M E M O R A N D U M

Date: September 2, 2011

TO: Members of the Steering Committee

FROM: Ida Cook
Chair, Faculty Senate

SUBJECT: **STEERING COMMITTEE MEETING on September 8, 2011**

Meeting Date: Thursday, September 8, 2011

Meeting Time: 4:00 – 6:00 p.m.

Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of** *August 11, 2011*
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
   - Update on Senate and joint committee appointments
7. **New Business**
   - Academic expectations of athletes – *George O'Leary*
   - Approval of TIP/RIA/SOTL documents
   - Academic integrity – *Maribeth Ehasz*
   - Withdrawal policy resolution
   - Ad hoc committee for technology and distance learning
8. **Committee Reports**
   - Budget and Administrative Committee – *Arlen Chase*
   - Graduate Council – *Jim Moharam*
   - Parking Advisory Committee – *Reid Oetjen*
   - Personnel Committee – *H.G. Parsa*
   - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate Steering Committee Meeting
Minutes of
August 11, 2011

Dr. Ida Cook, Faculty Senate 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 7, 2011 was made and seconded. The minutes were approved as recorded.

Motion to approve the minutes of April 20, 2011 was made and seconded. The minutes were approved with one scrivener's edit (changing the word "option" to "optional" in the last sentence of the budget update).

RECOGNITION OF GUESTS
Chad Binette, Associate Director, News and Information
Diane Chase, Executive Vice Provost, Academic Affairs

ANNOUNCEMENTS
Members of the committee introduced themselves.

REPORT OF THE PROVOST
Provost Waldrop was not in attendance; however, Dr. Diane Chase provided an update on his behalf.

Administrative Reviews
During his first year, the provost set the goal of conducting administrative reviews of all of his direct reports. He started the process this summer, working alphabetically. Patricia Bishop and Diane Chase will be the first to be reviewed.

Administrative Searches
College of Sciences: The search for a new dean is almost complete.

College of Business Administration: The same search firm that brought us Provost Waldrop is being utilized to replace the outgoing dean. Dr. Lawless will be on campus next week to conduct initial meetings.

Undergraduate Studies: The provost asked Elliot Vittes to stay on as interim dean for one more year. This year will be used to examine the organizational structure of unit and consider what Undergraduate Studies should look like.

Withdrawal Deadline Change
Dr. Chase thanked the Steering Committee for their responsiveness to the question raised over the summer via email regarding moving the student withdrawal deadline. The administration

believes that this is a positive change and should reduce the amount of money we need to return in terms of financial aid. It will also provide students with more time to decide if they will be successful in their courses.

Dr. Chase suggested that the Faculty Senate may wish to address the issue of the importance of faculty providing students with feedback on their progress in a course prior to the withdrawal deadline. Dr. Cook noted that many years ago, the Senate discussed in length that faculty should have some graded feedback to students prior to this deadline.

The committee discussed the possibility of creating a resolution endorsing this. It was proposed that the committee refer this to the Personnel Committee so that they can create a resolution to bring to the September Steering Committee member. A question was raised over the practicality of that timing, given that it is not yet known when the Personnel Committee will be seated. Dr. Cook noted that the resolution could instead come from Steering.

A motion was made and seconded to bring proposed language for such a resolution to the first meeting of the Personnel Committee. Motion carried. The proposed language read:

"Given that the withdrawal deadline has been moved back, be it resolved that the Faculty Senate endorses asking faculty to provide feedback on progress to undergraduate and graduate students prior to the withdrawal deadline."

The committee authorized Dr. Cook to revise the wording if necessary.

Faculty Affairs Changes

Dr. Chase announced that Lin Huff-Corzine is no longer in Faculty Affairs. She is currently on professional development leave and will be returning to faculty. Academic Affairs plans to have identified those who will be fulfilling the functions of that position within the next two weeks. The provost hopes to conduct a national search to fill the position

OLD BUSINESS

None.

NEW BUSINESS

Student Perception of Instruction (SPoI) Update

The technical folks have been working on the new SPoI and it will pilot in fall 2011. When students access the SPoI, the new form will be appended to the end of the old form. Students will not know that this is a new form as; there will be no apparent division between the two forms. The new form will not be binding on faculty members as no testing has been done on the form. Faculty will get the data they normally receive, and then later will receive a new report reflecting the additional questions that have been added.

A question was raised about whether colleges could opt to use the data from the new form. This new form cannot legally be used to review faculty; however, individual faculty could choose to include the data for Promotion and Tenure purposes.

A question was raised regarding the low response rate of the online evaluation process, and a committee member asked if there were any data for spring 2011. Dr. D. Chase stated that she will request these statistics and share them with the Steering Committee at the next meeting. Henry Daniell, senator from the College of Medicine, said that response rates in his college ranged from 5-15%. It is a dramatic drop from past years, and faculty received a memo from the director that no evaluations from last year will be used due to the questionable validity of the results. A question was raised about whether this is permissible according to the collective bargaining agreement, but it was noted that College of Medicine faculty are out of unit.

Dr. Cook stated that there is a need to raise response rates. A brief discussion followed on ways to motivate and encourage students to complete the form. It was noted that the reason for the low response rate for fall 2010 was due to reduced time that students had to complete the SPoI. A question was raised about how the timing of the Thanksgiving break will affect SPoI response rate. Dr. Cook will urge Computer Services to get this out so that we can get a bigger window of time for students to complete the surveys. Lastly, it was noted there had been a certain amount of drop out with the old paper method, depending on who showed up in class on the day the SPoI was administered.

Academic Integrity

Dr. Cook has been working with a committee developing proposals of ways to assist reinforcement of the culture of academic integrity. The committee hopes to streamline the reporting process of any events so that information flows better and the faculty member involved gets feedback. Once the proposal is complete, it will go to both the Undergraduate and Graduate Councils. The outcome of the committee's work will be announced publicly. Dr. Cook noted that Graduate Studies has already begun holding integrity training for all its PhD students.

A committee member suggested that sometimes the problem is simply that students don't know what constitutes cheating or plagiarism. The FCTL can be a good source of information for students and faculty. Rich Gause, senator from the University Libraries, offered a reminder that the library's Information Fluency module can be assigned and faculty can get a report on student performance. The module now has multiple question sets so students can retake the test. Mr. Gause offered to send the link to the modules to the Senate office the following day so that it could be forwarded to the committee.

Travel Committee

Dr. Cook has been working with a committee looking at international travel, specifically with regards to taking students to countries where they might be in danger and the responsibility of faculty to have a plan to keep students safe in the event of an issue. The committee is looking at best practices from around the nation. Dr. Cook asked people to let her know if they are interested in serving on the committee.

Webcourses – Americans with Disabilities Act (ADA) Compliance

In a recent email from Academic Affairs, faculty were reminded that they have a responsibility to ensure that materials posted in Webcourses are ADA compliant. Both the Center for Distributed Learning and Student Disability Services can assist faculty to ensure that their courses are compliant. A committee member expressed concern about the amount of notice they

receive regarding student with disabilities, especially for online courses. Dr. D. Chase noted that SDES tries to inform the faculty as soon as the student registers for courses, but sometimes students register for courses late or haven't been certified with Disability Services. In addition, it is important to include a statement in your syllabus directing students to inform of us their needs.

Faculty Senate Website

Dr. Cook announced that Lisa Sklar has been working on updating and improving the Senate website, and expressed her appreciation for Ms. Sklar's hard work. The 2011-2012 committees will be posted after committee assignments have been finalized.

Class cancellation November 3 for football game

Chad Binette, Associate Director of News and Information, announced that UCF will be hosting a football game on Thursday, November 3 at 8pm against Tulsa, and afternoon classes will be cancelled as a result. He mentioned that there is also another weeknight home game scheduled, but as it is during the Thanksgiving holiday break, it will not impact classes.

Mr. Binette thanked the faculty for their assistance in making things run smoothly last year. He announced that the policies will be, for the most part, the same as those from last year. The main campus will be closed at 12:30 p.m. and towing will begin at 1:00 p.m. He was happy to report that no vehicles were towed at last year's weekday game. In addition, he announced the following:

- Tailgating will begin at 2:00 p.m.
- Regional campuses will hold classes until 2:50 p.m. and will close at 3:00 p.m.
- The main campus library will close at 5:00 p.m.
- The Student Union will be open 24 hours
- Normal campus operations will resume the next day at 7:00 a.m.

Mr. Binette reminded committee members that parking closest to the stadium (gold lots) is reserved for those with the appropriate game day parking permit. Parking Garage B will be reserved for faculty and staff requests for those who need to be on campus for purposes not related to the game; however, due to low demand last year, only the first and second floors will be reserved. Faculty and staff who need to reserve space in the garage should contact Peter Wallace. Parking Garage H will have spaces available for cash purchase on gameday, with proceeds going to student scholarships. The best source for information is www.ucfgameday.com and the game day help desk (407) 882-FANS.

Mr. Binette opened the floor for questions and suggestions:

Suggestion: put class cancellations due to games on the academic calendar.

Question: What time does the shuttle stop between the main campus and the Rosen and Medical campuses? There was confusion last year, and the last shuttle from Rosen was too soon after classes ended for some people to catch.

Comment: They may need to adjust the campus closing time. The closing time of 12:30 made sense last year because it works with a Monday/Wednesday/Friday schedule. The

Tuesday/Thursday class schedule is very different, and includes classes starting at 12:00 p.m. They probably don't want faculty to start their noon classes.

Mr. Binette said he would look into the issues raised. He said he plans to send another notice out to the faculty next week and provided his contact information for any other suggestions or questions: Chad.Binette@ucf.edu or 407-823-6312.

A committee member noted that there is a Steering committee member scheduled for November 3. Dr. Cook will contact the committee about rescheduling the meeting.

Committee on Committees

Dr. Cook thanked members for their work on getting the committees staffed. We are farthest ahead in time as we have been in the past. Letters will be sent to the faculty regarding committee service. We still need recommendations for chairs for the various Senate committees, and need to identify Steering liaisons to those committees.

Membership lists for the Senate committees were distributed. Dr. Cook offered a brief overview of the role of Steering liaisons and solicited the following volunteers to serve as liaisons:

Budget and Administrative Committee - Arlen Chase
Personnel Committee – H. G. Parsa
Parking Advisory Committee – Reid Oetjen
Graduate Council – Jim Moharam
Undergraduate Council – Kelly Allred

Dr. Cook urged committee members to send her their suggestions for committee chairs.

Constitutional Revision

Dr. Cook stated that the Constitution's bylaws will need to be revised to coincide with regulations on promotion of non-tenured faculty due to the recent passage of the resolution supporting such promotions. There is some language in the bylaws that will need to be modified regarding the selection of committee members for the Promotion and Tenure committee. The Personnel Committee will need to address this in fairly short order so that it can go to the Senate by October at the latest. That timeline will ensure that non-tenured faculty who go up for promotion in the spring are properly represented on the Promotion and Tenure committee. Dr. Cook noted that this is not part of the collective bargaining agreement; these are non-tenured faculty going up for promotion. Rich Gause cautioned that the committee needs to make sure that wording changes do not impact the faculty from the Libraries, as they already have a promotion process in place.

Call for Topics for Standing Committee Action

Dr. Cook solicited topics for the Senate committees to address in addition to those already discussed. The following items were discussed:

- A progress report on how UCF is doing in energy conservation and green efforts.
- Explore the issue of smoking on campus

- A committee member suggested that a committee could explore the possibility of a center for research for the entire university, similar to the Faculty Center for Teaching and Learning, but focused specifically on research. Other committee members noted that most colleges handle this internally. In addition, part of the funding for the Office of Research and Commercialization is for providing outreach and assistance to the colleges.

COMMITTEE REPORTS
None

OTHER BUSINESS
Dr. Cook reminded senators that the President's Reception will follow the Faculty Senate meeting on August 25, 2011.

ADJOURNMENT
The committee adjourned at 5:31 p.m.

PROMOTING ACADEMIC INTEGRITY AT THE UNIVERSITY OF CENTRAL FLORIDA: EXECUTIVE SUMMARY

August 1, 2011

In the spring of 2011 Provost Tony Waldrop commissioned a task force to review and recommend improvements in UCF's academic integrity policies and processes. The task force concentrated their efforts on the following:

1) the evaluation and reform of the existing system for resolving reported instances of academic misconduct
2) the identification of concrete and sustainable strategies for enhancing the culture at UCF to place greater emphasis on our commitment to academic integrity.

The 10-member team created a series of recommendations for revising the current system and made suggestions for further action in the areas of faculty teaching and learning resources, policy review and reform, and student resources and support. Below is an overview of the team's recommendations.

Challenge One: Reforming the System

The development of a new streamlined system that will improve efficiency, reduce duplication, and align course and program actions with conduct actions is recommended in order to address the lack of a coordinated, integrated, understandable, and efficient system for resolving academic misconduct allegations.

Highlights of the new model:

- UCF will have one system for managing course, program, and conduct-level actions in instances of alleged academic misconduct in a reasonable timeframe. The proposed system allows for the coordination of both conduct and academic processes by requiring that the conduct process be resolved prior to the implementation of any academic sanctions.
- A revised notification system will minimize confusing communications to both students and faculty. It includes a new form, the Alleged Academic Misconduct Report, which will support tracking of cases and consistency in their disposition.
- Consequences for proven instances of academic misconduct will be applied more consistently and fairly among students at all levels (course, program, and college).
- The system binds all parties to uphold regulations and consequences.
- The system involves five streamlined stages to be accomplished within nine weeks:
    - Stage One: Identification of academic misconduct by a faculty member and in some cases students. Development of course-related sanctions in consultation with a chair and a dean if necessary. *(projected 10 business days)*
    - Stage Two: Formal meeting between a student and a faculty member to sign the Alleged Academic Misconduct Report that gives a student the opportunity to accept responsibility. The Z designation (for undergraduates only) and completion of an Academic Integrity Seminar will

be a requirement in all instances. Grade appeals will not be considered. *(projected 10 business days)*

- Stage Three: Review of the incident and possible imposition of conduct-related sanctions by the Office of Student Rights and Responsibilities using a new Academic Integrity Panel comprised of specially trained faculty members, staff members, and student Conduct Board members. A review will occur if there are previous academic misconduct incidents, the situation is judged to be egregious, or the student has not accepted the Alleged Academic Misconduct Report and the sanctions. *(projected 10 business days)*
- Stage Four: Invocation of academic course-related sanctions and possible academic program-related sanctions after review by appropriate academic departments and colleges. There will be one communication to the student describing both the conduct and academic sanctions. *(projected 10 business days)*
- Stage Five – Appeals process to the provost or designee based on one or more of the following: irregularities in fairness and stated procedures, discovery of new and significant information, and disproportionate sanctions. *(must be filed within seven business days after receipt of letter)*

Challenge Two: Changing the Culture

The task force recommends university-wide efforts in the following three areas to promote a campus culture that demonstrates commitment to academic integrity.

Faculty Teaching and Learning Resources

1. The Faculty Center for Teaching and Learning and the Center for Distributed Learning will provide support for relevant pedagogical training.
2. The provost will charge various entities with responsibility for development and dissemination of policies and practices.
3. The provost will recommend a change in course syllabi policy to include academic integrity expectations as a required component.
4. College and department leaders will establish support systems such as faculty mentors and create specific plans to keep academic integrity issues a priority.

Policy Review and Reform

1. The Faculty Senate Ethics Task Force will review definitions of academic integrity and explore ways in which to reach consensus on appropriate expectations as well as to accommodate differences among fields of study.
2. The Office of Academic Affairs will establish guidelines for implementation and reporting across colleges, including plans for informing faculty and making academic integrity plans transparent.
3. The Office of Undergraduate Studies and College of Graduate Studies will investigate the means for recurring academic integrity dialogues, such as "Ethics across the Curriculum," the GEP, the Unifying Theme.

Student Resources and Support

1. The UCF INTEGRITY website will be updated and promoted regularly by the Office of Student Rights and Responsibilities.
2. Academic integrity learning modules will be required for all new undergraduate students. All students newly admitted to doctoral programs will complete training in academic integrity and how to conduct research responsibly.
3. Students will be involved in creating recurring incentives, communications, social norming, and promotional campaigns focused on the importance of upholding academic integrity. Student focus groups will regularly be held to assess student needs and concerns regarding the intricacies of understanding how to demonstrate academic integrity.
4. Annual events will be planned such as "Ethics Week" to highlight these issues.
5. All efforts will recognize cultural differences among our students and adjust communications, incentives, and programs accordingly.

Taskforce Members

Maribeth Ehasz, Chair	Vice President for Student Development and Enrollment Services
Melody Bowdon	Director, Karen L. Smith Faculty Center for Teaching and Learning
Tom Cavanagh	Assistant Vice President, Center for Distributed Learning
Ida Cook	Chair, Faculty Senate
Michael Frumkin	Dean, College of Health and Public Affairs
Grant Heston	Assistant Vice President, News and Information
Jean Leuner	Dean, College of Nursing
Patricia MacKown	Associate Vice President, Student Development and Enrollment Services
Max Poole	Senior Associate Dean, College of Graduate Studies
Elliot Vittes	Interim Vice Provost and Dean, Undergraduate Studies

Proposed Academic Misconduct Model

Version 8-3-2011

Faculty Member

Identifies academic misconduct incident and informally discusses incident with student to gather student perception.

- If course-related sanction is desired, discusses incident with department chair and MUST complete *Alleged Academic Misconduct Report (AAMR)* before any course-related sanction is invoked.
- Does not issue the final course grade until informed by OSRR that the conduct incident is resolved.

Department Chair

Discusses incident with faculty member and assists in completing *AAMR*

- Informs college of incident and proposed course-related sanctions
- Confers with college dean of department offering the course as needed

Faculty member and chairperson signs *AAMR* and faculty member schedules a meeting with student to discuss the *AAMR*

Dean of Academic College in Which the Department Resides

Confers with chairperson and faculty member as needed

Notifies Provost Office and OSRR if the incident appears especially egregious

COLLEGE OPTION: College dean may also sign all *AAMRs*

Ten Days

Formal Meeting in Person or Virtually Between Student and Faculty Member to Discuss AAMR

Does student accept *AAMR* and sanctions?

YES

NO

Student Signs Either Acceptance or Rejection of Report and Sanctions
Faculty Member forwards signed *AAMR* to OSRR

Ten Days

Office of Student Rights and Responsibilities

Does student have previous history of academic misconduct?

YES

Convenes a hearing of the Academic Integrity Panel to determine if violation occurred and recommend action(s)

NO

Is the incident of an especially egregious nature ?

YES

NO

Academic Integrity Panel Hearing

Reviews documentation and hears student and witnesses as necessary

Is student in violation?

YES

NO

Makes recommendations regarding sanctions to OSRR

- Requires student to attend the OSRR Academic Integrity Seminar
- Invokes the "Z" designation if undergraduate
- Places hold on record until conduct sanctions are completed

Considers findings and recommendations of Academic Integrity Panel and prescribes conduct sanctions appropriate to the findings of the panel

- OSRR reports hearing outcome back to faculty member to determine a new grade since no violation was found,
- Notifies faculty member's department chairperson and college dean

Process Concluded

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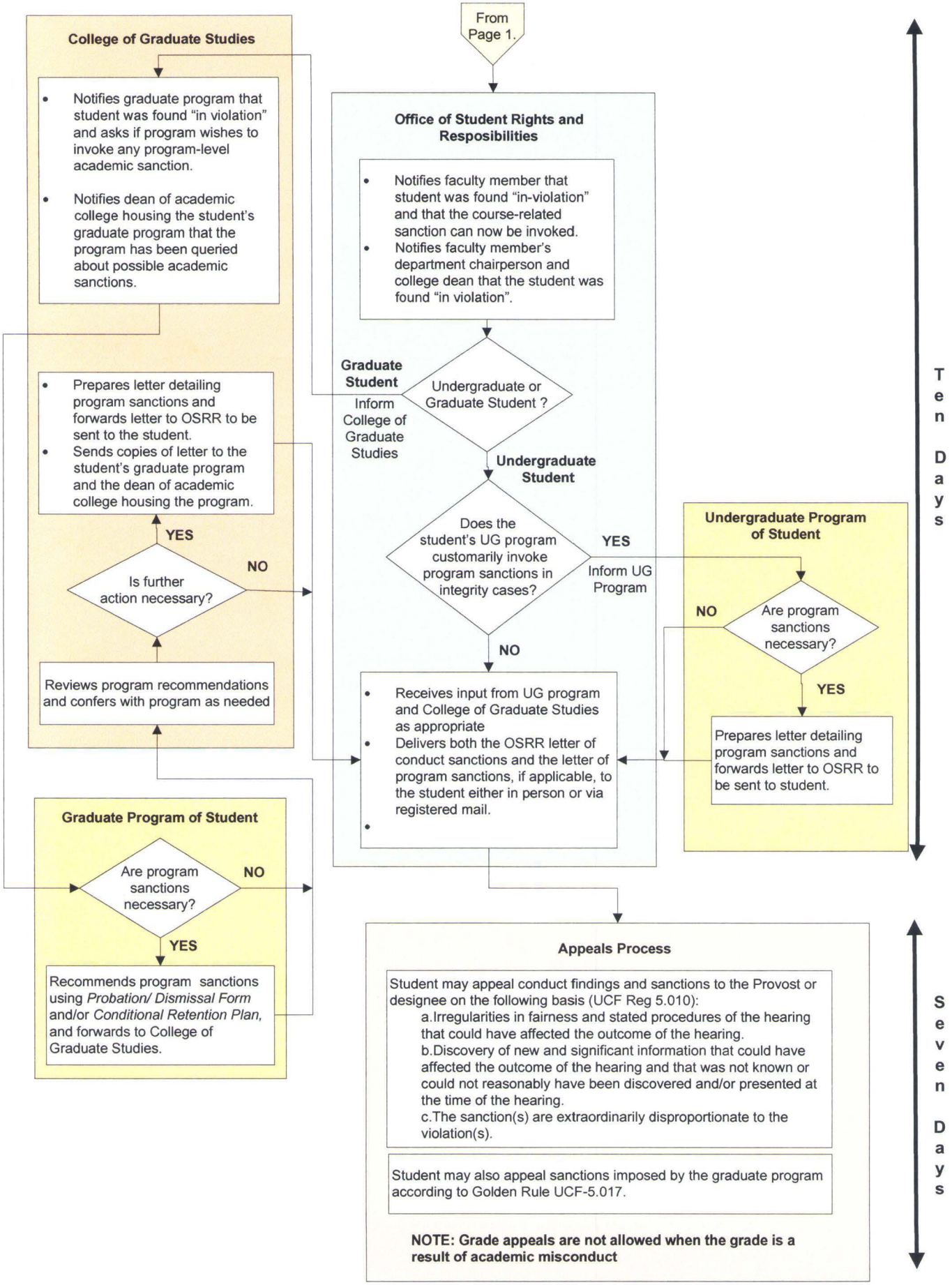
Ten Days


From Page 1.
College of Graduate Studies
Notifies graduate program that student was found "in violation" and asks if program wishes to invoke any program-level academic sanction.
Notifies dean of academic college housing the student's graduate program that the program has been queried about possible academic sanctions.
Office of Student Rights and Resposibilities
Notifies faculty member that student was found "in-violation" and that the course-related sanction can now be invoked.
Notifies faculty member's department chairperson and college dean that the student was found "in violation".
Graduate Student
Undergraduate or Graduate Student ?
Inform College of Graduate Studies
Undergraduate Student
Prepares letter detailing program sanctions and forwards letter to OSRR to be sent to the student.
Sends copies of letter to the student's graduate program and the dean of academic college housing the program.
YES
NO
Is further action necessary?
Reviews program recommendations and confers with program as needed
Does the student's UG program customarily invoke program sanctions in integrity cases?
YES
Inform UG Program
NO
Undergraduate Program of Student
NO
Are program sanctions necessary?
YES
Prepares letter detailing program sanctions and forwards letter to OSRR to be sent to student.
Receives input from UG program and College of Graduate Studies as appropriate
Delivers both the OSRR letter of conduct sanctions and the letter of program sanctions, if applicable, to the student either in person or via registered mail.
Graduate Program of Student
Are program sanctions necessary?
NO
YES
Recommends program sanctions using Probation/ Dismissal Form and/or Conditional Retention Plan, and forwards to College of Graduate Studies.
Ten Days
Appeals Process
Student may appeal conduct findings and sanctions to the Provost or designee on the following basis (UCF Reg 5.010):
a. Irregularities in fairness and stated procedures of the hearing that could have affected the outcome of the hearing.
b. Discovery of new and significant information that could have affected the outcome of the hearing and that was not known or could not reasonably have been discovered and/or presented at the time of the hearing.
c. The sanction(s) are extraordinarily disproportionate to the violation(s).
Student may also appeal sanctions imposed by the graduate program according to Golden Rule UCF-5.017.
NOTE: Grade appeals are not allowed when the grade is a result of academic misconduct
Seven Days

UCF

ALLEGED ACADEMIC MISCONDUCT REPORT

Please send this form to the Office of Student Rights and Responsibilities, Ferrell Commons, Room 185.
(Copy-Instructor/Department/Unit; Copy-Student; Copy-Office of Student Rights and Responsibilities)

STUDENT: _____ Date: _____

Email Address: _____ @knights.ucf.edu PID: _____

Home Phone: _____ Other Phone: _____

RESPONSIBLE INSTRUCTOR OR DESIGNEE: _____

Office: _____ Campus Zip: _____ Telephone: _____

Email Address: _____ Course/Section: _____

Semester/Year: _____ Date of Incident: _____

ALLEGED MISCONDUCT VIOLATIONS (as defined in the Golden Rule Student Handbook): *Check applicable items below*

☐	(a) Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course related material also constitutes cheating	☐	(f) Plagiarism: Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own
☐	(b) Communication to another through written, visual, electronic, or oral means. The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment or project	☐	(g) Any student who knowingly helps another violate academic behavior standards is also in violation of the standards
☐	(c) Commercial Use of Academic Material: Selling notes, handouts, etc. without authorization or using them for any commercial purpose without the express written permission of the University and the Instructor is a violation of this rule	☐	Other: Golden Rule Violation
☐	(e) Falsifying or misrepresenting your academic work		
DESCRIPTION OF ALLEGED VIOLATION(S) AND/OR ATTACHMENTS: ***Please attach***			

PROPOSED ACADEMIC SANCTION(S): *Check applicable items below*

☐	1. Resubmitting an Assignment	☐	5. Failing grade for the assignment
☐	2. Reduction of points/letter grade for the assignment	☐	6. Failing grade for the class
☐	3. Reduction of points/letter grade for the course	☐	7. Documentation (no action to be taken)
☐	4. Grade Assigned (Required)	☐	8. Other: ***Please attach***
An Academic Integrity Seminar is required for all students found in violation of Academic Misconduct			

Faculty/Student Meeting: *Check applicable items below*

☐	1. The allegations are dismissed	☐	4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing
☐	2. The student accepts responsibility for the violation and accepts the academic sanction(s)	☐	5. Student declines Faculty/Student Meeting
☐	3. The student does not accept responsibility for this violation, although the instructor/designee believes a violation occurred.	☐	6. Other:

Please note: (student needs to initial each line)

____ Further academic action in the form of a grade appeal will not be considered

____ A "Z" designation will be attached to the grade (undergraduates only)

____ Further action can be taken by the individual program after the academic integrity hearing if they deem it necessary

____ This form is being documented with the Office of Student Rights and Responsibilities

By signing this form all parties agree to abide by the conditions listed above and that if the student should be found not in violation as the result of an Academic Integrity Hearing the faculty member will take no academic action.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Chair/Director Signature: _____ Date: _____

Dean Signature (if required): _____ Date: _____

Resolution 2011-2012-1 Feedback on Student Performance Prior to the Withdrawal Deadline

(from the Personnel Committee)

Whereas, it is important for faculty to provide students with feedback on their progress in a course prior to the withdrawal deadline, and

Whereas, beginning Fall 2011, the semester withdrawal deadlines have been moved from the 50% point in the semester to the 60% point plus one day, thereby allowing students additional time to make informed decisions about withdrawing,

Be it resolved, that the Faculty Senate recommends that faculty provide feedback on progress to undergraduate and graduate students prior to the semester withdrawal deadline.

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

RESEARCH INCENTIVE AWARDS PROGRAM

2011-2012 Procedures

(Approved by the Faculty Senate Steering Committee, September xx, 2011)

I. Program Overview

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

For 2011-2012, 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, 2011, the start of the 2011-2012 contract. The actual dollar amount awarded for the academic year 2011-2012 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, 2007, the start of the 2007-2008 academic year contract. No

candidate may be awarded a RIA more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2006 or later is not eligible for the award this year. Further, any faculty member who received a RIA increase that was effective August 8, 2005 or earlier is eligible for this year's RIA. 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 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 these peer review committees.*

RESEARCH INCENTIVE AWARDS PROGRAM 2011-12 Schedule

September X, 2011	✓ Faculty Senate Steering Committee completes review of university requirements for UCF-RIA
October 7, 2011	✓ Deadline - Distribute Guidelines to all Faculty via e-mail
November 16, 2011	✓ RIA Workshop, 4:00-5:00, Millican Hall, Suite 395
November 17, 2011	✓ RIA Workshop, 4:00-5:00, Egmont Key, Room 224
November 14, 2011	✓ Election of RIA Selection Committees complete
December 12, 2011	✓ **Deadline - RIA Portfolios due** in Dean's or VP's Office no later than 5 PM
February 6, 2012	✓ College/Unit Review Committees' recommendations due to Academic Affairs, Suite 351 ✓ Last day to send name of College or Unit Representative to Ms. Barbara Davis in Academic Affairs – if possible, send name sooner
March 5, X, 2012	✓ University Review Committee's recommendations due to Academic Affairs
March 26, 2012	✓ Letters to all non-winners from colleges, and the Office of Research ✓ Colleges to notify all applicants of outcome, including reasons for the recommendations

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2011-2012 Application and Nomination Form

PERSONAL DATA

Name_____ Rank or Title_____

Campus Address _____ Campus Phone_____

Department or Division _____Years at UCF_____

Institution and Year Terminal Degree Granted _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

_____

Candidate's Signature **Date**

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

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

COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2011-2012 Procedures

(Approved by the Faculty Senate Steering Committee, September XX, 2011)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2011-2012, there will be 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, 2011, the start of the 2011-2012 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.

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, 2007, the start of the 2007-2008 academic year. No candidate may be selected for the RIA award more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2006 or later is not eligible for the award this year. Any faculty member who received a RIA increase that was effective August 8, 2005, or earlier is eligible to compete for a RIA this year provided all other eligibility criteria are met.

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 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.

COM RESEARCH INCENTIVE AWARDS PROGRAM 2010-2011 Schedule

September x, 2011	✓ Faculty Senate Steering Committee completes review of university requirements for RIA
October 7, 2011	✓ Distribute Guidelines to all Faculty via e-mail
November 16, 2011	✓ RIA Workshop, 4:00-5:00, Millican Hall, Suite 395
November 17, 2011	✓ RIA Workshop, 4:00-5:00, Egmont Key, Room 224
November 14, 2011	✓ Election of RIA Selection Committee complete
December 12, 2011	✓ **Deadline - RIA Portfolios due** in Dean's Office no later than 5 PM
February 6, 2012	✓ College Review Committee's recommendations due to Academic Affairs, Suite 351
March 26, 2012	✓ Academic Affairs to notify winners College to notify all applicants of outcome, including reasons for the recommendations

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2010-2011 Application and Nomination Form

PERSONAL DATA

Name_____ Rank or Title_____

Campus Address _____ Campus Phone_____

Department or Division _____Years at UCF_____

Institution and Year Terminal Degree Granted _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

_____

Candidate's Signature **Date**

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

Dr. Melody Bowdon, Director
Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building 1, Room 207
Phone: (407) 823-3544

UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2011-2012 Procedures

(Approved by the Faculty Senate Steering Committee, xxxxx, 2011)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building 1, Room 207 no later than 5:00 p.m. on March 16, 2012.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2011-2012, UCF will sponsor ten (10) awards for the Scholarship of Teaching and Learning (SoTL). Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish.

II. Funding

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2011, the start of the 2011-2012 contract. The actual dollar amount awarded for the academic year 2011-2012 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 or as a professor, associate professor, or assistant professor.

2. The faculty member must have at least four years of continuous service at UCF. Specifically, a faculty member must be employed at UCF **on or prior** to August 8, 2007.

3. No faculty member may receive the award more than **once every five years**. Previous award recipients -specifically, any faculty member who received a SoTL increase that became effective August 8, 2007, or later - are not eligible for a SoTL this year. Faculty who received the award in 2006-2007 or earlier are eligible to apply for the 2011-2012 awards.

IV. Award Criteria

The criteria for evaluating applicants' portfolios include the following four major categories (to

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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 support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.

3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).

4. Statement of the value of the nominee's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).

5. Curriculum Vita with Scholarship of Teaching and Learning grants and research highlighted.

6. Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)

7. Appendices: Hard copies of book cover, first page of articles or other publications, grants, or other appropriate materials. Student work samples or other evidence of student learning from a SoTL research study must be 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 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 director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. The Office of Academic Affairs will inform nominees

selected for the award of the results. Awardees will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). An article, written by the awardees, may be published in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2011-2012 Schedule

September xxx, 2011	Faculty Senate Steering Committee completes its review of SoTL Award requirements.
October 17, 2011	SoTL Award Criteria distributed to all faculty.
December 15, 2011	Each college holds election for a SoTL Review and Selection Committee member. Names are to be sent to Melody Bowdon by December 15, 2011.
January 25 and 26, 2012	SoTL workshops for all faculty in Faculty Center, CL1, 207.
March 16, 2012	**SoTL portfolios due to FCTL by 5:00 p.m.**
April 13, 2012	Committee's recommendation due to Christine Morgan in Academic Affairs.
April 23, 2012	FCTL to notify all applicants of outcome.

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Dr. Melody Bowdon, Director
Karen L. Smith Faculty Center for Teaching and Learning
Classroom Building 1, Room 207
Phone: (407) 823-3544

UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2011-2012 Procedures

(Approved by the Faculty Senate Steering Committee, September xx, 2011)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building 1, Room 207 no later than 5:00 p.m. on March 16, 2011.

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I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2011-2012, UCF will sponsor a minimum of one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. Additionally, awardees from this program may be supported to attend and present papers at the International Conference on Teaching and Learning or other Teaching and Learning conferences, should they so wish. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the respective college or unit for "recycling" as **additional** SoTL awards for the following academic year.

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II. Funding

Regardless of the contract length (9-months or 12-months), award recipients will receive a $5,000 increase to their base salary retroactive to August 8, 2011, the start of the 2011-2012 contract.

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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 or as a professor, associate professor, or assistant professor.

2. The faculty member must have at least four years of continuous service at UCF. Specifically, a faculty member must be employed at UCF **on or prior** to August 8, 2007.

3. No faculty member may receive the award more than **once every five years**. Previous award recipients - specifically, any faculty member who received a SoTL increase that became effective August 8, 2007 or later - is not eligible for a SoTL award this year. Faculty who received the award in - 2006-2007 or earlier are eligible to apply for the 2011-2012 awards.

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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 support of this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.

3. Statement of Scholarship of Teaching and Learning philosophy (250 words, maximum, 12 point font).

4. Statement of the value of the nominee's scholarship and of the efforts made to disseminate that knowledge (100 words maximum, 12 point type).

5. Curriculum Vitae with Scholarship of Teaching and Learning grants and research highlighted.

6. Narrative on the impact of your Scholarship of Teaching and Learning research in which the student population, teaching and assessment innovations, results, impact on student learning and plans for further action are described. (500 word maximum, 12 point font)

7. Appendices: Hard copies of publications, grants, or other appropriate materials and evidence of student learning from SoTL research.

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 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 director of FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees will be invited to submit

a picture, teaching philosophy statement, and biographical statement for display on the "Teaching Excellence Wall" in the Classroom Building 1 (CL1). Awardees will also be invited to submit an article for publication in UCF's *Faculty Focus*.

Scholarship of Teaching and Learning Awards
2011-2012 Schedule

September x, 2011	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
October 17, 2011	SoTL Award Criteria distributed to College of Medicine faculty.
December 15, 2011	College of Medicine election of 3-5 SoTL Review and Selection Committee members. **Names are to be sent to Melody Bowdon by** December 15, 2011.
January 2012	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 16, 2012	**SoTL portfolios due to FCTL by 5:00 p.m.**
April 13, 2012	Committee's recommendation due to Christine Morgan in Academic Affairs.
April 23, 2012	FCTL to notify all applicants of outcome.

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

UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2011-12 PROCEDURES

(Approved by the Faculty Senate Steering Committee, XXXXX, 2011)

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, 2011, the start of the 2011-12 contract. The actual dollar amount awarded for the academic year 2011-12 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

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

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

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

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, 2007, 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, 2006 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 2007-2008, 2008-2009, 2009-2010, and 2010-2011).

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 2011-12, 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**. For "units," as defined above, these committees will have no less than three and no more than five members. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

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

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

UCF-TIP 2011-12 Schedule

September 8, 2011	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
October 3, 2011	Distribute Guidelines to Faculty
December 5, 2011	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
December 19, 2011	Chairs/Directors to return corrected term eligible UCF-TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Affairs, Millican Hall, Suite 351
January 16, 2012	Expected date for identification & notification of eligible faculty
February 8, 2012	Colleges elect UCF-TIP "Selection Criteria & Procedures" Committee and UCF-TIP Selection Committee
February 15, 2012	Colleges to send UCF-TIP "Selection Criteria & Procedures" document to Lucretia Cooney, lcooney@mail.ucf.edu, for review and approval
February 22, 2012	UCF-TIP Workshop, SU Egmont Key, Room 221AB, 1:30-5:30
February 23, 2012	UCF-TIP Workshop, SU Egmont Key, Room 224, 4:00-5:00
March 16, 2012	**UCF-TIP portfolios due** in Deans' Office no later than 5 PM
April 9, 2012	Colleges to send UCF-TIP Selection Committees recommendations on UCF-TIP worksheet to Barbara Davis bmdavis@mail.ucf.edu
April 23, 2012	• Academic Affairs to notify winners • Colleges to notify all applicants, both winners and non-winners of the outcome, including reasons for the recommendations

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

COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
2011-12 PROCEDURES

(Approved by the Faculty Senate Steering Committee, September XX, 2011)

The Office of Academic Affairs provides the funding for new awards. The specifics of the 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, 2011, the start of the 2011-12 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 (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

3. No faculty member may be selected for a TIP more than once **every five** years. Specifically, any faculty member who received a TIP increase in previous years that became effective August 8, 2007, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2006, or earlier is eligible for a 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) **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 2007-2008, 2008-2009, 2009-2010, and 2010-2011).

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 TIP awards. For year 2011-12, there will be a minimum of 1 award for the college. 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).

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

3. The number of new and "recycled" 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 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 (2007-2008, 2008-2009, 2009-2010, and 2010-2011).

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.

COM-TIP 2011-12 Schedule

September 8, 2011	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
October 3, 2011	Distribute Guidelines to Faculty
January 16, 2012	Expected date for identification & notification of eligible faculty
February 8, 2012	College to elect UCF-COM TIP "Selection Criteria & Procedures" Committee and UCF-COM TIP Selection Committee
February 15, 2012	Colleges to send COM UCF-TIP "Selection Criteria & Procedures" document to Lucretia Cooney, lcooney@mail.ucf.edu, for review and approval
February 22, 2012	UCF-TIP Workshop, SU Egmont Key, Room 221AB, 1:30-5:30
February 23, 2012	UCF-TIP Workshop SU Egmont Key, Room 224, 4:00-5:00
March 16, 2012	**UCF-COM TIP portfolios due** in Deans' Office no later than 5 PM
April 9, 2012	College to send COM UCF-TIP Selection Committee recommendations on COM UCF-TIP worksheet to Barbara Davis bmdavis@mail.ucf.edu
April 23, 2012	• Academic Affairs to notify winners • Colleges to notify all applicants, both winners and non-winners of the outcome, including reasons for the recommendations