<p align="center">**Faculty Senate Steering Committee Meeting**
Minutes of
September 8, 2011</p>

Dr. Ida Cook, Faculty Senate 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 11, 2011 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS
Diane Chase, Executive Vice Provost, Academic Affairs
Patricia MacKown. Director, Office of Student Rights and Responsibilities
Maribeth Ehasz, Vice President, Student Development and Enrollment Services
Sheila Gutierrez de Pineres, Fellow in the American Council of Education, Dean of Undergraduate Education at the University of Texas, Dallas
Elliot Vittes, Interim Vice Provost and Dean of Undergraduate Studies
Vivian Ortiz, Student Development and Enrollment

ANNOUNCEMENTS
Members of the Integrity Review committee introduced themselves.

REPORT OF THE PROVOST
Provost Waldrop reminded members that he is conducting five-year reviews for two of his direct reports, Patricia Bishop (chaired by Jana Jasinski) and Diane Chase (chaired by Jose Fernandez). In addition, he is starting the search for Vice Provost of Regional campuses and Dr. D. Chase will be chairing the committee to review the function and structure of the regional campus.

The provost expressed his frustration that the budget, which was delivered to the deans yesterday, was being distributed so late in the term. Just under $20M was is being distributed, which is not enough, but given that we had $20M in cuts, we are doing well. The provost is working with a committee to see how the budget process can be made more efficient. Dr. A. Chase gave a brief report regarding the budget process at UCF to illustrate the complexity of the current process.

The provost said that the university and UFF union have been having discussions about the process of determining rank for instructors and lecturers and they hope to bring this to the next meeting. This does have to be collectively bargained, but we will need faculty input. He will also be sharing this with the deans.

The final issue that Provost Waldrop addressed is promotion for non-tenure track for research and clinical track. He would prefer that we use the language of "non-tenure track" rather than research and clinical track. In addition, he mentioned that they will need committees to review

the language. The current promotion language governing the composition of the committees allows for inclusion of tenured and tenure track faculty, but does not address promotion of non-tenure track faculty.

Dr. Cook asked if there were any objections to allowing non-tenure track faculty (providing there are members available) to serve on these committees. The committee agreed that there were no objections, especially as it pertains to the research and clinical tracks. Dr. Cook said that we will be discussing this at future meetings and we will continue to address this issue.

A question was raised about whether instructors and lecturers will go through the existing promotion and tenure process. Provost Waldrop stated that their credentials will be reviewed by their departments and colleges, but not the university committee. Currently, there are three distinct levels of review for each of these positions.

A senator asked if Academic Affairs or the colleges will be picking up the costs of promotion. The provost stated replied this has not been discussed yet.

OLD BUSINESS
Senate & Joint Committee Appointments
Dr. Cook acknowledged the work of Lisa Sklar, administrative assistant for the Senate, in getting the committees staffed. Vacancies remain on the University Promotion and Tenure Committee for the College of Sciences and College of Health and Public Affairs. In addition, there are several openings in the College of Education. Dr. Cook stressed the importance of having these appointments reviewed by the Faculty Senate. Your role as members of the Steering Committee is that your college has the best representation possible.

Dr. Cook asked the Committee on Committee members to forward suggestions for a member of the graduate faculty to serve on the University Admission and Standards Committee.

NEW BUSINESS
Academic Expectations of Athletes
Coach O'Leary was scheduled to discuss academic expectations of athletes; however, he was unable to join us. He hopes to join us at next month's Steering Committee meeting as academics is important to him.

Approval of TIP/RIA/SOTL documents
Dr. Diane Chase noted that there is one additional award for the College of Medicine due to the increased numbers of faculty. In addition, there is a typo on College of Medicine SoTL Award – it should read 2012.

A question was raised about whether there is a need to review the process by which awards are reviewed.
A: Because these awards are subject to the bargaining agreement, we need to keep them in the same form. For instance, some deans would like more input on TIPS and other awards, but this must be part of the collective bargaining process.

Rich Gause, senator from the Libraries, pointed out that the way the criteria are worded, librarians are currently excluded from TIP, SoTL, RIA awards. The library would like this inequity addressed. Dr. Cook suggested that the Personnel Committee look into this. Mr. Gause stated that they have attempted to address it via this committee each year. Dr. Cook stated she would like to see this issue addressed and referred it to the Personnel Committee.

A question was raised about whether clinical track and non-tenure earning faculty are eligible for TIP/RIA/SoTL. Dr. Diane Chase said she would address this question via email.

Motion made to approve the TIP, SoTL, and RIA awards as written with the date change was made and seconded. Motion passed.

Academic integrity
Maribeth Ehasz shared the results of the committee to promote academic integrity. Dr. Ehasz thanked the Faculty Senate Steering Committee for the opportunity to address this important topic. She also thanked the task force for their work in evaluating the academic integrity policies and the misconduct process at UCF. The members of the task force are Jean Leuner, Michael Frumkin, Tom Cavanaugh, Melody Bowden, Max Pool, Patricia MacKown, Elliot Vittes, and Ida Cook.

The new Alleged Academic Misconduct Report (AAMR) includes the following five stage process:

1. Identification of academic misconduct and development of course related sanctions
2. Formal meeting with student and signing of the alleged academic misconduct report (AAMR)
3. Review of the incident and possible imposition of conduct-related sanctions by the Office of Student Rights and Responsibilities (OSRR) and the new academic integrity council
4. Invocation of course-related sanctions and possible program-related sanctions – one communication with student
5. Appeals Process – The appeal must be filed within seven days after the student receives the notification of the sanctions.

If students are undergraduates they will receive a z-grade designation, which can be removed by attending a workshop. If students disagree with the sanctions, they can appeal via the academic integrity council, a subset of the current Student Conduct Board. If students are found to be in violation, the incident would go forward for further action and review.

The information then would be filtered back to the faculty.

Dr. Ehasz entertained questions from the Steering Committee:

Q: If students are caught cheating on the first exam, do they remain in class while the process is completed?
A: This depends on syllabus statement; however, due process would typically allow the student

to continue until the resolution of the incident.

Dr. Cook added that the committee wanted to ensure that the process was fast, efficient, and provided feedback regarding sanctions in a timely manner. This new process enables faculty to get feedback on these cases.

Q: During the first stage, what is notification process within the college?
A: The faculty member informs the chair, who then informs the dean.

Q: Regarding the Office of Student Conduct, will the new committee deal with just cheating, or all academic integrity issues?
A: All academic misconduct issues.

A senator recounted a student misconduct case in which the faculty member was not informed that the student was dismissed from the university.
A: The process has changed since that issue took place and faculty are now informed.

Q: If student agrees with the charge, do they go through the student conduct process?
A: Yes.

It was suggested that the word "student" be added prior to misconduct as printed in the current stage one wording.

Dr. Ehasz addressed the second purpose of the committee, which was to change the culture of the university regarding academic misconduct. The committee is working with the Faculty Center for Teaching and Learning and the Center for Distributed Learning to provide pedagogical training. In addition, Dr. Vittes will be working with the Faculty Senate Ethics Committee to review definitions. In addition to changing the process, the university is developing student resources and support to help them understand these resources.

Violations of academic integrity are on the rise. As a result, all new UCF students are required to complete two (2) modules on academic integrity. So far, 16,000 students have completed this training during summer and fall 2011.

Provost Waldrop spoke about the old process which was disjointed. He thanked the committee for their hard work and especially Maribeth Ehasz. Dr. Cook invited Dr. Ehasz to the Senate at the September 22nd meeting. Members of the Steering Committee suggested that she show the academic conduct video and then address questions from the Faculty Senate. In addition, Dr. Ehasz was asked to send the forms in advance.

Withdrawal policy resolution
Resolution 2011-2012-1, Feedback on Student Performance Prior to the Withdrawal Deadline, was read into the minutes. Motion was made to send the resolution forth to the full Senate. Motion seconded. Discussion followed on whether the resolution needed to include the specific numbers of days the deadline had been moved. The consensus of the committee was that it did not, and that the language to that effect should be struck.

The motion carried. The resolution as amended will be added to the agenda for the September Senate meeting.

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.

Ad hoc Committee on Technology Issues
Dr. Cook and Dr. A. Chase recently met with DeLaine Priest, the Associate Vice President of Student Development and Enrollment Services to discuss issues related to distance learning. These issues are coming to the forefront, especially as pertaining to the Americans with Disability Act (ADA). The current guidelines state that faculty need to provide additional time and access on course materials and assessments for such students.

The adhoc committee will be tasked with gathering information to help faculty to more efficiently address student needs. The use and application of the $18 per credit hour fee was mentioned to help fund efforts. This is a serious issue as the federal government mandates that we address the needs of our students. There are four different entities working on this issue including FCTL, SDES, and CDL without faculty input. It is critical that faculty input be included on how the funds are used and applied.

Motion was made to establish an adhoc committee to look at Technology and Distance Learning. Motion seconded and passed.

Dr. Cook solicited topics for this committee to address. The Steering committee suggested that the committee investigate cracks in the system regarding who qualifies for student disability services and look at growing pains with the university and online learning.

COMMITTEE REPORTS
Budget and Administrative Committee – *Arlen Chase*
Michael Moshell is the new chair and the committee will be meeting before the next Faculty Senate meeting.

Graduate Council – *Jim Moharam*

The Council met and Jim Moharam was elected chair. Tosha Dupras was elected Vice Chair.

Parking Advisory Committee – *Reid Oetjen*
Dr. Cook charged the committee with two fundamental responsibilities: (1) elect a chair for the committee, (2) elect two representatives from this committee to serve on the University Parking and Transportation Advisory Committee.

Dr. Cory Watkins agreed to chair the committee, and he and Dr. Boris Zeldovich will serve on the university committee. The next meeting of this committee is scheduled for September 13, 2011 at noon in HPA1, Room 304. The committee was asked to investigate if Zip Car took two faculty parking spots.

Personnel Committee – *H.G. Parsa*
Niels da Vitoria Lobo was elected chair. In addition to working on the resolution regarding the withdrawal deadline, the committee is reviewing the process for naming an emeritus professor, the guidelines in the Faculty Constitution for promotion of non tenured faculty, and the rules for final exam policy.

Undergraduate Council – *Kelly Allred*
Kelly Allred was elected chair and Jeff Kaplan was elected vice chair.

Dr. Cook reminded Faculty Senate Liaisons that they cannot vote unless they are serving as members of the committees.

OTHER BUSINESS
Because Dr. Chopra is vice chair of the Advisory Council of Faculty Senates in Florida, he will also be attending the Board of Governors meeting.

Provost Waldrop announced that UCF, FAMU, and UF will be presenting dental school proposals to the Board of Governors in September; however, we do not expect an announcement until November or December.

ADJOURNMENT
The committee adjourned at 5:24 p.m.

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, 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.

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.

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 <u>primary</u> area of research or creative activity.

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

_____
Candidate's Signature   Date

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.

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*.

<p style="text-align:center">Scholarship of Teaching and Learning Awards
2011-2012 Schedule</p>

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.

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, 2012)

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.

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.

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.

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.

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
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Millican Hall, Suite 351
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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