<p style="text-align:center">**Faculty Senate Meeting**
Minutes of
September 22, 2016</p>

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 25, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Greg Schuckman, Assistant Vice President of University Relations and Director of Federal Relations
Kristy McAllister, Academic Affairs Information and Publication Services

ANNOUNCEMENTS
The Office of Faculty Excellence has an opportunity for faculty to help brainstorm ideas for an electronic system that will be used for faculty reporting, such as faculty annual reports, as well as used by administrators for accessing aggregate data (reports on faculty productivity related to publications, honors and awards, and more).

The system will either be developed in-house or licensed through a third-party vendor. The first step in the process is to brainstorm what that system would be and what it would look like (i.e., the business processes it would support and functionality for multiple users including faculty and administrators). Three brainstorming meetings, facilitated by the Office of Faculty Excellence, will provide opportunities for faculty to brainstorm and sketch out ideas for the system. Faculty who plan to attend are asked to please come prepared to discuss what would be valuable for this system (e.g., reporting, scheduled activities, ad hoc functions) from your perspective as a faculty, administrator, or other. To best accommodate schedules, three sessions are scheduled. A RSVP is not necessary.
- Friday, September 30 from 1:30-2:30 p.m., Classroom Building 1, room 205
- Tuesday, October 11 from 12:00-1:00 p.m., Classroom Building 1, room 205
- Wednesday, October 12 from 10:00-11:00 a.m., Classroom Building 1, room 205

Question: Have you done any benchmarking or researched what other universities are doing?
Answer: Yes, there are outside vendors that other universities use, whereas other institutions develop their own product.

We will send out a follow-up email to all senators with the information.

Dr. Koons informed the senators about the Advisory Council of Faculty Senates (ACFS) which is represented by faculty members from all the State University System institutions. The elected chair of ACFS has a seat on the Board of Governors. The ACFS is holding a meeting tomorrow at New College in Sarasota. Drs. Koons, Oetjen, and Self are attending representing UCF.

OLD BUSINESS
None.

REPORT OF THE PROVOST
Dr. Elizabeth Dooley attended on behalf of the provost. No report at this time, but will answer any questions.

NEW BUSINESS
Federal Research Opportunities
Dr. Koons introduced Greg Schuckman, Assistant Vice President for University Relations and Director of Federal Relations. Indicated that the Federal fiscal year starts October 1. Since there is no an approved budget yet, congress will have to pass a continuing resolution to fund the government through December 9. This means all agencies will see a half percent reduction in funding based on the budget this fiscal year until a new budget is approved. The agencies will likely process request for proposals (RFP) slower and more conservatively.

Prior to 2012, earmarks in the budget directed specific funding toward an institution or project. Between 2001 and 2010, UCF benefited from over $67 million in earmarks. UCF is unique in that we sent out a request for proposals internally for faculty to submit ideas through a white paper process, followed by proposals to a committee. The committee is co-chaired by Greg Schuckman, Liz Klonoff, and other members including administrators, board of trustees, and an external stakeholder. The committee invites and listens to faculty presentations. After the presentations, the committee makes recommendations on priorities to Dr. Hitt. This process is a great way to achieve more funding and recognition. This process was postponed in 2012 when congress put a ban on earmarking. Soft earmarking still occurs, but instead of being directed to a specific institution, increased funding is requested to an agency for a specific purpose.

Regardless of what happens in the presidential election, UCF would like to be prepared with a list of federal priorities, so the internal process will proceed. Mr. Schuckman is on campus through Wednesday meeting with several colleges and institutes. White papers are due October 10. The committee will determine which white papers will be invited to submit proposals by November 23. November 29, the committee will hold an all-day session to here presentations.

Question: In the past, certain agencies made it clear that if you received an earmark you would not receive any other federal funds. Is there anything else you can do for us besides getting earmarks?

Answer: There are two agencies we do nothing with; the National Science Foundation (NSF) and the National Institutes of Health (NIH). These agencies want nothing to do with earmarks. The Department of Defense is friendly to earmarking.

Question: For the internal federal priorities list, do we submit white papers through our dean or directly to you?
Answer: Proposals go through the dean. All the paperwork and information is available on the Office of Research website at http://www.research.ucf.edu/FY2018_UCF_FederalPrioritiesInformation_FullProposalFormat.pdf.

Approval of TIP, RIA, and SoTL Documents
Dr. Koons pointed out that last year the Steering Ad Hoc Committee on Awards submitted recommended changes to the award documents to the provost. These recommendations are under consideration by administration through the bargaining process with UFF. Since bargaining is still underway, the only change to the procedures to be approved are the dates.

Motion and second to approve the TIP, RIA, and SoTL documents. Open for discussion. A senator pointed out that the College of Medicine documents are included even though the College of Medicine is not included in bargaining. What is going to happen with these documents? Since these are the same documents, administration probably did not want to change at this time.

Question: Is this going to be a yearly problem if the approval happens before bargaining is complete?
Answer: If changes are approved through bargaining, the changes would go into effect the following year.

Discussion closed. Vote: all in favor, motion passes.

Discussion of Resolutions Brought Forward by Steering on August 11, 2016
Dr. Koons noted that the eleven resolutions presented impact the Bylaws of the Faculty Constitution. This meeting is devoted to discussion. The resolutions will be subject to amendments and voting at the October meeting. If you have a substantial amendment, please bring to the next meeting in printed form.

Question: Last year there was question regarding the process for the Constitutional change, can you clarify?
Answer: The Constitutional change is a more rigorous process. All the resolutions this year are only changes to the bylaws which is not as rigorous and is defined as needing two successive meetings of the Senate.

Dr. Koons introduced each resolution, allowing time for comments or discussion. Clarification requested on red versus black text. Red underlined text indicates new language where red strikethrough text indicates deletions of current language. Black text indicates existing language.

- Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils – no discussion.

- Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils – no discussion.

- Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee – no discussion.

- Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees – no discussion.

- Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees. None of the committees currently have the associate deans as ex officio members. Don't really see the need in adding ten additional members. This change models the Undergraduate committees where the associate deans responsible for curricular items are included. Some members of the graduate council don't seem to think adding them is a good idea. Suggested senators talk to members of the graduate council to see what they think. Typically the associate dean attends when an item in their college is on the agenda. Different from the undergraduate committees where the associate deans present the information. Before a policy change is presented, the graduate studies executive committee discusses a change with the associate deans for feedback. Statement made that ex officio doesn't mean compulsory attendance and not counted as part of the quorum. Ex officio members are members of the committee and meant to serve as a resource. For the undergraduate committees, even if the associate deans don't have an item, they are still helpful in the whole process, but don't know if this would be true for the graduate level. Suggested everyone check around and touch base with their respective associate dean to find out more from those individuals that deal with curricular items to determine how or if this resolution needs to be modified.

- Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking Advisory and University Parking and Transportation Committees – no discussion.

- Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee – no discussion.

- Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee – no discussion.

- Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units. In reference to line 17 and 18; strongly opposed to monthly meetings, seems very micro-management. Comment that monthly is not required, but helps if you want to meet. The term faculty meeting doesn't appear in any UCF document. This defines a model for a department. Many departments operate fine and the intent was not to make a well run department meet. This doesn't seem necessary if you have senior faculty. Some units have no senior faculty. Line 27 regarding posting online. Does this mean website or email? Can be posted on an intranet, but accessible to the faculty. If email, new faculty do not have access. At what level is this for (dean, chairs, program directors, etc.)? All levels. Regarding line 17 and 18. Requirement seems excessive, would rather see "must meet on a regular basis each semester" and leave what regular means to the departments. B.1. is missing input to the agenda from faculty. Impromptu survey with a show of hands with how many currently have monthly meetings; majority raised their hands. Asked how many meet every two months; couple of hands raised. Asked how many every semester; just a couple of hands raised. Asked if anyone has not had a meeting within the last year; no hands raised. Comment made that it is a good practice to have minutes. Would like to see "faculty of a unit are entitled to request a meeting" to have a clear mandate of the right of the faculty. Would like to strike all reference to unit bylaws. Unit operates fine and don't want to develop bylaws. Bylaws are happening anyway, Faculty Excellence is requesting copies of bylaws. Seems the language is disconnected. Requires information posted online, but only suggests there should be a meeting.

- Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions – no discussion.

- Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments – no discussion.

COMMITTEE REPORTS
<u>Budget and Administrative Committee – Pradeep Bhardwaj</u>
Meeting scheduled for October 5, nothing to report at this time.

<u>Personnel Committee – Stephen King</u>
Held first meeting. Discussed the five topics assigned by Steering. Formed subcommittees to work on two topics. Had the most discussion on the Nepotism policy. Referred to a 1977-1978-19 and 1991-1992-16 resolutions. Current UCF Policy has contradictory statements.

<u>Parking Advisory Committee – Ahmad Elshennawy</u>
Nothing to report at this time.

<u>Undergraduate Council – Kelly Allred</u>
Met on September 13. Discussed the potential need to update the academic rigor report, which is temporarily tabled. Also discussed the need to document and for timely communication regarding course and program changes. Next meeting October 11.

<u>Graduate Council – Zixia Song</u>
Each committee has met and conducting normal business.

OTHER BUSINESS
None.

ADJOURNMENT
The meeting adjourned at 5:10 p.m.

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
2016-2017 Procedures
(Approved by the Faculty Senate Steering Committee, September XX, 2016)

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 22, 2017.

I. **Program Overview**

The Office of Academic Affairs provides the funding for these awards. For academic year 2016-2017, 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, 2016, the start of the 2016-2017 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, 2012.

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, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 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
2016-2017 Schedule

September xx, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
October xx, 2016	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2016	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, 2016**.**
January 2017	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 22, 2017	**SoTL portfolios due to FCTL by 5:00 p.m.**
April 15, 2017	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2017	FCTL to notify all applicants of outcome.

UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2016–2017 Procedures
(Approved by the Faculty Senate Steering Committee, September xx, 2016)

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 22, 2017.

I. **Program Overview**
    The Office of Academic Affairs provides the funding for these awards. For the academic year 2016-2017, 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, 2016, the start of the 2016-2017 contract. The actual dollar amount awarded for the academic year 2016-2017 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, 2012.

    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, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 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. Winners may be invited to submit a SoTL-focused article for publication in the Faculty Center's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2016-2017 Schedule

September xx, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
October xx, 2016	SoTL Award criteria distributed to all faculty.
December 1, 2016	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 1, 2016.
January 19 and February 1, 2017	SoTL workshops for all faculty in Faculty Center, CB1 205.
March 22, 2017	**SoTL portfolios due to FCTL by 5:00 p.m.**
April 15, 2017	Committee's recommendations due to Dania Suarez in Academic Affairs.
April 22, 2017	FCTL will notify all applicants of outcome.

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM
2016-2017 Procedures
(Approved by the Faculty Senate Steering Committee, **DATE**)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2016-2017, 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, 2016, the start of the 2016-2017 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 2016-2017 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, 2012, the start of the 2012-2013 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, 2011 or earlier are eligible to apply.*

IV. Application and Supporting Documentation

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

V. Evaluation and Award Process

A review committee comprised of five (5) faculty members, one nominated by the Dean and the four most recent RIA winners will select the recommended awardees. Candidates for an award are not eligible to serve on peer review committees.

The criteria for evaluating applicants' files provided here in no order of preference will include the following major categories, which are to be applied as appropriate for the discipline:

- value or impact of research and creative efforts both within the discipline and to society
- recognition of research and creative efforts by the individual's peers in the same or related disciplines
- publication and presentation of research and creative efforts
- external grant and contract support for the research and creative efforts appropriate to the candidate's discipline
- The peer review committee should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The president, on recommendation from the provost and the vice president for research and commercialization, will give the final approval for award recipients. After the approval by the president, Academic Affairs will notify all nominees of the results. In addition, the college will notify the all nominees of the results, which will include an explanation of the reasons for its recommendations.

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2016-17 Application and Nomination Form

College of Medicine

PERSONAL DATA

Name_____ Rank or Title_____

Department_____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

_____
Candidate's Signature   **Date**

RESEARCH INCENTIVE AWARDS PROGRAM
2016-2017 Procedures
(Approved by the Faculty Senate Steering Committee, **DATE, 2016**)

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 2016-17, 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, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 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, 2012, the start of the 2012-13 academic year. No candidate may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2011 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
2016-17 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 refereed 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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COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2016-17 PROCEDURES
(Approved by the Faculty Senate Steering Committee, <mark>**DATE, 2016**</mark>)

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, 2016, the start of the 2016-17 contract.

II. **Eligibility Criteria:**

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

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

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2012-13, 2013-14, 2014-15 and 2015-16).

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, 2012, 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, 2011, or earlier is eligible for a COM-TIP this year.

III. Productivity Criteria:

An eligible faculty member will be considered a "**candidate**" for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) <u>**or**</u> 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 2012-13, 2013-14, 2014-15, and 2015-16).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate <u>plus</u> 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 2016-17, there will be a minimum of 2 awards for the college.

2. In any given academic year, if any former recipients of COM-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for "recycling" as **additional** COM-TIP awards for the following academic year.

3. The number of new and "recycled" COM-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. *Faculty Senate Oversight Committee:*

The Faculty Senate COM-TIP Oversight Committee, the Faculty Senate Steering Committee, will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost's representative. Further, this committee will also review the data on allocation of new awards to the college as well as the data on "recycled" awards. No appeals of Selection Committee's recommendations will be considered.

VI. Criteria for Awards and Process for Selection of Award Winners:

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in the college.

2. The College of Medicine TIP selection committee will include six members, one nominated by the Dean, four most recent TIP award winners in the College of Medicine and a student member selected in accordance with the criteria developed by the Criteria and

Procedures Committee. The TIP Selection Committee and Criteria and Procedures Committee will include the same committee members except participation by a student member in the Selection Committee.

The documents prepared by the Selection Criteria and Procedures Committees will be subject to approval by the Provost's representative. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2012-13, 2013-14, 2014-15, and 2015-16).

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)
2016-17 PROCEDURES
(Approved by the Faculty Senate Steering Committee, **DATE, 2016**)

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, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 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 (2012-13, 2013-14, 2014-15, and 2015-16).

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, 2012 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, 2011 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 2012-13, 2013-14, 2014-15, and 2015-16).

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 2016-17, 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 (2012-13, 2013-14, 2014-15, and 2015-16).

   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.