

**Faculty Senate Committee Meeting**  
Minutes of  
**September 24, 2015**

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 27, 2015 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Lucretia Cooney, Assistant Director, Faculty Relations

Binita Devkota, Student Government Association

Christine Dellert, Senior Director of Internal Communications, Communications and Marketing

Sarah Norris, Scholarly Communications Librarian, University Libraries

Lee Dotson, Digital Initiatives Librarian, University Libraries

Kerri Bottorff, Digital Projects Librarian, University Libraries

Elizabeth Dooley, Vice Provost for Teaching and Learning, and Dean of the College of Undergraduate Studies

**ANNOUNCEMENTS**

Welcomed Dr. Yolanda Hood, department head of the Curriculum Materials Center at the University Libraries to the senate for 2015-2016.

Announced the passing of a freshman, Michael Namey who collapsed during class Monday morning. Commended the faculty member, students, police, and rescue crews for their efforts. Expressed condolences to Mr. Namey's family and friends. Encouraged everyone to find out where the Automated External Defibrillator (AED) devices are located within the buildings and to remind colleagues about the devices. In many cases the AED can save a life. Ongoing CPR classes are held at the Recreation and Wellness Center. UCF is waiving the fees for CPR classes scheduled for September 26, October 1, and October 7.

**REPORT OF THE PROVOST**

Board of Trustees (BOT)

The Board of Trustees approved the modification for the Type I Campus Proposal for the Downtown campus. The proposal includes one \$60 million dollar building funded by one-third in UCF non-E&G funds, one-third in philanthropy funds; and we are requesting one-third from the state. Also includes a significant renovation in the Center for Emerging Media with funds already allocated. We have proposed a different mix of academic programs for the downtown campus that focuses more on health technology, community-facing programs, and digital media. The combined enrollment from UCF and Valencia results in a sustainable 7,300 students. See the presentation to the Board of Trustees at [www.ucf.edu/downtown](http://www.ucf.edu/downtown).

### Fall Enrollment

Total enrollment is at 63,373, including over 54,000 undergraduate students. In the past four to five years, UCF has typically had a 2% growth. This year we had almost a 4% growth. The increase in growth is primarily attributed to the successful retention of students, increase in the number of students accepting admittance, and 750 additional students from other states.

Freshman SAT scores are up six points to a combined 1,261 with a high school weighted GPA of 4.0. The Burnett Honors College has an average SAT score of 1,400 with a weighted GPA of 4.4. UCF enrolled 69 National Merit Scholars. The student body is at 44% minority enrollment, including 24% Hispanic; moving toward a minority majority. Over the past five years the graduation rate has increased from 63% for 6-year graduation rate to 70%. This year we broke 89% for the first-year retention rate. These statistics contribute to the U.S. News & World Ranking Report, ranking UCF in the top 15 innovative schools in the country.

### Faculty Demographics

Preliminary results indicate we have seen a 2% increase in women faculty from 40.8% to 43%, a 1% increase in Asian faculty, and a slight growth in African American faculty up from 3.9% to 4.1%.

### Searches

Dean Jose Fernandez announced he will be stepping down as the Dean of the College of Arts and Humanities in August, 2016. Dean Michael Frumkin will chair the search committee. Search committee members include: Lynn Hepner, Elizabeth Wardle, Humberto López Cruz, Stella Sung, Jeff Rupert, Trey Philpotts, M.C. Santana, Ezekiel Walker, Christian Ravela, Allen Watters, Neida Mora-Maus, Carolyn Hopp, and Judy Albertson. The provost will facilitate two open forums to be held October 7 and October 8 from 3:00 – 4:00 p.m. We hope to post the position in October and bring in candidates in early spring with a start date of next fall.

The Provost is combining the Vice Provost for Faculty Excellence and International Affairs and Global Strategies positions to reduce the administrative overhead and apparent synergy between the two organizations. The search will be internal and open to all tenured full professors. Encouraged all interested parties to apply.

### COACHE Survey

Faculty Excellence is leading the review of the COACHE survey results. 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. A Provost update will be posted in a few weeks focusing on the COACHE survey findings and he will make the summary report available with links.

### Strategic Planning

The Board of Trustees Strategic Planning committee has charged the administration to work on a new strategic plan for the university. The plan spans 20 years with a five-year action plan. There are three commissions with approximately five members from within the university and five members outside the university. Each commission is co-chaired by a faculty member appointed by the President and a community member appointed by the chairman of the Board of Trustees. The Faculty Senate Strategic Planning Council will host two campus open forums October 26 and November 12 from 9:00 – 11:00 a.m.

### Questions

What is our goal for sustainable number of students or is all growth good? The University is focused on building faculty at a sustainable rate. We planned on a 2% sustainable growth; the recent 4% growth was unanticipated, but good. Our faculty to student ratio is improving, currently just under 31 to 1. A more philosophical question is how big is too big? My personal answer is when everybody that needs a higher education in this community has one. The strategic planning Philosophy commission will address sustainable quality.

Are the results of the COACHE survey going to be released for everyone to review or just the committee? The summary results will be open to everyone. The raw data is available to anyone that has a scholarly interest.

In communications from your office, you seem to focus on strength areas. What about the people in our region that are interested in a degree in the humanities or arts and not in STEM fields? I've been trying to use phrases like "areas of distinctive impact," and "the purpose of higher education." I believe a primary purpose of higher education is to lift lives and livelihoods. I don't think our only area of distinctive impact is only STEM. Last month's Forbes article talked about the value of a liberal arts degree and high technology. In a time when delivery of information is becoming somewhat commoditized, the ability to think, create, be critical, and analyze and synthesize; the value of that becomes stronger. When I charge the College of Arts and Humanities Dean search committee, I hope we look for a Dean that understands the role of the arts and humanities in everything that we do as an institution.

Can you provide a brief update on the Foundation of Excellence? Manoj Chopra indicated that the FOE team is uploading the final report from phase one for the Gardner Institute's review. The second phase will be launched soon. Dr. Dooley indicated that in the second phase our philosophy and beliefs will be communicated, we will be working on the concept of having a seamless transition from the State Colleges to UCF, and a plan to further the curricular alignment. We are calling these teams in the second phase action teams instead of committees.

### **OLD BUSINESS**

There is no old business.

## **NEW BUSINESS**

### University Libraries – STARS Presentation

Lee Dotson and Sarah Norris with the University Libraries provided the senators with a brief presentation on UCF's Showcase of Text, Archives, Research and Scholarship (STARS) initiative. STARS allows UCF to disseminate, publicize, and share works by, for, and about UCF. The site is administered by the UCF Libraries through an approved tech fee proposal. STARS can host, promote research, and creative activity. Also provided an overview of the Digital Commons, metrics available, and services. For the full presentation, see the Faculty Senate website.

Questions: What happens if the tech fee doesn't get renewed? If the University decides at the end of three years that we don't have enough funds to support STARS, we do have an alternative strategy.

### Approval of TIP, RIA, and SoTL Documents

The three awards are defined and restricted by collective bargaining. Documents are presented for approval for the date changes only. Motion and second to approve the new dates for the current year. Motion passes. A review committee is in place to review and make recommendations regarding the programs, but has not finished. The committee continues work this year.

## **COMMITTEE REPORTS**

### Budget and Administrative Committee – Joseph Harrington

Met once to elect a chair. The committee will be working on four main issues: electronic timesheets, Library funding, distribution of overhead, and cost of facility improvements. Meeting next week.

### Personnel Committee – Linda Walters reporting for Ana Leon

The Committee met twice. From the list of issues, picked top two to be worked on first. During September and October, the committee will be working on the issue surrounding Resolution 2008-2009-1 Appointment and Evaluation of School Directors and Department Chairs. We formed a sub-committee to research all issues related to the resolution. In October will be working on the modification of the University Promotion and Tenure Committee for promotion consideration of non-tenured faculty.

### Parking Advisory Committee – Bari Hoffman-Ruddy

Committee has met twice and elected Kimberly Jentsch and Donna Frazee to serve on the University Parking and Transportation Advisory committee. The committee is looking into a mechanism to support faculty going between Rosen College and the main campus. We are currently in an information gathering stage. We are also looking into visitor parking availability for the College of Medicine for volunteer service participants, better signage for visitor parking, and the current initiatives in place for security efforts in parking.

Undergraduate Council – Anna Jones for Kelly Allred

The Undergraduate Policy and Curriculum committee met on September 8. We discussed the repeat policy when grade forgiveness is not used. Currently gathering information from the Registrar's office. We reviewed the policy from several other state schools and the committee wants to determine the impact on students and faculty. Also discussed the posthumous degree and recognition for students short of the required credits. Committee determined that criteria should be established to clarify what families can expect based on the number of credit hours completed prior to the student passing away.

Two new tracks in the Hospitality BS were approved on September 1 by the Undergraduate Course Review committee.

Graduate Council – Annette Khaled

All committees have chairs and have met. Policy is discussing continuous enrollment of graduate students. Also discussing graduate student's requirement of 3 credit hour minimum post candidacy.

**OTHER BUSINESS**

No other business.

**ADJOURNMENT**

Adjourn at 5:03 p.m.

**Faculty Senate Committee Meeting**  
Minutes of  
**August 27, 2015**

Keith Koons, chair, called the meeting to order at 4:06 p.m. The roll was circulated for signatures.

**MINUTES**

Motion to approve the minutes of April 23, 2015 was made and seconded. The minutes were approved as recorded.

**RECOGNITION OF GUESTS**

Elizabeth Dooley, Vice Provost for Teaching and Learning, and Dean of the College of Undergraduate Studies

Binita Devkota, Student Government Association

Bill Phillips, Center for Distributed Learning

Jana Jasinski, College of Graduate Studies

John Weishampel, College of Graduate Studies

Shannon O'Donoghue, Constituent Relations

Joe Adams, Office of the President

**ANNOUNCEMENTS**

Resolution 2014-2015-3 Recognition of Outstanding Service for Dr. Ida Cook approved April 23 has been renumbered to 2015-2016-1 to reflect the appropriate year the resolution was passed.

An automatic change to the Constitution and Bylaws was made to reflect the change in the Provost's title to executive vice president and provost. This change takes place automatically and does not require any action.

Dr. Robert Cassanello has been appointed the Faculty Senate Parliamentarian. Senate committee liaisons have been established:

Budget and Administrative: Robert Cassanello

Personnel: Linda Walters

Parking Advisory: Bari Hoffman-Ruddy

Graduate Council: Jim Moharam

Undergraduate Council: Hyoung Jin Cho

Dr. Koons reported on the Emergency Steering Committee meeting held June 24. A letter from the Provost prompted the meeting; rescinding Resolution 2008-2009-1 Appointment and Evaluation of School Directors and Department Chairs, approved by Provost Hickey. Provost Whittaker is uncomfortable with the requirement of voting. After thorough discussion, and determining that the spirit of the resolution is not being followed, the Steering Committee referred the issue to the Personnel committee.

The Steering committee met August 13 and determined topics that need action during the year. Relevant topics have been assigned to the appropriate Senate committees for action. Committees will report to the Senate on the topics.

He reminded everyone to look at college or department bylaws. Bylaws may be created if they don't exist, assuming the college or department wishes to develop bylaws.

Updated the Senate on the two 2014-2015 Resolutions. Noted that we should not judge the success or failure of a senate year based on the number of resolutions passed. The Senate completes a tremendous amount of work that isn't seen in a resolution. 2014-2015-1 Amend the definition of faculty and eligibility for election to the Faculty Senate in the Bylaws of the Faculty Senate Constitution; approved and implemented by the Senate. 2014-2015-2 Parental Leave Policy and Procedures; not approved. The Provost may wish to explain further.

Christie Wolf, Administrative Assistant to the Faculty Senate is now permanent. Over the summer, Christie researched and posted Senate Resolutions from 1970 through 1985. The approved resolutions appear in black; not approved appear in gray.

Concern was expressed on the rescinded resolution taking away the power of faculty in choosing a chair. Invited everyone to review the resolution. The resolution was originally numbered 2007-2008-5 and has been renumbered to 2008-2009-1 to reflect the year approved. The best solution was to refer the issue to the Personnel committee since the resolution was not being followed.

Questioned what protection we have in order to prevent future resolutions from being rescinded. Dr. Koons indicated a resolution has never been rescinded before and there is no provision in the Constitution to allow rescinding. In discussions with the Provost, we share the opinion that resolutions passed by the Senate and approved by the Provost will be established in policy and supported. Also concerned about resolutions that have been approved but never implemented into policy.

### **REPORT OF THE PROVOST**

The Parental Leave Resolution 2014-2015-2 was well considered and detailed, however, it is a benefit being collectively bargained now. In regard to the Resolution for the Appointment and Selection of a Department Chair, this resolution was accepted by a former Provost that was not promulgated to policy or regulation. When a resolution is passed by the Senate, it represents a university recommendation. Provost Whittaker is accepting accountability to either reject or accept resolutions with an explanation as to what will happen next. We both agree that faculty members within a department should have a voice and feedback to the hiring authority and a voice in the selection of the chair. The nature of my objection was the word vote. I referred the resolution back to the Steering committee for clarity and the Steering committee has referred the issue back to the Personnel committee. I have regrets on the concept of rescinding a former Provost's decision, but there is no continuity within our University and it needs to be clarified.

William Self knows the nature of the discussion and knows where I stand; looking forward to a response back from the Personnel committee.

Enjoyed the new faculty orientation. It was a large group and enjoyed meeting everyone. Also enjoyed the socialization at the Welcome reception hosted by Dr. Hitt. A number of individuals discussed a Faculty Club. If and when a concept of a hotel continues to emerge, there may be appropriate space for faculty.

We have committed our performance funding for another 100 tenure track faculty lines. Of the 100 new faculty for 2015, 33 are dedicated to the six approved clusters: Rational Design of Materials for Energy Conversion and Propulsion, UCF – A Prominent World Leader in Prosthetic Interfaces; Resilient, Intelligent and Sustainable Energy Systems; Sustainable Coastal Systems; Cyber Security and Privacy; and Genomics and Bioinformatics for Biomedicine to Biodiversity. The next round will probably be over a two-year period.

COACHE survey from Harvard has been completed. We are putting together a committee represented by two Senators, two UFF representatives, and a number of administrators to respond to the results. If you have a scholarly interest in the raw data, contact Cynthia Young.

Board of Trustees Strategic Planning committee is working on a new strategic plan for the university. There are three dimensions; each dimension having a steering committee or commission being appointed with approximately five members from within the university and five members outside the university. The commissions are Philosophy, Value, and Distinctive Impact. Because these commissions are small and focused they can't be representative. There is some overlap with the Strategic Planning Council. We will be planning five forums planned; two open forums on campus.

Question raised regarding the COACHE survey committee and why only two senators and two UFF representatives? No strong feelings regarding the number. Just wanted to make sure the Senate and UFF had representation. Benefits are only a small part of the COACHE survey. I would anticipate that two to three Senate committees will be dealing with the results over the next couple of years.

Question raised regarding faculty new hires for 2016 and 2017, will we be utilizing the cluster process to allocate those additional 100? To clarify, last year we hired 100 new faculty that are starting now. During the past year we planned for 100 additional faculty that will start next fall. We don't know about the following year yet, we have a lot of catch up to do on infrastructure.

Keith Koons presented an overview of the Faculty Senate for new members. The presentation included: the Role of the Senate; the Role of a Senator; Senate Committees and Councils; Joint Committees and Councils; Committee Staffing; and Resolutions. The presentation is available on the Faculty Senate website at [www.facultysenate.ucf.edu](http://www.facultysenate.ucf.edu).



## **OLD BUSINESS**

There is no old business.

## **NEW BUSINESS**

Dr. Koons introduced Michael Morsberger, Vice President for Alumni Relations and Development. Mr. Morsberger thanked the senators for the invitation. He has been at UCF for 90-days and just finished moving his family to Orlando. Discussed his background and previous positions. He has met with the deans and discussed their aspirations and expectations relating to the current campaign in which we hope to go public with next fall. Of the 500 million dollar goal, we already have 200 million in commitments. We want to take a fresh look at our goals and our capacity and make sure these goals align with the strategic plan. We would like to see more in the way of endowed professorships and fellowships.

Dr. Koons introduced President Hitt. Dr. Hitt thanked the Senators for their service and for their willingness to participate in the governance of our university.

This fall, 200 new faculty members joined our Knights family. This is our largest number for a new school year in more than a decade. New faculty include 100 new faculty positions in addition to the 100 faculty who replaced retiring and departing faculty members. Next year we plan to add another 100 faculty members. This two-year hiring effort increased the number of tenured and tenure-track positions by 25%.

The average SAT2 score of incoming freshman is at 1262, up six points over last year. Also, the average GPA of the freshman class is 3.99, compared to 3.92 last year. The projected SAT scores and GPA for freshmen entering the Burnett Honors College are at 1402 and 4.4. We enrolled 69 freshman National Merit Scholars. Preliminary enrollment is just over 63,000; an increase of 2.0 to 2.8 percent. The College of Medicine welcomed its third class of 121 students; growing the student population to 460. The students were selected from a pool of 4,875 applicants. Much of our advancement as a university stems from 5 goals of undergrad education, international prominence, international focus, inclusivity and diversity, and to be a leading partnership university.

## **OTHER BUSINESS**

No other business.

## **ADJOURNMENT**

Adjourn at 5:03 p.m.



*Dr. Melody Bowdon, Director  
Karen L. Smith Faculty Center for Teaching and Learning  
Classroom Building I, Room 207  
Phone: (407) 823-3544*

**UNIVERSITY OF CENTRAL FLORIDA  
COLLEGE OF MEDICINE  
Scholarship of Teaching and Learning Awards Program  
2015-2016 Procedures**

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

**Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 16, 2016.**

**I. Program Overview**

The Office of Academic Affairs provides the funding for these awards. For academic year 2015-2016, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

**II. Funding**

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015–2016 contract.

**III. Faculty Eligibility Criteria**

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank that is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2011.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2011, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2010-2011 or earlier are eligible to apply for the 2015-2016 awards.

#### **IV. Award Criteria**

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

#### **V. Application Materials and Required Sections of the 1-inch Portfolio**

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words maximum, 12-point font).
4. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point type).
5. *Curriculum Vitae* with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SoTL category. Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials and evidence of student learning from SoTL research. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

## VI. Evaluation and Award Process

The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the executive director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees may be invited to submit an article for publication in UCF's *Faculty Focus*.

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

TBD, 2015	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
TBD, 2015	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2015	College of Medicine election of three to five SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 15, 2015.
January 2016	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
<b>March 16, 2016</b>	<b>SoTL portfolios due to FCTL by 5:00 p.m.</b>
April 15, 2016	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2016	FCTL to notify all applicants of outcome.



*Dr. Melody Bowdon, Executive Director  
Karen L. Smith Faculty Center for Teaching and Learning  
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**UNIVERSITY OF CENTRAL FLORIDA  
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM  
2015–2016 Procedures**

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

**Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 16, 2016.**

**I. Program Overview**

The Office of Academic Affairs provides the funding for these awards. For the academic year 2015–2016, UCF will sponsor ten (10) awards for the Scholarship of Teaching and Learning (SoTL). In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will be “recycled” as **additional** SoTL awards for the following academic year.

**II. Funding**

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015–2016 contract. The actual dollar amount awarded for the academic year 2015–2016 will reflect the employee’s FTE for the year.

**III. Faculty Eligibility Criteria**

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time 9- or 12-month appointment as an instructor, associate instructor, associate lecturer, assistant professor, associate professor, or professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must have been employed at UCF **on or prior** to August 8, 2011.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2010, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2010-2011 or earlier are eligible to apply for the 2015–2016 award.

#### **IV. Award Criteria**

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

#### **V. Application Materials and Required Sections of the 1-inch Portfolio**

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words maximum, 12-point font).
4. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point font).
5. *Curriculum Vitae* with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SoTL category. Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

**VI. Evaluation and Award Process**

The award winners will be determined by a university-level committee consisting of one (1) tenured and annually elected faculty member from each of the colleges and the executive director of the FCTL. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee, and the committee chair shall be elected at this first scheduled meeting of the committee. Each winner will be invited to submit a SoTL-focused article for publication in the FCTL's *Faculty Focus*.

Scholarship of Teaching and Learning Awards  
2015–2016 Schedule

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



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*COLLEGE OF MEDICINE*

**RESEARCH INCENTIVE AWARDS PROGRAM**

**2015-2016 Procedures**

(Approved by the Faculty Senate Steering Committee, TBD)

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Deleted: October 2, 2014

**I. Program Overview**

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2015-2016, there will be two (2) new RIAs in addition to any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

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**II. Funding and Allocation of Awards:**

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015-2016 contract.

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In any given academic year, if any former recipients of RIA awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** RIA awards for the following academic year.

**III. Faculty Eligibility**

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field. The actual dollar amount awarded for the academic year 2015-2016 will be based on 9-month or 12 month employment.

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Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 2011, the start of the 2011-2012 academic year. No candidate may be selected for the RIA award more than **once every five years**. *Faculty who received a RIA effective August 8, 2010 or earlier are eligible to apply.*

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**IV. Application and Supporting Documentation**

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

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## **V. Evaluation and Award Process**

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

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

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

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

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

*College of Medicine*

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PERSONAL DATA

Name \_\_\_\_\_ Rank or Title \_\_\_\_\_

Department \_\_\_\_\_

**A. RESEARCH ACTIVITIES**

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

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

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

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

**B. SUPPORTING MATERIALS**

**Candidate's Vita**

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

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

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## RESEARCH INCENTIVE AWARDS PROGRAM

### 2015-2016 Procedures

(Approved by the Faculty Senate Steering Committee, TBD)

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#### I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education and Human Performance, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C).

For 2015-16, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

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#### II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015-16 contract. The actual dollar amount awarded for the academic year 2015-16 will be based on 9-month or 12-month employment.

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#### III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served

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

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#### IV. Application and Supporting Documentation

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

#### V. Evaluation and Award Process

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

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

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

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

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

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

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PERSONAL DATA

Name \_\_\_\_\_ Rank or Title \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

**A. RESEARCH ACTIVITIES**

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

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

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

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

**B. SUPPORTING MATERIALS**

**Candidate's Vita**

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

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

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**COLLEGE OF MEDICINE**

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

(Approved by the Faculty Senate Steering Committee, TBD)

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The Office of Academic Affairs provides the funding for new awards. The specifics of the COM-TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

**I. Awards:**

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015-16 contract.

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**II. Eligibility Criteria:**

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

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

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2011-12, 2012-13, 2013-14 and 2014-15).

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3. No faculty member may be selected for a COM-TIP more than once **every five** years. Specifically, any faculty member who received a COM-TIP increase in previous years that became effective August 8, 2011, or later is not eligible for a COM-TIP this year. Further, any faculty member who received a COM-TIP increase that was effective August 8, 2010, or earlier is eligible for a COM-TIP this year.

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### III. Productivity Criteria:

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

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college, school, department, or unit median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years ~~2011-12~~ 2012-13, ~~2013-14~~, **and** ~~2014-15~~).

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2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

### IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new COM-TIP awards. For year ~~2015-16~~, there will be a minimum of 2 awards for the college.

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

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

### V. Faculty Senate Oversight Committee:

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

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

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

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

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

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

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2011-12, 2012-13, 2013-14, and 2014-15).

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

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

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

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The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-Teaching Incentive Program (TIP) program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

**I. Awards:**

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2015, the start of the 2015-16 contract. The actual dollar amount awarded for the academic year 2015-16 will reflect the employee's FTE for the year.

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**II. Eligibility Criteria:**

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

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor, associate instructor, lecturer, or associate lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.
2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2011-12, 2012-13, 2013-14, and 2014-15).
3. No faculty member may be selected for a UCF-TIP more than once every five years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2011, or later is not eligible for this year's UCF-TIP. Further any faculty member who received a UCF-TIP increase that was effective August 8, 2010 or earlier is eligible for this year's UCF-TIP.

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### III. Productivity Criteria:

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

1. Total Credit Hour Productivity (CHP) or total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or “unit” median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years ~~2011-12, 2012-13, 2013-14, and 2014-15~~).
2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.
3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

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### IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year ~~2015-16~~, there are up to 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.
2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** UCF-TIP awards for the following academic year.
3. The number of new and “recycled” UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

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### V. Faculty Senate Oversight Committee:

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

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

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

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2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.
3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (~~2011-12, 2012-13, 2013-14, and 2014-15~~).

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

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

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