

MEMORANDUM

Date: October 31, 2013
TO: Members of the Steering Committee
FROM: Reid Oetjen
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on November 7, 2013**

Meeting Date: Thursday, November 7, 2013
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of *October 3, 2013***
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
None.
7. **New Business**
 - Pending 2012-2013 Senate resolutions – *Tony Waldrop*
 - Approval of TIP, RIA, and SOTL documents – *Lyman Brodie*
 - Top 10% admissions initiative – *Gordon Chavis*
8. **Committee Reports**
 - Budget and Administrative Committee – *Tom Wu*
 - Graduate Council – *Jim Moharam*
 - Parking Advisory Committee – *Bernardo Ramirez*
 - Personnel Committee – *Robert Wood*
 - Undergraduate Council – *Deborah Breiter*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
October 3, 2013

Reid Oetjen, chair, called the meeting to order at 4:07 PM. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of September 5, 2013 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Elliot Vittes, Interim Dean of Undergraduate Studies

Bill Self, Associate Professor, Burnett School of Biomedical Sciences

ANNOUNCEMENTS

Arlen Chase has accepted a position in the College of Science Dean's office and is no longer eligible for service in the Faculty Senate. He has stepped down as a senator.

REPORT OF THE PROVOST

Diane Chase represented the provost in his absence. There is nothing substantial to report. Questions and comments were invited. Koons reported hearing concern over the late release of the budget to units. Breiter expressed concern over payment for dual compensation in the Rosen College of Hospitality. Chase said that the provost wanted to make sure that faculty were paid appropriately. In response to a question about the dollar amount of the proposed 1% faculty raise, Chase said that, if approved, the raise for in-unit faculty would be approximately \$1.2 million. Cook asked about the president's announcement that UCF will be admitting the top ranked 10% of Florida high school students; Chase said a group will be meeting to work out details. Breiter asked if college budgets are based on student credit hours; Chase replied that the provost was working on a model to reward colleges for different factors. Chopra added that the Board of Governors will be asking state universities to follow several different goals for improvement, such as graduation rate. Edwards asked about faculty input to budget decisions; Chase said that input comes from the deans and budget committee.

OLD BUSINESS

Publication of SPOI Data

The committee compared the list of new SPOI questions to the previous list. Edwards moved to publish data from all nine questions on the UCF website; the motion was seconded and passed. This will be added to the agenda of the next Senate meeting.

Additional Steering Committee liaisons were named: Robert Wood, Personnel; Deborah Breiter, Undergraduate Council.

NEW BUSINESS

Student Records and Financial Aid

For some cases of student withdrawals from courses, UCF has to return funds to the federal government. Faculty are asked to report about those students' attendance and participation in

courses. The question arose about whether faculty should require some “educational activity” within the first several weeks of the semester. Koons moved to send this issue to both the UPCC and Graduate Council; the motion was seconded and passed.

COMMITTEE LIAISON REPORTS

Budget and Administrative – Oetjen reported that Robert Cassanello was elected committee chair.

Graduate Council – Jim Moharam reported that the committees are meeting to conduct regular business. No issues that may require Senate approval is under consideration at this time

Parking Advisory –Oetjen reported that Amit Joshi was elected committee chair.

Personnel –Oetjen reported that Mason Cash was elected committee chair.

Undergraduate Council –Elliot Vittes noted that Bill Self was elected chair of the Undergraduate Policy and Curriculum Committee.

ADJOURNMENT

The meeting was adjourned at 5:10 PM.



Faculty Relations
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
E-mail: lucretia@ucf.edu

RESEARCH INCENTIVE AWARDS PROGRAM

2013~~2~~-2014~~3~~ Procedures

(Approved by the Faculty Senate Steering Committee, ~~October 2, 2012~~)

I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C).

For 2013~~2~~-2014~~3~~, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. 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.

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, 2013~~2~~, the start of the 2013~~2~~-2014~~3~~ contract. The actual dollar amount awarded for the academic year 2013~~2~~-2014~~3~~ will be based on 9-month or 12-month employment.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served continuously since August 8, 2009~~8~~, the start of the 2009~~8~~-2010~~9~~ academic year. No candidate

may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2007~~8~~ or earlier are eligible to apply.* I&C faculty who are members of academic departments should apply through their respective college.

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 five **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. 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 the vice president for research and commercialization, 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.

**Candidates for an award are not eligible to serve on peer review committees.*

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2012-2013 Application and Nomination Form

PERSONAL DATA

Name _____ Rank or Title _____

College _____ Department _____

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



*Faculty Relations
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
E-mail: lucretia@ucf.edu*

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

201~~2~~3-201~~3~~4 Procedures

(Approved by the Faculty Senate Steering Committee, ~~October 2, 2012~~)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 201~~2~~3-201~~3~~4, there will be 2 new RIAs in addition to any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 201~~2~~3, the start of the 201~~2~~3-201~~3~~4 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 College of Medicine 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. The actual dollar amount awarded for the academic year 201~~2~~3-201~~3~~4 will be based on 9-month or 12 month employment.

Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 200~~9~~8, the start of the 200~~9~~8-201~~0~~9 academic year. No candidate may be selected for the RIA award more than **once every five years**. *Faculty who received a RIA effective August 8, 200~~8~~7 or earlier are eligible to apply.*

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

A review committee comprised of 5 faculty members, one nominated by the Dean and the four most recent RIA winners will select the recommended awardees. 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 the 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.

**UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2013~~2~~-2014~~3~~ Application and Nomination Form**

College of Medicine

PERSONAL DATA

Name _____ Rank or Title _____

Department _____

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



*Dr. Melody Bowdon, Director
Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building 1, Room 207
Phone: (407) 823-3544*

**UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2013-2014 Procedures**

(Approved by the Faculty Senate Steering Committee, **November 7, 2013**)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building 1, Room 207 no later than 5:00 p.m. on March 14, 2014.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2013-2014, UCF will sponsor ten (10) awards for the Scholarship of Teaching and Learning (SoTL). In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will be “recycled” as **additional** SoTL awards for the following academic year.

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, 2013, the start of the 2013-2014 contract. The actual dollar amount awarded for the academic year 2013-2014 will reflect the employee’s FTE for the year.

III. Faculty 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, 2009.
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, 2009, or later - are not eligible for a SoTL this year. Faculty who received the award in 2008-2009 or earlier are eligible to apply for the 2013-2014 awards.

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

Applicants who fail to follow the specific directions below (word count, etc.) will be disqualified.

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 and impact 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**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SOTL category. Applicants who have won the SOTL award in previous years should not highlight entries from the previous award period/s.
6. Narrative on the impact of the applicant's 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 book cover, first two pages of articles or other publications, grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

VI. Evaluation and Award Process

The award winners will be determined by a university-level committee consisting of one (1) tenured and annually elected faculty member from each of the colleges and the director of the

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. Each winner will be invited to submit a SOTL-focused article for publication in FCTL's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2013-2014 Schedule

November 7, 2013	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
November 15, 2013	SoTL Award Criteria distributed to all faculty.
December 16, 2013	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 16, 2013.
January 22 and February 11, 2014	SoTL workshops for all faculty in Faculty Center, CL1, 207.
March 14, 2014	SoTL portfolios due to FCTL by 5:00 p.m.
April 14, 2014	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 23, 2014	FCTL to notify all applicants of outcome.



*Dr. Melody Bowdon, Director
Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building 1, Room 207
Phone: (407) 823-3544*

**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2013-2014 Procedures**

(Approved by the Faculty Senate Steering Committee, **November 7, 2013**)

**Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL),
Classroom Building 1, Room 207 no later than 5:00 p.m. on March 14, 2014.**

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2013-2014, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the respective college or unit for “recycling” as **additional** SoTL awards for the following academic year.

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, 2013, the start of the 2013-2014 contract.

III. Faculty 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, 2009.
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, 2009 or later - is not eligible for a SoTL award this year. Faculty who received the award in - 2008-2009 or earlier are eligible to apply for the 2013-2014 awards.

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 Vitae with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SOTL category. Applicants who have won the SOTL award in previous years should not highlight entries from the previous award period.
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 an article for publication in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2013-2014 Schedule

November 7, 2013	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
November 15, 2013	SoTL Award Criteria distributed to College of Medicine faculty.
December 16, 2013	College of Medicine election of 3-5 SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 16, 2013.
January 2014	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 14, 2014	SoTL portfolios due to FCTL by 5:00 p.m.
April 14, 2014	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 23, 2014	FCTL to notify all applicants of outcome.



*Faculty Relations
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
lucretia@ucf.edu*

**UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2013~~2~~-14~~3~~ PROCEDURES**

The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-Teaching Incentive Program (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, 2013~~1~~, the start of the 2013~~1~~-14~~2~~ contract. The actual dollar amount awarded for the academic year 2013~~1~~-14~~2~~ 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 (~~2008-2009~~, 2009-~~2010~~, 2010-~~2011~~, ~~and~~ 2011-~~2012~~, and 2012-13).
3. No faculty member may be selected for a UCF-TIP more than once every five years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2008~~9~~, 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, 2008~~7~~ or earlier is eligible for this year's UCF-TIP.

III. Productivity Criteria:

An eligible faculty member will be considered a “**candidate**” for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or “**unit**” median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years [2009-10](#), [2010-11](#), [2011-12](#), and [2012-13](#)~~2008-2009, 2009-2010, 2010-2011, and 2011-2012~~).
2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.
3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year [2013-14](#)~~2013-14~~, there are up to 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.
2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** UCF-TIP awards for the following academic year.
3. The number of new and “recycled” UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Faculty Senate Oversight Committee:

The Faculty Senate UCF-TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost. Further, this committee will also review the data on allocation of new awards to the college as well as the data on “recycled” awards. No appeals of Selection Committee’s recommendations will be considered.

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

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

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years ([2009-10, 2010-11, 2011-12, and 2012-13](#)~~2008-2009, 2009-2010, 2010-2011, and 2011-2012~~).

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.



*Faculty Relations
Division of Academic Affairs
Millican Hall, Suite 351
Phone: (407) 823-1113
lucretia.cooney@ucf.edu*

COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 2013~~2~~-13~~4~~ PROCEDURES

(Approved by the Faculty Senate Steering Committee, ~~September X, 2012~~)

The Office of Academic Affairs provides the funding for new awards. The specifics of the [COM-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, 201~~2~~3, the start of the 201~~2~~3-1~~3~~4 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 (200~~8~~9-20~~09~~10, 20~~10~~09-20~~10~~11, 20~~10~~11-20~~12~~13, and 20~~12~~13-20~~13~~14).

3. No faculty member may be selected for a [COM-TIP](#) more than once **every five** years. Specifically, any faculty member who received a [COM-TIP](#) increase in previous years that became effective August 8, 200~~7~~8, or later is not eligible for a [COM-TIP](#) this year. Further, any faculty member who received a [COM-TIP](#) increase that was effective August 8, 200~~7~~8, or earlier is eligible for a [COM-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 ~~2008-2009~~, 2009-2010, 2010-2011, ~~and~~ 2011-2012 and 2012-2013).

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 COM-TIP awards. For year 201~~3~~²-1~~4~~³, there will be a minimum of ~~1~~² awards for the college.

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

3. The number of new and “recycled” COM-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 COM-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. The College of Medicine TIP selection committee will include six members, one nominated by the Dean, four most recent TIP award winners in the College of Medicine and a student member selected in accordance with the criteria developed by the Criteria and

Procedures Committee. The TIP Selection Committee and Criteria and Procedures Committee will include the same committee members except participation by a student member in the Selection Committee.

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 (~~2008-2009~~, 2009-2010, 2010-2011, ~~and~~ 2011-2012, and 2012-2013).

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.



Top 10 Knights

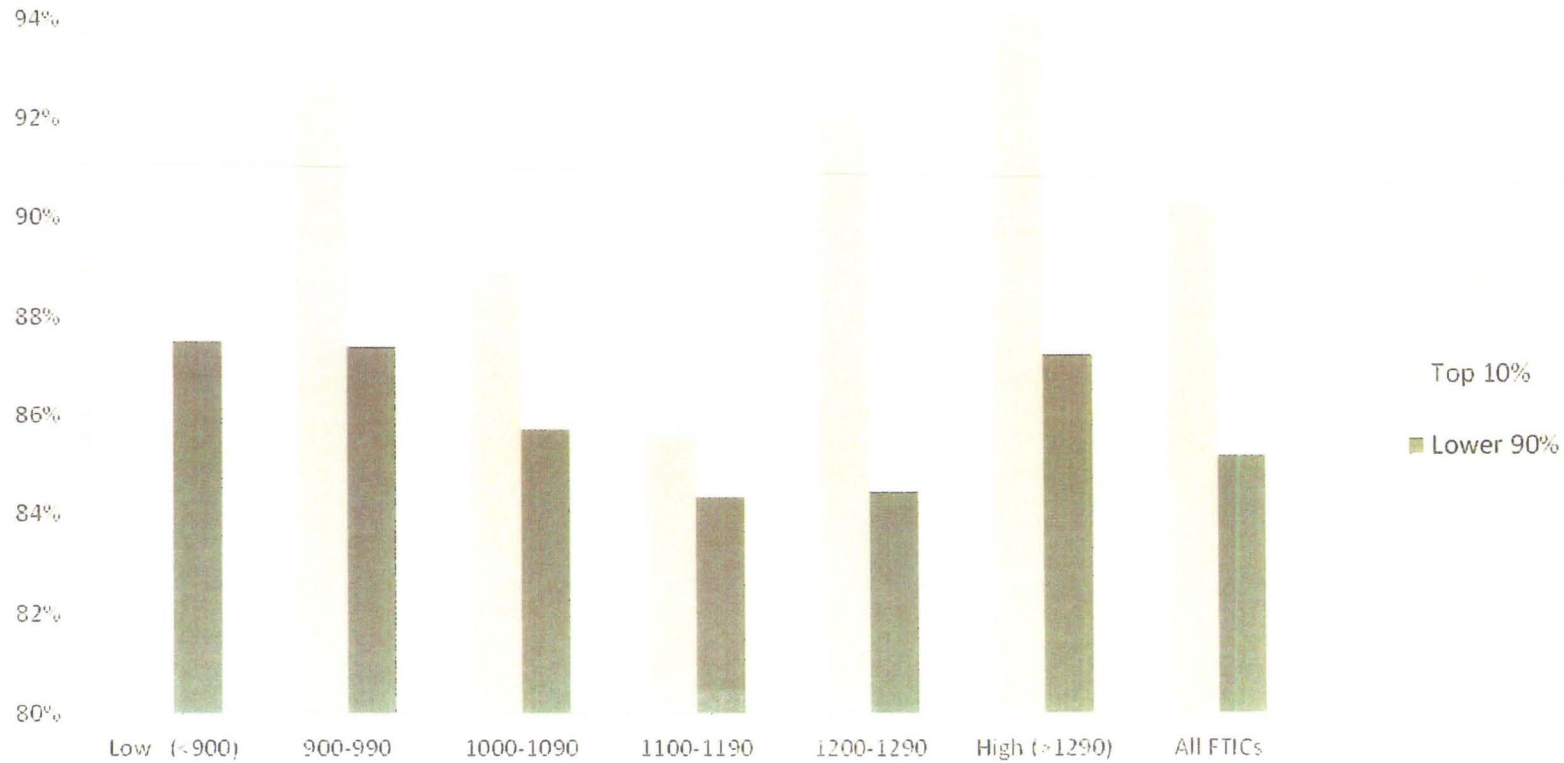
Dr. Gordon Chavis

Associate Vice President

Undergraduate Admissions and Student
Financial Aid

University of Central Florida

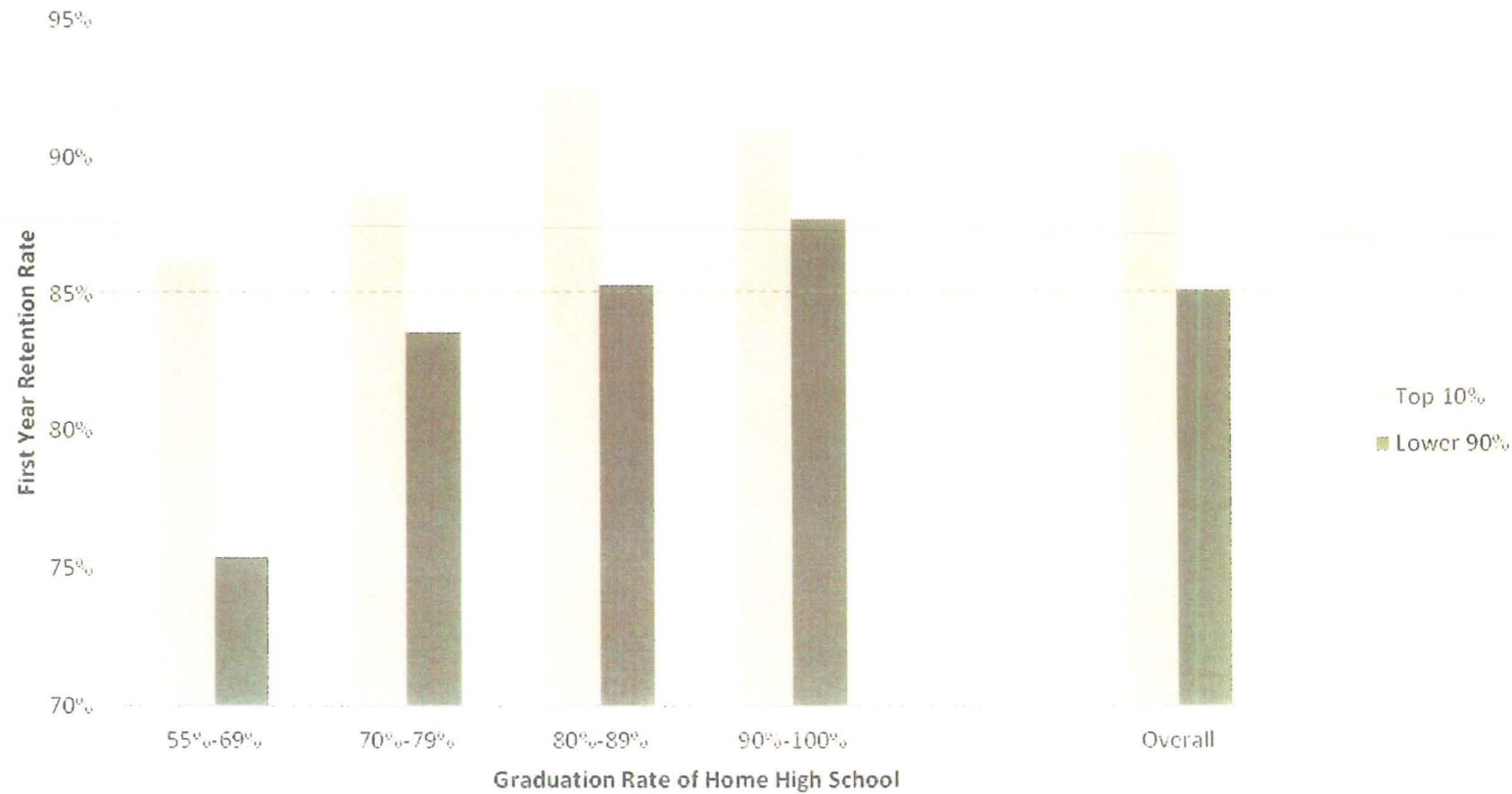
First Year Retention (2011-12 Annual FTIC Cohort)



Top 10% students have good first-year retention, even those with lower SAT scores



First Year Retention by High School "Quality" (2011-12 Annual FTIC Cohort)



Top 10% students from high schools with lower grad rates are retained better than Lower 90% students

Enrollment goals

- Increase FTIC retention;
- Attract the best and brightest students;
- Continue to provide access to an affordable education;
- Support the “brand proposition” that UCF- Stands for Opportunity;
- Increase student quality to build reputation



UCF Top 10 Knights Guaranteed Admission!!

- Florida HS students
- Top 10% of HS grad class
- If no rank, 3.9+gpa
- Meet certain SAT or ACT score
 - Min. SAT 1010 (CR+M) or 1500 (+W) or 21 ACT
- Have strong academic core
- Application deadline-December 31st
- Summer-fall-spring admission



Benefits

- ***University; SMCA***
 - *Scholarship support; capital campaign--\$500m*
- ***Student Development and Enrollment Services***
 - Focus on Student Success for an effective transition to UCF
 - ❖ First Year Experience programs
 - ❖ Orientation
 - ❖ LINK Program; get engaged in the UCF community
 - ❖ Sophomore Center; accelerated credit-40%
 - ❖ Student Academic Resource Center
 - ❖ Workshops; services for academic support

