45.71	34.29	17.14	0.00	2.86	35
Instructor's assessment of student progress	40.00	37.14	20.00	2.86	0.00	35
Learning materials	45.71	31.43	17.14	5.71	0.00	35
Description of course objectives	42.86	42.86	14.29	0.00	0.00	35
Communication of ideas and info	54.29	34.29	11.43	0.00	0.00	35
Expression of expectations of performance	41.18	41.18	14.71	2.94	0.00	34
Availability to assist students	62.86	22.86	14.29	0.00	0.00	35
Respect and concern for students	80.00	17.14	2.86	0.00	0.00	35
Stimulation of interest in the course	57.14	31.43	8.57	2.86	0.00	35
Facilitation of learning	48.57	34.29	17.14	0.00	0.00	35
Overall assessment of instructor	60.00	28.57	11.43	0.00	0.00	35

Summary for College

[REDACTED] & [REDACTED]

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Facilitation of learning	48.57	34.29	17.14	0.00	0.00	35
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Instructor Name: [REDACTED]

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Description of course objectives	42.86	42.86	14.29	0.00	0.00	35
Communication of ideas and info	54.29	34.29	11.43	0.00	0.00	35
Expression of expectations of performance	41.18	41.18	14.71	2.94	0.00	34
Availability to assist students	62.86	22.86	14.29	0.00	0.00	35
Respect and concern for students	80.00	17.14	2.86	0.00	0.00	35
Stimulation of interest in the course	57.14	31.43	8.57	2.86	0.00	35
Facilitation of learning	48.57	34.29	17.14	0.00	0.00	35
Overall assessment of instructor	60.00	28.57	11.43	0.00	0.00	35

Summary for College

██████████ & ██████████

Question	Excellent	Very Good	Good	Fair	Poor	Number Responding
Feedback concerning performance	48.57	28.57	22.86	0.00	0.00	35
Instructor interest in student learning	74.29	17.14	8.57	0.00	0.00	35
Use of class time	54.29	31.43	11.43	2.86	0.00	35
Instructor's organization of course	60.00	28.57	8.57	2.86	0.00	35
Continuity between class meetings	54.29	31.43	11.43	2.86	0.00	35
Pace of Course	45.71	34.29	17.14	0.00	2.86	35
Instructor's assessment of student progress	40.00	37.14	20.00	2.86	0.00	35
Learning materials	45.71	31.43	17.14	5.71	0.00	35
Description of course objectives	42.86	42.86	14.29	0.00	0.00	35
Communication of ideas and info	54.29	34.29	11.43	0.00	0.00	35
Expression of expectations of performance	41.18	41.18	14.71	2.94	0.00	34
Availability to assist students	62.86	22.86	14.29	0.00	0.00	35
Respect and concern for students	80.00	17.14	2.86	0.00	0.00	35
Stimulation of interest in the course	57.14	31.43	8.57	2.86	0.00	35
Facilitation of learning	48.57	34.29	17.14	0.00	0.00	35
Overall assessment of instructor	60.00	28.57	11.43	0.00	0.00	35



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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	<ul style="list-style-type: none"> • Office of Academic Affairs to notify all applicants of outcome • College to notify all applicants of the outcome, including reasons for recommendations