

Faculty Senate Steering Committee Meeting
Minutes of
September 10, 2009

Dr. Ida Cook, Faculty Senate Chair, called the meeting to order at 4:00 p.m. The roll was circulated for signatures.

Steering Officers Present: Cook, Wink, Kassab, and Chopra.

Steering Committee Members Present: Belfield, Cash, Chase, Daniell, Gause, Goodman, Kaufman, Koons, Kovach, LiKamWa, Lynxwiler, Moslehy, Oetjen, Pennington, Schulte, Seidel, and Sivo.

Administrators Present: Provost Hickey, D. Chase, Huff-Corzine, Vittes.

Steering Committee Members Not Present: Brown, Covelli, Edwards, and Rahrooh.

A motion was made to amend the agenda to address the College of Medicine TIP, RIA, and SOTL documents at the beginning of the meeting to accommodate Dr. Daniell, who had to leave early. Motion seconded and passed.

NEW BUSINESS

The College of Medicine (COM) would like more time to review the TIP, RIA, and SOTL documents for that college. Dr. Daniell made a motion to move the approval of the COM documents to the October Steering meeting. Motion seconded. A question was raised regarding why COM has its own documents. The COM faculty are designated as non-unit and, as such they are not covered by collective bargaining, and they must have a separate program for TIP/RIA/SOTL. Faculty in the department of Medical Education are on multi-year contracts, and they are not tenured. A discussion followed regarding the relationship between the TIP, RIA, and SOTL awards and contracts. Issues of multi-year appointment should be addressed at faculty Senate constitutional level, and the ad hoc Senate constitutional committee is encouraged to take that up. Motion to delay the approval of the COM documents passed.

MINUTES

The minutes of August 13, 2009 were approved as recorded by unanimous vote.

RECOGNITION OF GUESTS

Annette Khaled, College of Medicine.

ANNOUNCEMENTS

Provost's Update

As of yesterday, Fall enrollment is at 53,912. There has been minimal information from Tallahassee regarding the budget, and there is not expected to be a special session to address budget issues. Projections for budget deficits have been released. There is expected to be a \$2.5 billion deficit in 2010-2011 and a \$5.5 billion deficit in 2011-2012. No further budget changes are expected for Fall 2009 and Spring 2010. The biggest growth in enrollment is from transfer

students from consortium schools. A question was raised regarding how differential tuition is allocated. The provost provided an overview of the disbursement of differential tuition funds. Money was provided to increase the teaching staff for composition and mathematics classes, and the University Writing Center staff has been increased. Colleges are also receiving funds to replace faculty lost through attrition. State auditors scrutinize the way differential tuition is disbursed.

College Budget Updates

Steering committee members reported on the status of plans for the budget cuts for their colleges. The College of Sciences is holding meetings of their budget committee. The College of Engineering and Computer Science elected a committee to address budget issues. Committee membership consists of all the department chairs, three elected faculty members and one elected staff member. The College of Education had an emergency meeting to discuss the future of the college. The dean announced plans for a restructuring of the college, which will create a School of Education and two other departments. Staff will be affected by the restructuring, but faculty will not. Faculty members have until September 21 to decide which department/school they wish to join. On the day of the college-wide meeting, faculty members were involved in break-out sessions to discuss strategies. The Rosen College of Hospitality Management reports that, as a result of significant savings in previous years and the loss of six positions, there is no need to terminate any programs or lay off any staff or faculty. The college may terminate some tracks with low enrollment. If this were to occur, it would not affect faculty and staff positions. The College of Nursing has a meeting of the Leadership Council scheduled for next week. The College of Optics and Photonics has done nothing so far. The College of Health and Public Affairs has no new updates. Meetings are ongoing and will wrap up at the end of September. The College of Business Administration established a committee of chairs and sub-deans that decided to terminate the PhD in Economics. No faculty member was included on the committee. The College of Medicine has no changes to its budget. The College of Arts and Humanities has not set up a committee specifically for this purpose. The dean is using the advisory council, which does have faculty and staff representation. No information has been released regarding the process or the proposals.

OLD BUSINESS

Student Perception of Instruction (SPoI) Update

Dr. Wink reports that the SPoI committee has revised the documents based on feedback from faculty, and is ready to present them to the Senate. A presentation will be made at the next Senate meeting, and the Senate will vote to receive the report. Dr. Wink encourages discussion of the forms at the college level, and notes that feedback is still requested. The online implementation of SPoI does not fall under the purview of the ad hoc committee. A pilot run of the proposed SPoI was carried out last Fall, and the form was edited based on the feedback. The information that can be generated from the current form will also be available from the new form. This project has been a three year endeavor so far. The current form will still be used in Spring 2010. Senators are encouraged to share the SPoI forms with their colleagues and to inform them of the upcoming SPoI presentation. A concern was raised regarding the analysis of the SPoI output data, and it was recommended that UCF investigate best practices from other universities. Motion made to add SPoI to the September Senate agenda. Motion seconded and carried.

Conflict of Interest Presentation

Motion made to add the rescheduled Conflict of Interest presentation to the agenda of the September Senate meeting. Motion seconded and carried.

Open Access Textbook Committee Update

As an information item, Dr. Cook provided an update on the activities of the state-wide the Open Access Textbook Committee, of which she is a member. The committee is developing a state-wide online repository where faculty can share textbooks or supplementary curricular materials. The committee will be surveying faculty and administrators regarding attitudes toward the project. The state legislature is supportive of the repository as it will help meet the legislative mandate to reduce textbook and reference materials costs.

College Budget Updates

Motion to add college budget updates to the agenda of the September Senate meeting was made. The motion was seconded and carried.

Committee on Committee Report

Dr. Wink provided an updated on the status of standing committee appointments. There are five vacancies on the Budget and Administrative Committee, two vacancies on UPCC, and three vacancies on the UCRC. There is a serious problem with committee placements for senators from the Medical Education department of the College of Medicine because those faculty are on multi-year contracts and are not tenure earning. The only standing committees they are eligible for are the two undergraduate committees (UPCC and UCRC), which do not seem to be appropriate placements because the faculty teach exclusively at the graduate level. This affects two of the current senators from COM. It is suggested that such faculty be allowed to sit in on designated committees without voting rights until the issue is resolved, as was done when CREOL faculty were in a similar situation. Motion is made to have affected COM faculty serve as non-voting members of committees that are in line with their interests and areas of expertise. Motion seconded. Motion made to modify that motion. The modified motion proposes to have affected faculty appointed to the committees on which they are eligible to serve as voting members. Motion seconded. Discussion followed. The modified motion was defeated. Discussion of the original motion resumed. A vote was called on the motion to allow affected COM faculty to attend meetings and participate without voting rights. The motion carried.

Dr. Wink reported that the reporting committees still have vacancies and that she will be sending out further requests.

NEW BUSINESS

TIP, RIA, and SOTL Documents

TIP, RIA, and SOTL documents were distributed prior to the meeting. Dr. Huff-Corzine noted that, other than date changes, the TIP, RIA, and SOTL documents are same as last year, as required by the status quo. Motion made to approve the documents. Motion seconded. A discussion followed as to whether changes can be proposed during the status quo period. Two years ago, a committee did extensive work to update the language of the documents, but these

changes have not been implemented because of the status quo. The TIP, RIA, and SOTL documents (with the exception of the COM documents) were approved.

Parking Problems

Dr. Cook has been contacted by faculty regarding the temporary loss of faculty parking due to construction. Mr. Merck has been made aware of these concerns and is compiling information on whether there has been a change in the percentage of parking spots available to faculty and staff. Mr. Merck has indicated a willingness to talk to the Senate about parking. A new garage is expected to be under construction in the near future.

STANDING COMMITTEE REPORTS

The standing committees are beginning to meet. Dr. Cook met with the Graduate Council and the Undergraduate Policy and Curriculum Committee for their initial meetings, and will be meeting with the Budget and Administrative Committee and the Personnel Committee next week.

Graduate Council – *Stephen Goodman reporting*

The leadership of the Graduate Council and its four subcommittees has been established, and is as follows:

- Graduate Council Chair: Jim Moharam
- Graduate Policy Committee Chair: Jim Moharam
- Graduate Curriculum Committee Chair: Ram Mohapatra
- Graduate Program Review Committee Chair: Kevin Coffey
- Graduate Appeals and Awards Committee Chair: Ed Rinalducci

The Graduate Appeals and Awards Committee already had some activity over the summer. In a July 28, 2009 meeting the committee considered 25 petitions on a variety of topics (ranging from waiving time limit rules, transferring excess credits into programs, course substitutions, reversion to earlier catalogs, and waiving the minimum 6XXX hour requirements). 17 of these petitions were approved and 8 were denied.

The Graduate Curriculum Committee has scheduled its first meeting for September 16, 2009. At that meeting the committee will engage in its routine consideration of a variety of Course Action Requests and Special Topics Requests. In addition, the committee will be considering some program revisions, and temporary suspension of admission to a few programs while revisions are being made.

The Graduate Policy Committee and the Graduate Program Review Committee have not yet established dates or agendas for their first meetings.

Undergraduate Policy and Curriculum Committee – *Dr. Pennington reporting*

The leadership of the committee has been established, and is as follows:

- UPCC Chair: Robert Pennington
- UPCC Vice Chair: Johnny Pherigo
- UCRC Chair: Johnny Pherigo

Agenda items were discussed, notably a proposal from CAH for a Bachelor's in Design and Architecture, which would have been a 2-2-2 program (two years at Valencia and two years leading to a Bachelor's degree from UCF, followed by two years at a University of Florida

facility in Orlando leading to a Master's degree from UF.) The proposal was defeated in committee. The UPCC meets next Wednesday.

The Personnel and Budget and Administrative committees have not met yet.

ADJOURNMENT

Motion to adjourn was made and seconded. The meeting adjourned at 5:35 p.m.



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RESEARCH INCENTIVE AWARDS PROGRAM*

2009-2010 PROCEDURES

I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C). 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. For 2009-2010, there are 20 new RIA awards available. If any recipient of a college or I&C Research Incentive Award leaves University employment, that award will remain within the college or will revert to the Vice President for Research (I&C awards) for "recycling" as additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards and the specifics of the RIA program were developed through consultation between the Office of Academic Affairs and 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, 2009, the start of the 2009-2010 contract. The actual dollar amount awarded for the academic year 2009-2010 will reflect the employee's FTE for the 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.

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 in their full-time appointment since August 8, 2005, the start of the 2005-2006 academic year contract. No candidate may be selected for the RIA award more than **once every**

five years. Specifically, any faculty member who received a RIA increase that became effective August 8, 2005 or later is not eligible for this year's RIA. Further, any faculty member who received a RIA increase that was effective August 8, 2004 or earlier is eligible for this year's RIA. I&C faculty who are members of academic departments should be considered for nomination through their respective colleges.

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 5 **tenured** faculty that will select its recommended awardees. The 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. Candidates for an award are not eligible to serve on these peer review committees. 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 Vice President for Research, 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.

RESEARCH INCENTIVE AWARDS PROGRAM 2008-09 Schedule

September 10, 2009	✓ Faculty Senate completes review of university requirements for UCF-RIA
TBA	✓ Distribute Guidelines to all Faculty via e-mail
TBA	✓ TIP, RIA & SoTL Workshop
TBA	✓ College & Units to have elected RIA Selection Committees
TBA	✓ RIA Portfolios due in Dean's or VP's Office no later than 5 PM
TBA	<ul style="list-style-type: none"> ✓ College & Unit Review Committees' recommendations due to Academic Affairs, Suite 351 ✓ Last day to send name of College or Unit Representative to Academic Affairs – if possible, send name sooner
TBA	✓ University Review Committee's recommendations due to Academic Affairs
TBA	<ul style="list-style-type: none"> ✓ Letters to all applicants from Academic Affairs ✓ Colleges to notify all applicants of outcome, including reasons for the recommendations

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2009-2010 Application and Nomination Form

PERSONAL DATA

Name _____ Rank or Title _____

Campus Address _____ Campus Phone _____

Department or Division _____ Years at UCF _____

Institution and Year Terminal Degree Granted _____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your primary area of research or creative activity.

Secondary Area: In 100 words or less, describe the individual's secondary (if any) areas of interest.

Achievements: In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

Research and Creative Activity Outlets and Recognition: In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

Supporting Materials: Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

Candidate's Signature

Date

Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.



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2009-2010 Scholarship of Teaching and Learning Awards Program
(Approved by the Faculty Senate Steering Committee,)

**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. March 19, 2010.**

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2009-2010, UCF will sponsor 10 awards for the Scholarship of Teaching and Learning (SoTL). Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish.

II. Funding

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2009, the start of the 2009-2010 contract. The actual dollar amount awarded for the academic year 2009-2010 will reflect the employee's FTE for the year.

III. Faculty Eligibility Criteria and Award Criteria

Eligibility Criteria: A faculty member is considered "eligible" for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time 9 or 12 month appointment as an instructor or as a professor, associate professor, or assistant professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, a faculty member must be employed at UCF **on or prior** to August 8, 2005.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients: Faculty who received the award in 2004-2005 or earlier are eligible to apply for the 2009-2010 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 (i.e., 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 chair of the department or a colleague written specifically in support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).
4. Statement of the value of one's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).
5. Curriculum Vita with Scholarship of Teaching and Learning grants and research **highlighted**.
6. Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 words, maximum, 12 point font)
7. Appendices: Hard copies of book cover, first page of articles or other publications, grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be deidentified.

VI. Evaluation and Award Process

The award winners will be determined by a university-level committee consisting of one (1) **tenured and annually elected** representative from each of the colleges and the director of FCTL. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. The Office of Academic Affairs will inform nominees selected for the award. Awardees will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). An article, written by the awardees, may be published in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards 2009-2010 Schedule

September 4, 2009	Faculty Senate completes review of university requirements for UCF-SoTL
September 18, 2009	Distribute Guidelines to All Faculty
January , 2010	UCF- RIA, & SoTL Workshop
January , 2010	College Election of SoTL Review & Selection Committee Names of those elected should be sent to T. Crouse by February 1, 2010
March 19, 2010	SoTL portfolios due to FCTL
April 16, 2010	Committee's recommendations due to Barbara Davis, bmdavis@mail.ucf.edu - Academic Affairs
April 23, 2010	Academic Affairs to notify all applicants of outcome



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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2009-2010 PROCEDURES

The University of Central Florida Teaching Incentive Program (UCF-TIP) was established as a new initiative in 2000-2001 and is designed as a successor to the Teaching Incentive Program (TIP) funded by the Florida Legislature in previous years. The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-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, 2009, the start of the 2009-2010 contract. The actual dollar amount awarded for the academic year 2009-10 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

A faculty member will be considered "**eligible**" for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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, 2005, 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, 2004 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 2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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 2009-2010, there are 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**. For “units,” as defined above, these committees will have no less than three and no more than five members. 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 (2005-2006, 2006-2007, 2007-2008, and 2008-2009).

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.

UCF-TIP 2009-10 Schedule

September 10, 2009	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
TBA	Distribute Guidelines to All Faculty
TBA	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
TBA	Chairs/Directors to return corrected term eligible UCF-TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
TBA	Colleges elect UCF-TIP “Selection Criteria & Procedures” Committee
TBA	Colleges send UCF-TIP “Selection Criteria & Procedures” document to lcooney@mail.ucf.edu for review and approval
TBA	UCF-TIP, RIA, and SoTL Workshop
TBA	Colleges elect UCF-TIP Selection Committee
TBA	UCF-TIP portfolios due in deans’ office no later than 5 PM
TBA	Colleges to send UCF-TIP Selection Committees recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
TBA	<ul style="list-style-type: none"> • Office of Academic Affairs to notify all applicants of outcome • Colleges to notify all applicants of the outcome, including reasons for the recommendations