

MEMORANDUM

Date: September 3, 2015
TO: Members of the Steering Committee
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on September 10, 2015**

Meeting Date: Thursday, September 10, 2015
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 13, 2015***
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 – *Lucretia Cooney*
 - Consideration of Senate Service Records
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Robert Cassanello*
 - Parking Advisory Committee – *Bari Hoffman-Ruddy*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Hyoung Jin Cho*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
August 13, 2015

Keith Koons, chair, called the meeting to order at 4:00pm. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of the June 24, 2015 emergency meeting was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Manoj Chopra, Interim Vice Provost and Dean, Office of Undergraduate Studies.
Christine Dellert, Senior Director of Internal Communications

ANNOUNCEMENTS

The Senate passed a resolution in April; the first meeting of the new Senate incorrectly numbered 2014-2015-1. The resolution was appropriately renumbered to 2015-2016-1 to reflect when the resolution was passed.

2014-2015 Resolution Update

There were two resolutions passed by the senate during 2014-2015. 2014-2015-1 Amend the Definition of Faculty and Eligibility for Election to the Faculty Senate in the Bylaws of the Faculty Constitution was approved by the Provost and implemented for the 2015-2016 Faculty Senate apportionment. 2014-2015-2 Parental Leave Policy and Procedures for UCF Faculty Birth/Adoption was not approved by the Provost.

Committee Staffing Request – Parking Citations Committee

The Senate received a request for a faculty member to serve on the Parking Citations committee. The committee meets every other Friday from 8:15 to noon. The Provost asked whether it was a good use of time for a faculty member to serve on this committee.

Faculty Senate Staff

Christie Wolf is now permanent in the Senate administrative assistant position. Over the summer, Christie researched the UCF archives for Senate resolutions and have placed resolutions from 1970 through 1985 online.

Robert Cassanello volunteered to be parliamentarian.

REPORT OF THE PROVOST

We have allocated 85 faculty positions for next year; 33 are set aside for cluster hires, and 17 are set aside for opportunity hires.

Faculty Leadership

Cynthia Young's office is launching a new set of initiatives to develop faculty leadership. See www.facultyexcellence.ucf.edu for details. The Provost encouraged everyone to attend the faculty welcome reception on August 21 at 3:00 p.m. in the Student Union, Pegasus Ballroom.

UCF Retirees

A concern has been raised from the Deans group, Faculty Senate, and UFF regarding a policy decision to move retiree email accounts to knights mail. A union grievance has been filed on the issue, so the issue can't be addressed until we have a response from the union. This and other issues have led us to begin asking how else we can support retirees.

TIP, RIA, SOTL

We charged a committee last year to assess the criteria for the programs. The committee met and reported to Faculty Excellence in April. Recommendations are being reviewed and will be sent to Dr. Hitt. The majority of the recommendations must be bargained in the collective bargaining agreement.

Parental Leave

Agreed with the Resolution, but unable to approve since the issue is part of collective bargaining. We will report once bargaining is completed, probably within the next month. This is an open book year, and all articles are bargained.

COACHE survey

Cynthia Young was at Harvard last week with the COACHE consortium. We expect results within the next week or so. We will share the findings broadly. We hope findings will be referred to appropriate committees for actionable recommendations. We will get the raw data; if faculty have research interests in the data, requests can be made to Cynthia Young.

Carry Forward Budget Allocations

At the end of the year, often there are funds that go into carry forward at different levels. It's good to ensure 5 - 7% is kept for emergency purposes. There are some funds accumulated that have captured the eye of the state. We took 11.5 million of the funds and redistributed them across the university in three areas: 40% student success, 40% research, and 20% IT and infrastructure. We will do this reallocation every year. In doing so, we respected all three-year plans; this process ensures deliberate planning of carry-forward funds.

Cluster Hires

As we begin the process of hiring clusters, Cynthia Young has announced a speaker series that can be used to invite scholars to give seminars, hosted by the clusters.

OLD BUSINESS

There is no old business.

NEW BUSINESS

Motion and second was made to renumber approved 2008-2009 resolutions currently displayed online as 2007-2008-5, 6, 7 and 8. The Steering Committee can act to renumber these resolutions appropriately to the senate year approved. Motion carried.

Committee Assignment Update – Bill Self

A copy of the Senate Curricular and Operational committees was distributed. We are identifying committee chairs to ensure active committee years.

Senate Committee Liaisons

We establish Steering committee liaisons to Senate committees to keep us apprised of what is happening. Volunteers are needed for each committee:

Personnel Committee: Linda Walters
Budget and Administrative: Robert Cassanello
Parking Advisory: Bari Hoffman-Ruddy
Graduate Council: Jim Moharam
Undergraduate Council: Hyoung Jin Cho

Topics for Senate Committee Action

Topic list for 2015-2016 was distributed. A list of issues has been generated based on discussions with Deans across the university, senate leadership, and senators. The function of the Steering committee is to set the agenda for the senate and refer items to established committees, or ad hoc committees. We can decide some issues are not important or appropriate for this body. A motion and second was made on each item. All committee assignment action motions carried.

Topics for 2015-2016 Faculty Senate

	Committee Assignment Action	Topic	Referred By
1	Personnel	Senate Resolution 2007-2008-5 Appointment and Evaluation of School Directors and Department Chairs- issue surrounding the term "vote."	Provost and Steering Committee.
2	Undergraduate Policy and Curriculum Committee	Reconsider posthumous degree consideration: would like some recognition for students who fall short of current threshold for posthumous degrees (within 15 hours).	Foard Jones, Associate Dean CBA

3	Ad Hoc Constitution/Bylaws Committee	Lack of clarity regarding different faculty ranks in things like voting and apportionment for Faculty Senate.	Michael Johnson, Dean College of Sciences
4	Ad Hoc Constitution/Bylaws Committee	Determine college policies and procedures regarding the nomination of faculty and how elections are conducted.	Steering April 9, 2015 - Ida Cook
5	Tabled	Review Academic Affairs re-organization to determine faculty representation.	Steering April 9, 2015
	Discussion: College of Undergraduate Studies is not hiring faculty.		
6	Personnel	Suggested modification of the University Promotion and Tenure Committee for promotion consideration of non-tenured faculty.	Lucretia Cooney, Faculty Excellence
7	Budget & Administrative	Concern over library funding (not enough recurring funds to cover rising cost of journals; library not getting any portion of grant overhead).	Barry Baker, University Libraries
	Discussion: Funds being allocated to Library from carry-forward re-distribution - reach out to Provost office on issue.		
8	Tabled - out of scope	Renovating space is expensive and slow.	Foard Jones, Associate Dean CBA and Michael Georgiopoulus, Dean CECS
9	Tabled	Cost of maintenance of classrooms is responsibility of colleges, but no funding is given towards this purpose in the budget.	Mike Frumkin, Dean COHPA
	Discussion: Joel Hartman is conducting an audit of all spaces; trying to normalize budget		
10	Tabled	Redundancies in university organizational flow chart.	Steering April 9, 2015, from committee 2014-2015 - Robert Cassanello liaison

11	Budget & Administrative	Question of distribution of overhead from grants.	Steering April 9, 2015 - Reid Oetjen
	Discussion: <i>Develop a clear description of the process to be communicated and make appropriate recommendations.</i>		
12	Parking Advisory	Is there a better way to help Rosen College faculty when traveling to the main campus? They face parking issues, adding to isolation and the disincentive to contribute service.	Abraham Pizam, Dean Rosen College
13	Academic Affairs TIP Sub-committee	Disincentive for teaching Honors courses, because of emphasis on SCH quantity for TIP eligibility.	Alvin Wang, Dean Honors College
14	Pending follow up to see if still an issue	For Continuing Education courses, Academic Affairs has stipulated a low payment for faculty; Rosen College would like more freedom in faculty pay (this is outside CBA).	Abraham Pizam, Dean Rosen College
	Discussion: <i>Issue was referred to Sherry Andrews for review of overload, summer appointment, ADI, etc.</i>		
15	Tabled w/follow up	Problem with getting faculty to do service in Rosen College; since the maximum it can count in assignment is 10%, it is not valued by faculty.	Abraham Pizam, Dean Rosen College
	Discussion: <i>Issue previously discussed with Provost office. Check with Ronnie Korosec regarding this issue.</i>		
16	Personnel	Clarify emeritus status requirements: how to show national status?	Foard Jones, Associate Dean CBA
16	Discussion: <i>The Provost suggested working with Cynthia Young on this issue.</i>		

17	Personnel	Problem of salary compression; desire for more awards for junior faculty and staff	Mike Frumkin, Dean CHOPA
Discussion: <i>Term "junior" needs to be clarified. The Provost received national data; waiting on SUS comparison. Check with Gary Tyson at FSU who is doing a study.</i>			
18	Personnel	Top faculty getting recruited away by other schools, desire for more Trustee professorships.	Michael Georgiopoulos, Dean CECS
19	Table until report from AA	Issues that emerge from the COACHE survey. Results will be in within 2 months of survey closing. Among those issues is compensation.	Steering April 9, 2015
20	Table until bargaining is completed	Paid Family Leave.	Steering, carry forward from 2014-2015
Discussion: <i>Tabled until outcome of Collective Bargaining.</i>			
21	Tabled	Retiring faculty not able to keep email@ucf.edu; must use knights mail.	July 6, 2015 - Keith Koons
Discussion: <i>Tabled until UFF Grievance completed.</i>			
22	Personnel	Joint appointments - need to be reviewed and clearly defined (tenure, teaching duties, etc).	Steering April 9, 2015 - Jim Moharam
23	Tabled w/Provost follow up	Possible improper influence on activities of Endowed Chairs by donors (FSU issue).	Steering April 9, 2015
Discussion: <i>The Provost office to review UCF Gift Agreement with Foundation and identify how endowed position is managed. Will follow-up.</i>			

24	Ad Hoc Constitution/Bylaws Committee	Representation of faculty on university committees - how selected and lack of representation (Downtown committees, etc).	Steering April 9, 2015
25	Undergraduate Policy and Curriculum Committee	Academic rigor: consideration of Lack of Progress in degree programs.	Steering April 9, 2015, Bill Self
<i>Lack of progress with coaching into different pathways.</i>			
<i>Discussion:</i>			

Informational items:

1. TIP awards from retiring faculty now in the College of Nursing are now going back to CON.
2. The College of Medicine is seeing the benefit of revised faculty status, leading to better collaboration with people from the VA hospital.

Senate Agenda for August 27 and Reception

Need to approve the upcoming Senate Agenda. Below are the items on the agenda:

- Michael Morsberger, the new Vice President for Alumni Relations and Development has been invited to briefly speak.
- Brief presentation on the resolution process.

Agenda items for New Business approved.

OTHER BUSINESS

Encourage senators at the Senate meeting to communicate with departments that have no bylaws that they may create bylaws, if the department wishes.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:55 p.m.



*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
2015-2016 Procedures**

(Approved by the Faculty Senate Steering Committee, TBD, 2015)

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 Wednesday, March 16, 2016.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2015-2016, 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, 2015, the start of the 2015–2016 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, 2011.
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, 2011, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2010-2011 or earlier are eligible to apply for the 2015-2016 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 2015–2016 Schedule

TBD, 2015	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
TBD, 2015	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2015	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 15, 2015.
January 2016	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 16, 2016	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2016	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2016	FCTL to notify all applicants of outcome.



*Dr. Melody Bowdon, Executive Director
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**UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2015–2016 Procedures**

(Approved by the Faculty Senate Steering Committee, TBD, 2015)

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 Wednesday, March 16, 2016.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For the academic year 2015–2016, 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, 2015, the start of the 2015–2016 contract. The actual dollar amount awarded for the academic year 2015–2016 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, 2011.
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 2010-2011 or earlier are eligible to apply for the 2015–2016 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
2015–2016 Schedule

TBD, 2015	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
TBD, 2015	SoTL Award criteria distributed to all faculty.
December 1, 2015	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 1, 2015.
January 20 and February 2, 2016	SoTL workshops for all faculty in Faculty Center, CB1 205.
March 16, 2016	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2016	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 22, 2016	FCTL will notify all applicants of outcome.



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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2015-2016 Procedures

(Approved by the Faculty Senate Steering Committee, TBD)

Deleted: 2014-15

Deleted: October 2, 2014

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2015-2016, 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.

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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, 2015, the start of the 2015-2016 contract.

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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 2015-2016 will be based on 9-month or 12 month employment.

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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, 2011, the start of the 2011-2012 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, 2010 or earlier are eligible to apply.*

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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.

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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
2015-16 Application and Nomination Form

College of Medicine

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PERSONAL DATA

Name _____ Rank or Title _____

Department _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date

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RESEARCH INCENTIVE AWARDS PROGRAM

2015-2016 Procedures

(Approved by the Faculty Senate Steering Committee, TBD)

Deleted: 2014-2015

Deleted: October 2, 2014

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 2015-16, 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.

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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, 2015, the start of the 2015-16 contract. The actual dollar amount awarded for the academic year 2015-16 will be based on 9-month or 12-month employment.

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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

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continuously since August 8, ~~2011~~, the start of the ~~2011-12~~ academic year. No candidate may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, ~~2010~~ or earlier are eligible to apply.* I&C faculty who are members of academic departments should apply through their respective college.

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IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

Each college will **elect** a peer review committee* of at least five (5) **tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. A committee consisting of one representative from each college committee and one representative from the Research Council will serve as the university peer review committee to select the recommended at-large awardees. Nominees for at-large awards will include the runner-ups submitted from each college committee and I&C.

The criteria for evaluating applicants' files will include the following major categories to be applied as is appropriate for the discipline:

- Value or impact of research and creative efforts both within the discipline and to society;
- Recognition of research and creative efforts by the individual's peers in the same or related disciplines;
- Publication and presentation of research and creative efforts;
- External grant and contract support for the research and creative efforts appropriate to the candidate's discipline;
- All peer review committees should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, each college, institute, and center will notify all nominees of the results, including an explanation of the unit's reasons for its recommendations.

**Candidates for an award are not eligible to serve on peer review committees.*

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UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2015-16 Application and Nomination Form

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PERSONAL DATA

Name _____ Rank or Title _____

College _____ Department _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date

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Faculty Excellence
 Division of Academic Affairs
 Millican Hall, Suite 351
 Phone: (407) 823-1113
lucretia.cooney@ucf.edu

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COLLEGE OF MEDICINE

**UNIVERSITY OF CENTRAL FLORIDA
 TEACHING INCENTIVE PROGRAM
2015-16 PROCEDURES**

(Approved by the Faculty Senate Steering Committee, TBD)

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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, 2015, the start of the 2015-16 contract.

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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 (2011-12, 2012-13, 2013-14 and 2014-15).

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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, 2011, 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, 2010, or earlier is eligible for a COM-TIP this year.

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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 ~~2011-12~~ 2012-13, ~~2013-14~~, **and** ~~2014-15~~).

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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 ~~2015-16~~, there will be a minimum of 2 awards for the college.

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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

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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 (2011-12, 2012-13, 2013-14, and 2014-15).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder or a 6-page written document).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.

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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2015-16 PROCEDURES
 (Approved by the Faculty Senate Steering Committee, TBD)

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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, 2015, the start of the 2015-16 contract. The actual dollar amount awarded for the academic year 2015-16 will reflect the employee's FTE for the year.

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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, 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 (2011-12, 2012-13, 2013-14, and 2014-15).
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, 2011, 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, 2010 or earlier is eligible for this year's UCF-TIP.

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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 ~~2011-12, 2012-13, 2013-14, and 2014-15~~).
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.

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IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year ~~2015-16~~, 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.

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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.

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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 (~~2011-12, 2012-13, 2013-14, and 2014-15~~).

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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.

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