Reid Oetjen, chair, called the meeting to order at 4:03pm. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of August 14, 2014 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Tracy Clark, Associate Vice President for Finance and Controller
William Merck, Vice President and Chief Financial Officer Administration & Finance
Diane Chase, Executive Vice Provost, Academic Affairs
Lyman Brodie, Associate Vice Provost, Faculty Relations
Jana Jasinski, Associate Dean for the College of Graduate Studies

ANNOUNCEMENTS
None.

REPORT OF THE PROVOST
Question to the committee: how is the semester going? We have a bigger freshman class by 300. Hiring 200 new faculty. As of last week, we had 26 postings up for new hires; all positions had applications coming in, with the exception of four positions. An ad in the Chronicle of Higher Education (full page) has gone out. There are several opportunities with these positions; build faculty in excellence and quantity, take a strong step forward in the diversity of our faculty, and to project what the institution is doing. Advertisements in diversity outlets are coming out soon.

Expressed appreciation to the College of Science and the Center for Success of Women Faculty for the workshop on bias. The College of Sciences brought in an Implicit Bias expert for their Deans workshop. The Center for Success of Women Faculty had the same expert at their luncheon and held an open workshop with approximately 35 faculty.

One thing to put on our radar is the question of joint appointments. It is my understanding that there are not many if any joint appointments at UCF, such as a 50-50 joint appointment across two disciplines. As we get ready to bring in joint appointments, what are your thoughts on the opportunities and the risks, and how do we mitigate those risks?

Comments: Important to develop agreements so that faculty members are not torn. Processes must be put in place to protect the faculty member. How do we define joint appointment? Is it joint tenure, or joint paycheck, or what? How do we reward people for doing joint work? How are faculty evaluated? Implications for tenure and promotion? Right now we have three types of joint appointments: non-financial, shared line with financial sources in two different places, and shared with a center. It may be not needed

for non-financial, such as a professor being chair of a dissertation in another discipline. Provost fellows are looking at joint appointments. What is a cluster vs. joint appointment? What are the promotion and tenure and financial implications? We could probably look at models within the state university system. Lyman and collective bargaining should be included in discussions.

Request to move this discussion within committee. Ida Cook moves to refer issue to personnel committee. Seconded. Motion passes.

Next topic: What academic priorities should we focus on in the mid-term (15-20 year) future? Who do want to be? Manoj Chopra as a provost fellow is facilitating this discussion and including external and internal stakeholders. External include Jacob Stuart, Buddy Dyer, and similar individuals. Question to Manoj: will the discussions include people from the Sports Commission, Visit Orlando, and Tavistock? The Steering Committee is an internal stakeholder body. We have a 1 year, 10 year, and 30 year chart—immediate future with new hires, where do we see ourselves in ten years, and long-term. What may higher education look like nationally? What is the role of hybrid and distributed learning? These are further questions to consider. We are looking at what is special about UCF and to give rise to it nationally and internationally.

The short-term relies on funding, including performance funding. We feel we are in good shape on performance funding metrics, but we do not know the numerator.

Last, with respect to the downtown campus. We are forming committees. One is academic programs, with three groups. One is community relations and engagement, chaired by Michael Frumkin (COHPA Dean). Second is arts, visualization and communications, chaired by Mike Johnson (COS Dean). We are probably 2 years away (assuming funding) maybe 3 before a move begins. Who will move downtown? It won't be "officially" announced because it will be a visible process.

Update on Dean searches: College of Education, Nursing, and Undergraduate Studies. We are getting close on those; they will all be national searches.

OLD BUSINESS
None

NEW BUSINESS

Approval of TIP, RIA, and SOTL documents

The Steering committee can only change dates; we cannot change the substance of the awards. We need to approve TIP, RIA, and SOTL, and the same specifically for College of Medicine.

Academic Affairs is putting together a committee, but any changes the committee makes won't change TIP, RIA or SOTL until next year.

Motion to approve date changes made by Ida Cook. Seconded. Motion passes.

<u>Budget Presentation—*William Merck II and Tracy Clark*</u>

William Merck and Tracy Clark delivered a presentation on the University Budget including; operating budget, capital budget, the budgeting process, and DSO budgets, see University Budget handout pdf.

Question: What model is used to determine college allocations? The University receives a budget from the Florida Legislature then we allocate to each division. Academic Affairs then allocates from their budget to each college.

Provost Whittaker addressed the question on Academic Affairs budget model relating to the distribution of funds to divisions. The emphasis is on slow, deliberate introduction of budget models, including the possibility of pilot testing models in select divisions. The goal will be to distribute funds that facilitate collaboration and resource sharing, while also facilitating entrepreneurial behavior at the division and sub-division level.

Acknowledged the role of student activity fees for providing new facilities and operations for facilities.

Goal in budget: high quality academic experience that is affordable and accessible. We are looking now at program that can help families in the $40k to $100k income range to attend the university.

LIAISON COMMITTEE REPORTS

<u>Budget and Administrative Committee—*Robert Cassanello*</u>
Potential agenda items: (1) look into efficiency and quality of facilities, (2) process for getting legal involved in projects outside the university, (3) redundancy in organization chart.

<u>Graduate Council—*Jim Moharam*</u>
Graduate policy committee voted to make a change to the definition of graduate faculty to allow ranked lecturers and instructors serve on the committee.

Another issue discussed: allowing people to defend thesis/dissertation from a distance. University policy currently requires in-person defense. There are benefits and drawbacks. Benefits: convenience and accessibility. Drawbacks: perhaps never meeting committee in person.

<u>Parking Advisory Committee—*Norma Conner*</u>
Hang tag issue: 25% reduction in cost but sales have increased.

Expectant mother parking: 5 temporary spaces will be designated as expecting mothers in spring, for 3 months near the expecting women's building. These parking spaces will move based on need. Another issue: increased demand with 200 new faculty?

Personnel Committee—*Richard Harrison*
Met on September 16. Four issues: (1) salary compression and inversion; requested more information from faculty affairs; the last university-wide salary study was in 2005; (2) college criteria for promotion of lecturers and instructors; wait until spring 2015 when colleges develop criteria before taking further action (3) emeritus/emerita rank criteria, and (4) implementation of faculty climate survey.

Undergraduate Council—*Bill Self*
Will be meeting next week. No agenda items last month.

OLD BUSINESS
The Recording Academic Engagement AdHoc committee made a recommendation to post campus closure events (such as sports games) or possible timeframes on the university academic calendar as soon as the events are known in order for faculty to plan classes. Athletics has event dates by the end of June or July each year. A recommendation is being developed. This issue can probably be handled informally by talking with Dave Hansen instead of voting on a resolution.

OTHER BUSINESS
None

ADJOURNMENT
Motion to adjourn made and seconded. The committee adjourned at 5:58pm.

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
2013~~4~~-201~~4~~5 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~~3~~4-201~~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~~3~~4, the start of the 201~~3~~4-201~~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~~3~~4-201~~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~~10-201~~0~~1 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~~, 201~~3~~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 201~~34~~-~~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, 201~~34~~, the start of the 201~~34~~-~~20~~14~~5~~ contract. The actual dollar amount awarded for the academic year 201~~34~~-~~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, 20~~09~~10, the start of the 20~~09~~10-~~20~~10~~1~~ 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
201~~34~~-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**

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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 <mark>highlighted</mark>. 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*.

Scholarship of Teaching and Learning Awards
2014–2015 Schedule

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.

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, 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.

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 **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.

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 **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*.

<p align="center">College of Medicine
Scholarship of Teaching and Learning Awards
2014–2015 Schedule</p>

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.**
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April 22, 2015	FCTL to notify all applicants of outcome.

COLLEGE OF MEDICINE

**UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2014̶3̶-15̶4̶ PROCEDURES**
(Approved by the Faculty Senate Steering Committee, ̶N̶o̶v̶e̶m̶b̶e̶r̶ ̶7̶, 201̶4̶3̶)

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, 201̶3̶4̶, the start of the 2014̶3̶-14̶5̶ 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 (̶2̶0̶0̶9̶-̶2̶0̶1̶0̶,̶ 2010-2̶0̶11, 2011-2̶0̶12, ̶a̶n̶d̶ 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, 20̶0̶9̶10, 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, 20̶0̶8̶09, 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-~~20~~11, 2011-~~20~~12 ~~and~~ 2012-~~20~~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 COM-TIP awards. For year 201~~43~~-1~~4~~5, 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.

Faculty Relations
Division of Academic Affairs
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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2013~~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~~34~~, the start of the 201~~43~~-1~~4~~5 contract. The actual dollar amount awarded for the academic year 201~~34~~-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, 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.