Faculty Senate Steering Committee Meeting
Minutes of
November 7, 2013

Reid Oetjen, chair, called the meeting to order at 4:00 PM. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of October 3, 2013 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Gordon Chavis, Undergraduate Admissions
Lyman Brodie, Faculty Relations
Lucretia Cooney, Faculty Relations
Elliot Vittes, Undergraduate Studies

REPORT OF THE PROVOST
<u>Response to Pending Resolutions</u>
Tony Waldrop, provost and executive vice president, presented his response to the resolutions passed by the 2012-2013 Faculty Senate. He is not approving Resolutions 2012-2013-5 through 2012-2013-14. The full response may be found on the attachment.

He invited questions, and in response to a question about Resolution 2012-2013-8 (Ineligibility of Administrators from TIP, RIA, and SoTL Awards), said that not all department chairs received extra compensation and he did not want to have a disincentive for someone to be a chair.

In response to a question about Resolution 2012-2013-11 (Teaching Incentive Program SCH Eligibility), Waldrop said that if the quantity screen is removed, then it is difficult to decide other factors.

Robert Folger moved to amend Resolution 2012-2013-5 (An Advisory Urging Caution in the Implementation of STEM Initiatives) to add the word "curricular" to the final sentence so that it reads as follows: *"And, furthermore, that any implementation of STEM curricular changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance."* The motion was seconded and passed, to be put on the next Senate agenda. The resolution as approved read:

Resolution 2012-2013-5 An Advisory Urging Caution in the Implementation of STEM Initiatives (Revised)

Whereas, the idea of universities as unified entities encompassing and valuing all fields of higher learning is necessary to cultivate an intellectually sophisticated and civically engaged citizenry for the sake of the common good of society as a whole; and

Whereas, the science, technology, engineering, and mathematics (STEM) disciplines have always recognized and promoted incorporating a strong liberal arts foundation to STEM education in enhancing student preparation in terms of practice and accreditation; and

Whereas, the professional preparation of graduates in STEM fields has always been recognized as one important dimension of the purpose and mission of universities historically, but only as one of many similarly important dimensions; and

Whereas, some of the changes of a funding and curricular nature for the sake of increased STEM enrollments are acknowledged to be desirable for those interested in careers in those fields, to satisfy the growing need for graduates in STEM fields in our increasingly technological and scientific state; therefore

Be It Resolved that the Faculty Senate of the University of Central Florida urges the University of Central Florida administration that any plans and actions taken to emphasize placement of students in STEM fields be balanced to maintain the identity and mission of the university as an institution that embraces and fosters learning in all academic fields. And, furthermore, that any implementation of STEM curricular changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance.

Ida Cook moved to send resolutions 2012-2013-6 through 2012-2013-13 back to their respective committees for further consideration and possible revision. The motion was seconded and passed.

Budget Update
In response to a question about the university budget, Waldrop said that a new funding model had been established to replace the Pegasus model. The new model was not implemented because of the severity of the budget cuts, as it would have taken funds away from the colleges. Waldrop said that he does not believe that the model will work in the best interest of the university, and the administration is looking at changing the model.

NEW BUSINESS
Approval of TIP, RIA, and SOTL documents – *Lyman Brodie*
Lyman Brodie, associate vice provost for Faculty Relations, presented the documents with TIP, RIA and SoTL procedures, updated for this year. Cook moved to approve all together. The motion was seconded and passed.

Top 10% Admissions Initiative – *Gordon Chavis*
Gordon Chavis, associate vice president for Undergraduate Admissions, presented details of the new "Top 10 Knights" admission plan. The program was introduced after much study, as a way to enhance the quality of our entering class profile in a time of little or no growth.

The committee voted to invite Dr. Chavis to make his presentation to the full Senate meeting on November 20.

COMMITTEE LIAISON REPORTS

Budget and Administrative – Tom Wu reported that a meeting was held to plan topics of discussion.

Graduate Council – Jim Moharam reported that the committees are meeting to conduct regular business. Topics of discussion include the issue of continuous enrollment in the summer, and training for volunteer assistants in classes.

Parking Advisory – Bernardo Ramirez reported that the committee is looking at equalizing the cost of hang tags and decals, the number of faculty spots in garages, and issues with skateboards and other self-propelled devices.

Personnel – Robert Wood reported that the committee has not yet met.

Undergraduate Council – Deborah Breiter reported that the committees are meeting to conduct regular business.

ADJOURNMENT

The meeting was adjourned at 5:43 PM.

Response from Provost Waldrop to the pending resolutions from 2012-2013:

Resolution 2012-2013-5
An Advisory Urging Caution in the Implementation of STEM Initiatives

I cannot support this resolution in its current form. However, if the Senate will add one additional word (**bolded**), as noted below, I will approve.

"And, furthermore, that any implementation of STEM **curricular** *changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance."*

Resolution 2012-2013-6
Sustained Performance Evaluations for Tenured Faculty

I cannot support this resolution for two reasons.   First, current financial resources for the university are not adequate for funding these proposed salary increases. In addition, the level of performance is not high enough to justify salary increases.

Resolution 2012-2013-7
Exclusion of Administrators from TIP, RIA and SoTL Award Committees

I cannot support this resolution. I believe those faculty who are in administrative positions are still faculty and many will return fulltime to the faculty.   As far as conflicts of interest, there are ways that these can be managed.

Resolution 2012-2013-8
Ineligibility of Administrators for TIP, RIA and SoTL awards

I cannot support this resolution. I believe those faculties who are in administrative positions are still faculty who remain engaged in research and teaching activities.   To exclude them from these awards could be seen as a disincentive to serving in administrative roles.

Resolution 2012-2013-9
Expansion of the Number of TIPs and RIAs

As with Resolution 2012-2013-6, there are not adequate financial resources to support an expansion of these programs.

Resolution 2012-2013-10
Compliance Check for Awards Programs

I recommend a Senate Committee determine the incidence of such errors and if there is a process that could check for compliance errors that would not create a heavy load of additional work. At that time, I would be willing to consider for approval.

Resolution 2012-2013-11
Teaching Incentive Program SCH Eligibility

The proposed change in TIP eligibility is broad.   It is not clear if SCH will play in role under the proposed resolution. I recommend that a committee be formed to define more precisely what is meant by "excellence in teaching" as well as a look at all aspects of TIPS.

Resolution 2012-2013-12
SOTL Eligibility

I cannot support this resolution since it would exclude faculty administrators.

Resolution 2012-2013-13
New Service Recognition Award Program

I cannot support this recommendation at this time. There is already a service award that is given each year.   However, very few nominations are received.

Resolution 2012-2013-14
Incentive for Students' Completion of the Student Perception of Instruction

It is not clear to me what incentives might work to enhance completion of the SPoIs.   In addition, we first need to determine if the new form will yield higher response rates.   I recommend a Senate committee investigate what incentives have worked for other institutions and if these could be implemented at UCF. At that time, I would be willing to consider for approval.

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Resolution 2012-2013-5 An Advisory Urging Caution in the Implementation of STEM Initiatives (Revised)

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Whereas, the science, technology, engineering, and mathematics (STEM) disciplines have always recognized and promoted incorporating a strong liberal arts foundation to STEM education in enhancing student preparation in terms of practice and accreditation; and

Whereas, the professional preparation of graduates in STEM fields has always been recognized as one important dimension of the purpose and mission of universities historically, but only as one of many similarly important dimensions; and

Whereas, some of the changes of a funding and curricular nature for the sake of increased STEM enrollments are acknowledged to be desirable for those interested in careers in those fields, to satisfy the growing need for graduates in STEM fields in our increasingly technological and scientific state; therefore

Be It Resolved that the Faculty Senate of the University of Central Florida urges the University of Central Florida administration that any plans and actions taken to emphasize placement of students in STEM fields be balanced to maintain the identity and mission of the university as an institution that embraces and fosters learning in all academic fields. And, furthermore, that any implementation of STEM curricular changes be undertaken only with the active involvement of the Faculty Senate, in the spirit of genuine shared governance.

Note:
The provost returned this resolution with the explanation that he could not support the resolution in its current form. He suggested that the Senate add the word "curricular" to the last sentence in order to clarify the scope of the resolution. The provost will approve the resolution with this addition.

RESEARCH INCENTIVE AWARDS PROGRAM
201~~2~~3-201~~3~~4 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 201~~32~~-201~~43~~, 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, 201~~32~~, the start of the 201~~32~~-201~~34~~ contract. The actual dollar amount awarded for the academic year 201~~32~~-201~~43~~ 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, 200~~98~~, the start of the 200~~98~~-201~~09~~ academic year. No candidate

may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2007~~7~~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 <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**

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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
20123-20134 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 20132-20134, 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, 20123, the start of the 20123-20134 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 20132-20134 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, 20098, the start of the 20098-201009 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, 20087 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
2013₂-2013₄ 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 <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**

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.

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.

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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.

UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
20132-143 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, 20131, the start of the 20131-142 contract. The actual dollar amount awarded for the academic year 20131-142 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, 20089, 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, 20087 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~~2~~-14~~3~~, 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.

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~~3-13~~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~~9-200~~09~~10, 201~~0~~0~~09~~-201~~0~~1, 201~~0~~1-2012~~1~~, and 201~~1~~2-201~~2~~3).

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~~9~~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 award~~s~~ 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.