<div align="center">

Faculty Senate
Steering Committee Meeting
Minutes of **September 10, 2015**

</div>

Keith Koons, chair, called the meeting to order at 4:02 p.m. The roll was circulated for signatures.

MINUTES
Motion to approve the minutes of August 13, 2015 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Melody Bowdon, Executive Director, Faculty Center for Teaching and Learning
Ronnie Korosec, Associate Provost and Director of Operations, Academic Affairs
Lucretia Cooney, Assistant Director, Faculty Relations
Elizabeth Dooley, Vice Provost and Dean, College of Undergraduate Studies

ANNOUNCEMENTS
The Center for Distributed Learning Advisory committee is putting together a task force regarding quality control of online courses. Requested recommendations for Faculty Senate representatives for the task force on behalf of Reid Oetjen. Members were asked for suggestions and the Senate will approach the individuals to see if they are interested. The College of Education and Human Performance suggested Atsusi Hirumi. Please forward any suggestions to Christie Wolf.

OLD BUSINESS
None.

NEW BUSINESS – Item 1
New business was introduced while waiting for the Provost to arrive.

Approval of TIP, RIA, and SoTL documents
Lucretia Cooney, Assistant Director, Faculty Relations presented the documents with TIP, RIA and SoTL procedures, updated for the year.   A committee has been formed with more than thirty members to review the programs. The committee is still in the process of making recommendations for changes to the programs. The Steering committee can only change dates; we cannot change the substance of the awards. Motion and second made to approve date changes. Motion passes.

Question: what is the charge of the committee? To review the TIP, RIA, and SoTL programs and to bring forward any recommendations for changes. Some changes are procedural and others need to be bargained. Changes will not be implemented until the next cycle.

REPORT OF THE PROVOST
Was attending the 20th anniversary celebration of the LEADS Scholars program.

Enrollment
63,373 total enrollment; 6,700 freshman; 8,200 transfer students. Freshman SAT scores are up six points to a combined 1,260 and a high school GPA of 4.0. The Burnett Honors College has an average SAT score of 1,400 with a weighted GPA of 4.4. UCF is at 44% minority enrollment; moving toward a minority majority.

U.S. News & World Ranking Report
In the "Most Innovative" category, UCF is ranked the 13th most innovative in the country. Tied for 50th in online degrees; 131st for best business programs. UCF is considered one of the nation's best for veterans; an A+ college for B students; ranked overall at 168.

First Year Retention Rate
UCF has reached an 89% retention rate for first year students. 90% is a threshold; it would be UCF's fourth of eleven characterizations of pre-eminent universities in the State of Florida. This would move UCF closer to FSU and UF in terms of the Board of Governors evaluation. UCF is only 70 students away from breaking 90%. Expects high bars and high expectations, not lowering the bar to make it easier.

Staff Hires
With the 100 new hires, 25 additional staff members have been allocated to support the new hires.

COACHE Survey
Cynthia Young is convening a committee to be charged with moving recommendations to an action plan. This will be done in three phases: setting priorities in Fall 2015, developing strategy in Spring 2016, and taking action in Fall 2016.

Strategic Planning
The Board of Trustees kicked off a strategic planning process and the Faculty Senate staffed a Strategic Planning Council. A few members overlap with the BOT three commissions and the Strategic Planning Council. The Strategic Planning Council is being asked to host the two on campus stakeholder forums.

Question: what do minority numbers mean based on other institutions? In terms of diversity, FIU is a majority Hispanic institution. USF and UCF look similar. UF and FSU have had a differential investment for years. If you look at the performance matrix that the Board of Governors adopts, UCF is always in the top three with USF and UF. Between FIU, USF, and UF we graduate more than 50% of the students in Florida. What makes us different is the 8,200 transfer students.

Question: out of the 200 new hires, what was our diversity? Not sure yet, but don't think it met my challenge of 40% unrepresented. Different strategies will be considered for the next round.

Question: in regards to the student numbers, what statistics are gathered on the direct connect students? We do keep the grade distribution and the direct connect success rate is about two points below on a six year graduation rate. If interested, you can research the data; available through Paige Borden.

Question: graduate enrollment? We are at 7,800. We have a 10,000 enrollment goal with 25% of those graduating with a dissertation or a thesis. About 17% of our graduates are research based and 83% course only. Mubarak Shah has a proposal in for more fellowships. This fall, the colleges are working on five year plans for graduate programs.

NEW BUSINESS – Item 2
The retirement of Ida Cook and her long service to the Faculty Senate resulted in us looking at all Senator Service records. Out of 776 total senators: 662 served 1-5 years, 79 served 6-10 years, 28 served 11-15 years, 3 served 16-20 years, and 4 served more than 21 years. How do we want to recognize the service? Discussed options. Preference: recognition of long serving senators at the annual Founder's Day celebration, recognizing faculty serving the Faculty Senate for 10 years or more. The complete group would be recognized together with each name printed in the program. The Senate office will look into the cost of service pin or certificate.

LIAISON COMMITTEE REPORTS
Budget and Administrative Committee – Robert Cassanello
No report.

Parking Advisory Committee – Bari Hoffman-Ruddy
Met today for the first meeting.

Personnel Committee – Linda Walters
Ana Leon elected chair; held initial meeting to review topics and not finished last year.

Graduate Council – Jim Moharam
Three of the four committees met. Policy discussing continuous enrollment and credit hours. Graduate student's requirement of 3 credit hour minimum post candidacy.

Undergraduate Council – Hyoung Jin Cho
No report.

OTHER BUSINESS

Richard Harrison would like to invite Lee Dodson and Sarah Norris to make a brief presentation on the UCF Institutional Repository at the September 24 Senate meeting. Voted to place on agenda along with the approval of TIP, RIA, and SoTL.

Question: can the Senate set a standard day and time for all committees to meet each semester prior to staffing the committees? Vice Chair can look at the possibility for next year.

Unit Bylaws: questions regarding the legal status of bylaws who can vote to adopt them; what if not followed and other questions. Discussion surrounding questions. Provost suggested making contact with Sherry Andrews as a resource and get back to the Steering committee.

Parking Permit: is there a change in charging sales tax and being able to pay pre-tax through payroll deduction? The Senate office will follow up.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 5:05 p.m.

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*.

<div align="center">

College of Medicine
Scholarship of Teaching and Learning Awards
2015–2016 Schedule

</div>

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.

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.

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2015-2016 Procedures
(Approved by the Faculty Senate Steering Committee, TBD)

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.

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.

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.

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.*

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.

Deleted: *Relations*

Deleted: 2014-15

Deleted: October 2, 2014

Deleted: 2014-2015

Deleted: 2014

Deleted: 2014-2015

Deleted: 2014-2015

Deleted: 2010

Deleted: 2010-11

Deleted: *2009*

Deleted: *2014-15*

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.

Deleted: *2014-15*

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

College of Medicine

PERSONAL DATA

Name_____ Rank or Title_____

Department_____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

_____
Candidate's Signature   **Date**

RESEARCH INCENTIVE AWARDS PROGRAM
2015-2016 Procedures
(Approved by the Faculty Senate Steering Committee, TBD)

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.

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.

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, 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.

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
2015-16 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**

.

Deleted: Relations

COLLEGE OF MEDICINE

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

Deleted: 2014-15

Deleted: October 2 , 2014

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.

Deleted: 2014

Deleted: 2014-15

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).

Deleted: 2010-11,

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.

Deleted: 2010

Deleted: 2009

Deleted: 2014-15

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).

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.

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

---

Deleted: 2010-11,

Deleted: and

Deleted: 2014-15

Deleted: *2014-15*

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.

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

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.

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.

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.

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.

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 (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).

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.

Deleted: 2010-11,

Deleted: *2014-15*