

Faculty Senate Committee Meeting

Minutes of

October 16, 2014

Reid Oetjen, chair, called the meeting to order at 4:06pm. The roll was circulated for signatures.

MINUTES

Motion to approve minutes of September 18, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Jennifer Sumner, Director Special Projects, Regional Campuses
Melody Bowden, Executive Director of Faculty Center for Teaching and Learning
Lynn Gonzalez, Associate Vice President, Budget and Personnel Administration
Lyman Brodie, Associate Vice Provost, Faculty Relations
Diane Chase, Executive Vice Provost, Academic Affairs

ANNOUNCEMENTS

Manoj announced the Foundation of Excellence (FOE) initiative, headed by the Provost. This initiative is aimed at UCF transfer students. There are three co-leads on this initiative; Manoj Chopra, Jennifer Sumner, and Chandra Torres. Jennifer Sumner provided an overview of the initiative. The FOE study is focused on the transfer experience of students and how we as an institution can elevate that transfer experience. UCF has a high number of transfer students. We plan to look at the entire aspect of transfers. We are partnered with the John N. Gardner Institute For Excellence in North Carolina. We are in the formative stages of developing what is called the dimension committees. In this transfer study, there are nine different areas of focus. It will be essential for faculty to be involved with each of these dimensional committees. The Foundation of Excellence study at UCF is a partnership between Regional Campuses, SDES, and Faculty. As you hear more, we encourage you to get involved. Manoj announced the first event, a launch party in the Student Union, scheduled for October 29 at 2:00 – 4:00 p.m. The success of transfer students is an important part of our overall mission.

Questions: What are the nine areas of focus in the study? The different areas are philosophy, organization, all students, transitions, learning, improvement, diversity, faculty, and learning.

REPORT OF THE PROVOST

Commented on experience with FOE study. At his previous institution, areas that were critical to the success of the study include: significant and substantive involvement by faculty, administration stood behind the recommendations of the committee to close the gap, and administration fully supported and was committed to implement recommendations. The process is transformational. We saw student success grow expedientially. Our graduation rate had been 36% for twenty years. We set a four year graduation rate of 50%. By the fourth year we reached 49.7%. Encouraged everyone to get involved, know what is going on, and encouraged everyone

to act on recommendations and he will do the same. A small bit of bad news, our four-year graduation rate for transfer students has dropped slightly over the past four years. This study is on target and probably will define how we re-write DirectConnect to UCF as we re-consider the next five years.

The provost gave an update on people, programs, and buildings. New hires, 197 searches. As of Tuesday, 43 were posted, 867 applications received, and 3 positions have been filled. A slight change has been encouraged, and that is to monitor the pool for diversity before we go to the next level of invitation rather than monitoring the pool after the search is finished. Staff are still able to turn it around in 48 to 72 hours. I have asked the deans to try and get the remaining positions in by October 28 so we can post by October 31. The collective advertisements promoting UCF run out at the end of November so we are trying to make sure everyone gets the benefits of our collective presence. Three Dean search committees have been commissioned; Maribeth Ehasz will chair the committee for the position of Dean and Vice Provost of Undergraduate Studies, Deborah German will chair the committee for the position of Dean of the College of Nursing, and Michael Johnson will chair the committee for the position of Dean of the College of Education and Human Performance. Also, I have sent out a request for interest as the Interim Dean of Undergraduate Studies position. Elliott Vittes would like to help transition someone beginning around November 1 so he can move into another role in the spring semester. This is a short internal request for interest for this appointment. We are looking for someone that has an interest in undergraduate education, has excellent relationships in the university community, and understands curricula.

Downtown campus. We are probably at the 75% stage of putting together an organizational process and set of committees. Many of the committees have place holders for faculty to be determined. As we finish the process, we will seek your opinion on populating those committees. The downtown campus gives us the opportunity to re-define UCF's future and to be something that we aren't currently. We hope to have the committees formed by the end of the month. Encouraged everyone to watch a video on the UCF YouTube channel produced for our community launch that is really an aspirational video and ties into Arizona State.

The Advanced Manufacturing Research Center in Osceola County focuses on smart sensors, first in the world of its kind. A significant contribution commitment has been made by the county. This places us in a competitive role for intelligent manufacturer centers that President Obama announced, which is a \$200 million commitment. The 100,000 square foot center is planned to open in 2016. It will be focused on universal smart centers. We have heavy competition in Texas and New York, but we have a lot of advantages and UCF's history in optics and photonics is just one of the advantages. It gives UCF an opportunity to partner with industries here and also attract new manufacturing and futuristic manufacturing based in Central Florida. Special thanks to President Hitt for his vision and especially to MJ Soileau for his tenacity, his relationships, and his history of delivering on his promises.

As we bring on 197 new faculty, we are going to be in a space crunch. We are trying to address the space crunch by adding office space in new Trevor Colbourn Hall. Working creatively to try and find funding to start up the interdisciplinary lab building or at least a piece of it while we are seeking state support. Although new positions present issues, the opportunity is to see how we

use this to repurpose lab facilities, collaborative work facilities, and maybe even office facilities so we can enhance our multidisciplinary and collaborative work. We have told the deans that we would be supportive of investing in repurposing, remodeling, and putting in some infrastructure support, where needed, in order to enhance the synergy we can get from these facilities.

OLD BUSINESS

Resolution 2014-2015-1: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution

At the last Senate meeting a friendly amendment was added that was substantial. We must allow 30-days before we can vote, and we are at 28-days. Motion to put resolution on the November 20 Senate meeting for discussion and vote. Motion seconded. Motion passes.

NEW BUSINESS

Approval of TIP, RIA, and SOTL documents

These three awards are bargained through the collective bargaining process. The Steering committee presents the documents for approval of date changes only.

Question: There was an agreement that a committee would be formed by the Provost's office to review the awards. Provost Waldrop agreed we would have a joint committee represented with union, faculty senate, and administration to look at these three awards. Provost Whittaker intends on forming committees. The Provost office is still in the process of forming the committees.

Motion to approve date changes in total. Seconded. Motion passes. Point of Order called after mentioning the items will be put on the November 20 agenda. New motion to approve date changes in total. Unopposed. Motion passes.

2013-2014 RESOLUTION REVIEW

Several resolutions sent to Academic Affairs last spring were not approved. Provost Whittaker and Diane Chase provided responses.

Resolution 2013-2014-6 Universal Parking Fee Pricing- to equalize fees for hangtags and stickers. Parking Services agreed to reduce the price of the hangtag from a 50% surcharge over the sticker. Reason for denial, there was some action. Parking services reduced the price of the hangtag and did not raise the cost of the sticker. Parking services is assessing the impact, so there is more to come after we get details. The question is, is this going to reduce revenue, increase the number of people that buy the hangtag. Made an attempt to make a positive change. Amit, chair of the Parking Advisory Committee has preliminary information. The differential between sticker and hangtag was 50% now the differential has been reduced to 25%. Anecdotal evidence indicates they actually made money because more people are buying the hangtag, but we need hard data. Diane Chase suggested it is best to work inside the committee first and if necessary come back with a resolution.

Resolution 2013-2014-3 SoTL Eligibility – was denied only because we are about to establish a committee that will be looking at TIP, RIA, and SoTL. Seemed premature to vote on just SoTL

when all three are going to be reviewed. The committee needs to look at eligibility for all three of the awards.

Resolution 2013-2014-4 To encourage implementation of the Chronicle of Higher Education Great Colleges to Work Program or similar instrument – approved and hopefully by next meeting we can tell everyone what the similar instrument is. We selected one that is probably a better tool than this one.

COMMITTEE REPORTS

Budget and Administrative Committee – Michael Arthur

The Committee was asked to look at faculty concerns and develop responses to be shared with Senate and the administration. At the meeting yesterday we identified a few problems that will be looked at in the next couple of months. 1) Faculty concerned about the lengthy amount of time for General Counsel to review contracts, especially those contracts that don't have significant changes from year to year. 2) Information technology – some departments not being able to use UCF Outlook. 3) Unfunded mandates – units on campus take control over procedure or implement a policy that puts a burden on departments. 4) Concerns how overhead from grants is being spent. 5) Still completing paper timesheets, leave & exception reports. 6) Faculty wanting more input in the process for new faculty hiring and bring forth ideas that come from the full department and not just selected people. 7) Support for new hires. The committee will request input from various people on campus. Chair update on timesheet, summer 2015 upgrading Peoplesoft system to include a module to take timesheets electronic.

Comments: Ida Cook suggested that the last two issues (6 & 7) should be referred to the Personnel committee.

Reid Oetjen asked the committee to look at the efficiency of facilities as they work around campus to do any modifications or construction.

Reid urged all committees, when you have a lot of issues, rather than waiting until March to bring these issues to the Senate floor, please focus on one or two and let's get the resolutions going forward. Please keep minutes for your committees meetings. You can either send them to the Senate Office at the end of the year or after each meeting so we can keep record of the work.

Manoj Chopra: it's important that we maintain the dignity and credibility of the Faculty Senate. Therefore, the committees are meant for campus-wide faculty issues. It becomes difficult to manage a large number of individual issues at a committee level. As someone that has been involved in this for 12 years, it's important we don't water down the committees by addressing individual complaints.

Reid Oetjen: e-mail issue: That particular issue was discussed at the IT Resource Advisory committee. The committee should be discussing the issue directly with Joel Hartman. That way this committee can move forward on other issues.

Art Weeks: On overhead, in 2012-2013 the budget committee passed a resolution supporting the efforts of Provost Waldrop to form a committee to look at overhead. I don't know what every happened or what it was called.

Personnel Committee – Ana Leon

Committee met two times, once in August and September. The committee identified four major areas to explore in terms of discussion and action/recommendations. 1) College criteria for promotion of Instructors and Lecturers. The only promotion criteria that exists is what has been developed by Faculty Relations. We should wait on the colleges/departments to develop criteria. 2) Challenges existed in the Emeritus category. Confusion on criteria, how criteria is interpreted, who sits on committee, and how applicants prepare portfolio. We will be working with Lyman Brodie and Foard Jones to get more information. 3) Implementation of Chronicle of Higher Education Great Colleges To Work For, based on the resolution passed last year. We are discussing the situation with no faculty exit survey and considering recommendations. 4) Salary compression and inversion. Communicating with Lyman to explore where we go from here.

Comments: Reid – 4th item. Are we hiring faculty at market? We may not have a compression/inversion issue if everyone is getting paid the same for a number of years. Manoj: on the 2nd item, glad you are discussing with Foard. I believe that committee is a reporting committee to the Faculty Senate, the commencements, convocations, and recognitions committee. It's time we looked at the criteria.

Richard Harrison: The last University-wide study of salary compression/inversion was done in 2005.

Parking Advisory Committee – Amit Joshi

We have three issues that we discussed. 1.) Reservation of parking spots for expecting mothers. We did not pass a resolution simply because Parking Services promised to roll out a pilot a select number of parking spots in spring to be reserved for expecting mothers. 2.) Equalization of hang tags and decals. Still waiting on figures from Parking Services. 3.) Signage issue. Tasked with improving the signage across the campus. Nobody seems to know who is in charge of signage. Reid suggested committee talk to Lee Kernek. She may be able to pinpoint who you need to talk too.

Undergraduate Council – William Self

The curriculum committees have been meeting and making changes to courses. The only significant new program that was just approved was a nano scale technology minor that has been approved and being offered by COS department of Physics.

Graduate Council – Annette Khaled

Has met three times. Approved a change in the Graduate Policy to included new ranked Lecturers and Instructors. They will now be eligible to serve as Graduate faculty instead of just Graduate faculty scholar. Discussed GTA versus non-GTA training. Appeals discussed the 7-year rule and waiting until the month of graduation. Discussed the requirement to defend on campus versus using technology from a distance.

OTHER BUSINESS

Observation – Instructor/Lecturer committee is begging for criteria. It would be interesting to know what percent of Instructor and lecturer promotions are denied.

Lyman: Promotion and Tenure criteria. We are in the third year of the four year rollout. We will be contacting the colleges. After fourth year all are eligible.

ADJOURNMENT

Moved to adjourn at 5:00pm.



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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

20134-20145 Procedures

(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 20134)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 20134-20145, there will be two (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, 20134, the start of the 20134-20145 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 20134-20145 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, 200910, the start of the 200910-20101 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, 200809 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 five (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
201~~34~~-201~~45~~ 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



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UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education and Human Performance, 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 ~~20134-20145~~, 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, 20134, the start of the ~~20134-20145~~ contract. The actual dollar amount awarded for the academic year ~~20134-20145~~ 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, 200910, the start of the ~~200910-20101~~ academic year. No candidate

may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 200809 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 **(5) tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. 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.*

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201~~34~~-201~~45~~ Application and Nomination Form

PERSONAL DATA

Name _____ Rank or Title _____

College _____ Department _____

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

**UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2014–2015 Procedures**

(Approved by the Faculty Senate Steering Committee, **TBD**)

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. on Tuesday, March 17, 2015.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For the academic year 2014–2015, 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 their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2014, the start of the 2014–2015 contract. The actual dollar amount awarded for the academic year 2014–2015 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, associate instructor, associate lecturer, assistant professor, associate professor, or professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, a-the faculty member must have been employed at UCF **on or prior** to August 8, 2010.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients ~~specifically, faculty members~~ who received a SoTL increase that became effective August 8, 2010, or later- are not eligible for a SoTL award this year. Faculty members who received the award in 2009–2010 or earlier are eligible to apply for the 2014–2015 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

~~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 reference to~~ 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 Summary of of the value and impact of the nominee's scholarship and of the efforts made to disseminate that knowledge~~ SoTL accomplishments during the award period (100 words maximum, 12-point font).
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(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research ~~describing, in which the student population, research methodologies,~~ teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action ~~are described.~~ (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including Hard copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries

of 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 executive 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 executive director of the 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 the FCTL's *Faculty Focus*.

Scholarship of Teaching and Learning Awards 2014–2015 Schedule

November 6 <u>TBD</u> , 2014	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
November 5 <u>October</u> <u>TBD</u> , 2014	SoTL Award criteria distributed to all faculty.
December 1, 2014	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 1, 2014.
January 28 and February 10, 2015	SoTL workshops for all faculty in Faculty Center, CB1 207.
March 17, 2015	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2015	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 22, 2015	FCTL will notify all applicants of outcome.



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2. Peer recognition of research and creative efforts in the same or related disciplines.
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2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to 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. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point font).
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(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of 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 executive 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 executive director of the 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 the FCTL's *Faculty Focus*.

Scholarship of Teaching and Learning Awards 2014–2015 Schedule

TBD, 2014	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
October TBD, 2014	SoTL Award criteria distributed to all faculty.
December 1, 2014	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 1, 2014.
January 28 and February 10, 2015	SoTL workshops for all faculty in Faculty Center, CB1 207.
March 17, 2015	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2015	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 22, 2015	FCTL will notify all applicants of outcome.



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**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2014–2015 Procedures**

(Approved by the Faculty Senate Steering Committee, **TBD**)

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. on Tuesday, March 17, 2015.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2014–2015, 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 College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2014, the start of the 2014–2015 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 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 that 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 multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2010.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2010, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2009–2010 or earlier are eligible to apply for the 2014–2015 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 reference to 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. Summary of the nominee's SoTL accomplishments during the award period (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(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials and evidence of student learning from SoTL research. 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 college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the executive 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 executive director of the 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 may be invited to submit an article for publication in UCF's *Faculty Focus*.

College of Medicine Scholarship of Teaching and Learning Awards 2014–2015 Schedule

TBD	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
TBD Fall 2014	SoTL Award criteria distributed to College of Medicine faculty.
December 1, 2014	College of Medicine election of three to five 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 1, 2014.
January 2015	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 17, 2015	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2015	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2015	FCTL to notify all applicants of outcome.



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**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2014–2015 Procedures**

(Approved by the Faculty Senate Steering Committee, **TBD**)

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. on Tuesday, March 17, 2015.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2014–2015, 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 College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2014, the start of the 2014–2015 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 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 that 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 multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2010.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2010, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2009–2010 or earlier are eligible to apply for the 2014–2015 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 reference to 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. Summary of the nominee's SoTL accomplishments during the award period (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(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials and evidence of student learning from SoTL research. 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 college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the executive 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 executive director of the 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 may be invited to submit an article for publication in UCF's *Faculty Focus*.

College of Medicine
Scholarship of Teaching and Learning Awards
2014–2015 Schedule

TBD	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
TBD Fall 2014	SoTL Award criteria distributed to College of Medicine faculty.
December 1, 2014	College of Medicine election of three to five 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 1, 2014.
January 2015	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 17, 2015	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2015	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2015	FCTL to notify all applicants of outcome.



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COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 20143-154 PROCEDURES

(Approved by the Faculty Senate Steering Committee, ~~November 7, 20143~~)

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~~34~~, the start of the 201~~43~~-1~~45~~ 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 (~~2009-2010, 2010-2011, 2011-2012, and 2012-2013, 2013-14~~).

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, 20~~09~~~~10~~, 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, 20~~08~~~~09~~, 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 ~~2009-2010~~, 2010-~~2011~~, 2011-~~2012~~ ~~and~~ 2012-~~2013~~, and 2013-14).

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~~43~~-1~~45~~, there will be a minimum of 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 (~~2009-2010~~, ~~2010-2011~~, ~~2011-2012~~, ~~and-2012-2013~~, and 2013-14).

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.



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**UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
20134-145 PROCEDURES**

(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 20134)

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, 20134, the start of the 20143-145 contract. The actual dollar amount awarded for the academic year 20134-145 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, ~~associate instructor, or a lecturer, or associate 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 (~~2009-10~~, 2010-11, 2011-12, ~~and~~ 2012-13, and 2013-14).
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, 200910, 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, 200809 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, and 2013-14).
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 ~~20134-145~~, 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, 2013-14).

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.