M E M O R A N D U M

Date: September 25, 2014

TO: Members of the Steering Committee

FROM: Reid Oetjen
              Chair, Faculty Senate

SUBJECT: **STEERING COMMITTEE MEETING on October 2, 2014**

Meeting Date: Thursday, October 2, 2014

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of** *August 14, 2014*
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
   - None

7. **New Business**
   - Approval of TIP, RIA, and SOTL documents – *Lyman Brodie*
   - Budget Presentation – *William Merck II and Tracy Clark*

8. **Liaison Committee Reports**

   - Budget and Administrative Committee – *Robert Cassanello*
   - Graduate Council – *Jim Moharam*
   - Parking Advisory Committee – *Norma Conner*
   - Personnel Committee – *Richard Harrison*
   - Undergraduate Council – *Bill Self*

9. **Other Business**

10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Minutes of **August 14, 2014**

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

MINUTES
Motion to approve the minutes of April 3, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Ross Hinkle, Vice Provost and Dean College of Graduate Studies
Gordon Chavis, Associate Vice President for Enrollment Services
Lyman Brodie, Associate Vice Provost, Faculty Relations

ANNOUNCEMENTS
Congratulations to Manoj Chopra for promotion to full professor. Faculty Senate Administrative Assistant Lisa Sklar is moving to the Office of Institutional Knowledge Management to take a position as a coordinator of statistical research; let Oetjen know if there are any candidates for her position to fill the post as soon as possible. (Motion to recognize Sklar for her service by Chopra. Seconded and passed unanimously). Friday, August 15 at 3:00 p.m. will be the faculty reception hosted by President Hitt.

REPORT OF THE PROVOST
Dale Whittaker, provost and vice president for Academic Affairs, stated that he was happy to be here and recognizes the Senate as the representative body. He noted that he will ask many questions and asked that it be interpreted as questions, not as questioning.

Provost Whittaker opened the floor for questions. First impressions of UCF? Committed to student success; tenacious, resourceful and innovative; can-do or will-do; stretched thin.

Status of 100 new faculty members? Immediately, we will run into space and startup issues. Growth will satisfy needs and create challenges.

How can Steering Committee best function? Set the agenda for consideration of the senate, which shows intention of faculty. It is the voice and will of the faculty. Help me by providing feedback; be my eyes and ears.

State performance funding—what do you think about what is being measured? Measurements will work for some areas but not others. Rankings and performance funding are similar; UCF has a strong identity; we should do what we believe is right and the rest will follow. We shouldn't change our behavior necessarily; stay true to our identity and values.

Interest in partnerships? This was an attraction of UCF. Internally, they provide a distinct advantage in putting together teams. Externally, our job is changing lives and livelihoods through education. Partnerships amplify impact.

New building—Interdisciplinary research building update? Top priority in PECO budget, but depends on will of the state and ability to raise private dollars.

OLD BUSINESS
There is no old business.

NEW BUSINES
Resolution: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution
Constitution does not currently include the roles of senior lecturer, associate lecturer, senior instructor, and associate instructor. This resolution corrects this omission. Motion to add to the agenda of full Senate; seconded; motion passes. The full Senate will be introduced to the resolution next week; as it is a bylaws change, it will be considered for vote in October. The resolution to be sent to Senate reads:

Resolution: Amend the Definition of Faculty in the Bylaws of the Faculty Constitution

Whereas, Section I of the Bylaws of the Faculty Constitution defines faculty as follows:

A. Persons employed full-time by the University of Central Florida during the regular academic year are members of the general faculty if they hold one of the following academic titles:

1. Professor, Associate Professor, or Assistant Professor (including faculty with clinical or research appointments).

2. University Librarian, Associate University Librarian, or Assistant University Librarian (professional librarians of comparable rank to those listed in *Bylaws,* Section I.A.1).

3. Lecturer.

4. Instructor or Instructor Librarian; and

Whereas, new ranks were created in order to establish a promotion pathway for Instructors and Lecturers; therefore

Be It Resolved, that the new ranks of Associate Lecturer, Senior Lecturer; Associate Instructor, and Senior Instructor shall be added to the definition of faculty in the Bylaws of the Faculty Constitution.

Recording Academic Engagement
There is a necessity to record the attendance of students in classes to align with federal policy and funding. The method chosen to record academic engagement is through the Canvas webcourse system. Diane Chase, executive vice provost, described the procedure

to engage students in class quickly (e.g. though a syllabus quiz). Support will be available through the Faculty Center for Teaching and Learning. Students are being informed through financial aid. With this new procedure, faculty will no longer be asked to go back to records to affirm student attendance or withdrawal dates; faculty will still have to record incomplete grades. In a face to face class, engagement can be captured by taking roll and then putting it on Canvas.

Committee Assignment Update
Committee assignment sheet is distributed with thanks for Keith Koons and the Committee on Committees. Oetjen sought suggested nominations for chairs of committees. The following committee members were suggested as possibilities:

Undergraduate Policy and Curriculum Committee/Undergraduate Council Chair: William Self
Undergraduate Course Review Committee/Undergraduate Council Vice Chair: Jeffrey Kaplan
Graduate Policy Committee/Graduate Council Chair: Annette Khaled, Patrick LiKamWa, Charles Kelliher
Graduate Curriculum Committee/Graduate Council Vice Chair: Deborah Breiter
Budget and Administrative Committee: Patrick LiKamWa, Robert Dipboye
Parking Advisory Committee: Amit Joshi
Personnel Committee: Mason Cash, Ana Leon

Steering Committee Liaisons
The role of the liaison is to serve as a point of information between committee and Steering committee, not to vote or advocate for policies. Oetjen requested volunteers to serve as Steering liaisons. The following will serve:

Budget and Administrative Committee: Robert Cassanello
Parking Advisory Committee: Norma Conner
Personnel Committee: Richard Harrison
Graduate Council: Jim Moharam
Undergraduate Council: William Self

Call for Topics for Senate Committee Action
The Steering Committee recommended that the following topics be sent forward to the Senate committees:
- Salary compression within the institution and within discipline across institutions (Personnel committee)
- Facilities services—takes too long, costs too much (Budget and Administrative committee)
- Faculty advocacy (Personnel committee)
- Guidelines for promotion to full professor; examine exiting guidelines and determine if recommendations are appropriate (Personnel committee)
- Recommend procedure for engaging departments for creating standards for promotion for lecturers and instructors (Personnel committee)

- Signage to find buildings, including signage in Research Park (Parking Advisory committee)
- Textbook affordability—what are we doing and what else can we do on our own?
- Budget transparency with regard to the Office of Research and Commercialization

OTHER BUSINESS

Oetjen sought approval to add Maria Beckman to the September Senate agenda to talk about Title IX. Moved and seconded. Approved.

Bill Merck is working on a budget transparency presentation for the deans and colleges. He will be invited to share that with the Senate when it is available.

Chase announced that the awards procedures review committee is in the process of being formed.

Question to Gordon Chavis: Head count for student enrollment is up 2% from last year and student credit hours is 1.5%. Incoming student body has higher scores in both SAT and ACT; overall GPA for incoming class is projected at 3.91. Higher freshman class population, who take a higher class load compared to transfer students.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:57 p.m.

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
2013~~4~~-20~~1~~45 Procedures
(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 201~~3~~4)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 201~~34~~-201~~4~~5, 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, 201~~34~~, the start of the 201~~34~~-201~~4~~5 contract.

In any given academic year, if any former recipients of RIA awards leave their employment at UCF, the award(s) will remain within the College of Medicine for "recycling" as **additional** RIA awards for the following academic year.

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field. The actual dollar amount awarded for the academic year 201~~34~~-201~~4~~5 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, 20~~09~~10, the start of the 20~~09~~10-20~~1~~01 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, 20~~08~~09 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
20134-20145 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**

RESEARCH INCENTIVE AWARDS PROGRAM
2013~~4~~-2014~~5~~ Procedures
(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 2013~~4~~)

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 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 2013~~4~~-~~20~~14~~5~~, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2013~~4~~, the start of the 2013~~4~~-~~20~~14~~5~~ contract. The actual dollar amount awarded for the academic year 2013~~4~~-~~20~~14~~5~~ 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~~9~~10, the start of the 200~~9~~10-~~20~~101 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.

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2013~~4~~-20145 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**

.

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, impact~~s~~ 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 c~~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*.

<div align="center">

Scholarship of Teaching and Learning Awards
2014–2015 Schedule

</div>

November 6TBD, 2014	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
November 5October 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.

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, <mark>TBD</mark>)

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, 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 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

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 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.

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*.

<div align="center">

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

</div>

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.

![UCF Logo]

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

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

(Approved by the Faculty Senate Steering Committee, <mark>TBD</mark>)

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 **<u>once every five years</u>**. 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.

COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2014̶3̶-1̶5̶4 PROCEDURES
(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 2014̶3̶)

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, 201̶3̶4, the start of the 2014̶3̶-1̶4̶5 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,~~ 2010-2̶0̶11, 2011-2̶0̶12, ~~and~~ 2012-2̶0̶13, 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, 200̶9̶10, 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, 200̶8̶09, 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 2013-145, 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-~~20~~11, 2011-~~20~~12, ~~and~~ 2012-~~20~~13, 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.

UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
201~~3~~4-1~~4~~5 PROCEDURES
(Approved by the Faculty Senate Steering Committee, ~~November 7~~, 201~~3~~4)

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, 201~~3~~4, the start of the 201~~4~~3-1~~4~~5 contract. The actual dollar amount awarded for the academic year 201~~3~~4-1~~4~~5 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, 20~~09~~10, 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, 20~~08~~09 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 201~~3~~4-1~~4~~5, 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<u>, 2013-14</u>).

   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.

The University Budget

September 2014

Topics

- Operating budget vs. capital budget

- Operating budget

- Operating budget process

- Capital budget

- DSO Budgets

Operating Budget vs. Capital Budget

Operating Budget

- Ongoing operational expenses

- Includes salaries, supplies, utilities, etc.

- All fees except capital improvement and building fees fund parts of the operating budget

Capital Budget

- Costs to build and furnish buildings

- Includes certain infrastructure costs to support areas such as utilities and telecommunications

3
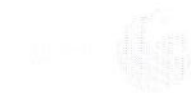
Operating Budget

Operating Budget

Budget for daily operation of the university

Consists of the following areas:

- Educational & General - University, College of Medicine
- Auxiliary Enterprises
- Sponsored Research
- Student Financial Aid
- Student Activities
- Technology Fee
- Concessions

Operating Budget

Educational & General. The Educational & General budget includes expenditures for instructional activities and related administrative support. This budget is funded by general revenue, Educational Enhancement funds, and student fees. E&G student fees include tuition and out-of-state fees.

Auxiliary Enterprises. Auxiliary enterprises include those activities that are not instructional in nature but support the operation of the university. The primary auxiliary areas include Housing, Student Health Services, Parking Services, Computer Store, Telecommunications, Continuing Education, Dining Services, and the Bookstore. The auxiliaries must generate adequate revenue to cover expenditures and allow for future renovations and building or equipment replacement, if applicable. Several of the auxiliaries are partially or wholly funded by student fees, including Student Health Services, Parking Services and Material and Supply Fees.

Sponsored Research. Sponsored research includes research activities that are funded by federal, state, local, and private funds.

Student Financial Aid. The student financial aid budget largely represents scholarship and loan funds that are received by the university and subsequently disbursed to students. Large disbursements of these funds occur at the beginning of the fall and spring semesters. The expenditures in this budget will, therefore, not coincide with the months remaining in the year.

Student Activities. The student activities budget is funded by the Activity and Service Fee paid by the students and includes expenditures for student government and student clubs and organizations. This budget also includes all expenditures for the Student Union and the Recreation and Wellness Center. Expenditures for these entities are funded by the Activity and Service Fee and by revenue generated through functions in the facilities.

Technology Fee. The technology fee was established in January 2009 as allowed by Florida Statute 1009.24. The university began charging 5 percent of the tuition per credit hour beginning in the fall term of the 2009-10 academic years. A committee and guidelines for the allocation and use of the technology resources were established. The revenue from this fee will be used to enhance instructional technology resources for students and faculty.

Concessions. The concessions budget is funded from vending machine revenue. These funds are used for events and other expenditures that support the university.

2014-15 Operating Budget

Area	2014-15 Budget	Percent of Total
Educational & General (E&G)	$522.8 M	35.9%
College of Medicine (E&G)	39.1 M	2.7%
Auxiliary Enterprises	206.6 M	14.3%
Sponsored Research	152.6 M	10.5%
Student Financial Aid	503.9 M	34.6%
Student Activities	20.0 M	1.4%
Technology Fee	9.1 M	0.6%
Concessions	0.5 M	0.0%
Total	$1,454.6 M	100.0%

2014-15 Operating Budget excluding Financial Aid

Area	2014-15 Budget	Percent of Total
Educational & General (E&G)	$522.8 M	55.0%
College of Medicine (E&G)	39.1 M	4.1%
Auxiliary Enterprises	206.6 M	21.7%
Sponsored Research	152.6 M	16.1%
Student Financial Aid	n/a	n/a
Student Activities	20.0 M	2.1%
Technology Fee	9.1 M	1.0%
Concessions	0.5 M	0.0%
Total	$950.7 M	100.0%

2014-15 E&G Budget Funding Sources

Funding Source	2014-15 Budget	Percent of Total
General Revenue & Lottery	$ 276.3 M	52.9%
Tuition, differential, out of state fees and misc. E&G revenue	246.5 M	47.1%
Total	$ 522.8 M	100.0%

The Budgeting Process

(Operating Budget)

Development of E&G Budget

Timeframe	Activity
July – January	University submits budget requests for following year to Board of Governors (BOG)
September – October	BOG submits university system request to governor
January	Governor publishes budget recommendation
March – April	Legislature develops appropriations bill with recommended budget

Development of E&G Budget

Timeframe	Activity
May	Governor approves appropriations bill (has veto power)
May	BOG notifies university of appropriations and changes in tuition and fees
May	Budget, tuition and fees approved by University Board of Trustees
June	Budget, tuition and fees approved by BOG
July	New year begins

Internal Allocation of E&G Budget

Allocation of budget to divisions

- Divisions typically start new year with prior year base budget, plus known designated allocations

- Divisions make requests for new allocations

- Provost makes recommendations regarding allocation of appropriated budget among divisions

- President approves allocations

Allocation of budget within divisions

- Determined by each division

- Process varies by division

2014-15 E&G Budget by Division

Division	2014-15 Budget	Percent of Total
Academic Affairs	$ 383.5 M	73.4%
Administration & Finance	73.6 M	14.0%
Marketing & Communications	5.4 M	1.0%
President's Division	10.9 M	2.1%
University Relations	2.0 M	0.4%
Central Commitments & Reserves	47.4 M	9.1%
Total	$ 522.8 M	100.0%

14

Capital Budget

Capital Budget Expenditures

- Costs to plan, construct and furnish buildings

- Costs for infrastructure, such as utilities and telecommunications

16

Capital Budget Funding Sources

Public Education Capital Outlay (PECO)

- Appropriated by the state for buildings with an academic purpose
- Funded by the gross receipt tax paid on utilities

Donations

Courtelis matching funds

- Appropriated by the state
- Provides 100% match for funds donated for construction projects with an academic purpose
- Has not been funded by the state for several years

Capital Budget Funding Sources

Bond proceeds (debt)

- Issued by Parking, Housing, Student Health and the Bookstore in the past

- Area issuing the debt is responsible for annual principal and interest payments

Student fees

- Includes capital improvement and building fees

- Used to construct facilities such as the Recreation & Wellness Center and the Student Union

DSO Budgets

DSO Budgets

- Direct support organizations (DSOs) are separate legal entities formed for specific purposes to support the university

- Operating budget does not include budgets for the DSOs

DSO Budgets

UCF has seven DSOs:

- UCF Foundation (fundraising activities)

- UCF Research Foundation

- UCF Athletics Association

- UCF Convocation Corporation (convocation center, arena, retail and Towers housing operations)

- Golden Knights Corporation (stadium operations)

- UCF Finance Corporation (financing for facilities)

- Central Florida Clinical Practice Organization, Inc. (aka Pegasus Health)