

MEMORANDUM

Date: September 1, 2016
TO: Members of the Steering Committee
FROM: Keith Koons
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on September 8, 2016**

Meeting Date: Thursday, September 8, 2016
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: **Student Union Pensacola Board room 222**

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes of August 11, 2016**
4. **Announcements and Recognition of Guests**
5. **Report of the Provost**
6. **Old Business**
 - None
7. **New Business**
 - Approval of TIP, RIA, and SOTL documents – *Lucretia Cooney*
 - UCF Budget Model – *Tracy Clark and Christina Tant*
 - COACHE Implementation Strategies – *Cynthia Young*
8. **Liaison Committee Reports**
 - Budget and Administrative Committee – *Nina Orlovskaya*
 - Parking Advisory Committee – *Bari Hoffman-Ruddy*
 - Personnel Committee – *Linda Walters*
 - Graduate Council – *Jim Moharam*
 - Undergraduate Council – *Kelly Allred*
9. **Other Business**
10. **Adjournment**

Faculty Senate
Steering Committee Meeting
Minutes of August 11, 2016

Keith Koons, chair, called the meeting to order at 4:03 p.m. The roll was circulated for signatures.

MINUTES

Motion to approve the minutes of April 7, 2016 was made and seconded. The minutes were approved as recorded.

RECOGNITION OF GUESTS

Lucretia Cooney, Assistant Director of Faculty Excellence
Maureen Binder, Associate Vice President and Chief HR Officer
Shelia Daniels, Human Resources Executive Director
Ashley Longoria, Human Resources Benefits Manager
Paul Newman, Human Resources Assistant Benefits Manager
Shaun Eskamani, CAPTRUST Financial Advisor (via phone)

ANNOUNCEMENTS

Rhonda Bishop and a small group (including the Faculty Senate chair) have been working on updating the UCF Emeritus Policy 4-502.1 to include changes passed in Resolution 2011-2012-6 Emeritus Policy Revision. The policy changes were scheduled to go to the Board of Trustees for approval, however the policy change was pulled from the agenda when UFF informed the bargaining team that UFF wants to negotiate some elements of the policy. The Policy change is pending the outcome of the Collective Bargaining.

OLD BUSINESS

None.

REPORT OF THE PROVOST

Tuition Waivers

Last year UFF bargained for six tuition free course credits to be transferable to dependents and the benefit has been implemented. The benefit has been taken off the table for faculty since UFF wants to bargain the benefit. The Board of Governors also has a concern the way tuition waivers are handled. Tuition waivers for faculty will not be implementable until after the bargaining session and approval of the Board of Governors.

Student Population

UCF had 39,000 students over the summer and we anticipate around 64,000 in the Fall semester of which 65% are transfer students. For the first time in college (FTIC) students the mean SAT score is 1263, the mean GPA is 4.0, and the mean ACT is 27.8. We have 77 new national merit scholars, up from 67 last year. These preliminary figures will be updated after add/drop.

Faculty Research

Faculty set a record for research funding at \$145.75 million, an increase of 9.3%. This doesn't include \$10 million from Lockheed Martin to fund interns.

UCF Collective Impact – Strategic Plan

Distributed a three page summary of the Strategic Plan. The provost pointed out two of the goals; to double research awards by 2021, and grow graduate student enrollment to 10,000 students by 2021.

This Fall faculty is expected to reach 1,803, up from 1,604 when the provost started at UCF. We are adding another 45 faculty positions for Fall 2017 or 2018. The 45 new positions include at least twenty faculty for new clusters; approximately ten faculty for targeted opportunity hires; and fifteen faculty distributed to the colleges. Dr. Cynthia Young is heading the initiative. This may go up a position or two due to the anticipated five million dollars for five years as “emerging” pre-eminence funding from the state. This year, UCF allocated two million in recurring funds towards recruiting national academy members. Last year we allocated 21 new staff hires to support new faculty.

For pre-eminence, UCF must reach eleven of the twelve criteria. One criteria we can't reach in five years is endowment funds. We are at \$150 million and the threshold is \$500 million. Two other criteria that will be hard to reach is the number of national academy memberships held by faculty, and Post-doctoral appointees. As of this Fall, we will have two national academy memberships, the criteria is six. For Post-doctoral appointees, we need to get to 200 and we currently have 85. The other criteria we can probably reach within three years.

The top priority this year is to institutionalize the Collective Impact – Strategic Plan. This effort is will be led by Lisa Jones. The provost thanked the many faculty that participated in developing the plan. Those that are responsible for the goals are designated in the plan. Reviewed the charges and metrics.

Budget Model

A new budget model has been rolled out to the deans and financial leads. The new model is similar to the Pegasus model in that the basic element is that tuition goes back to the colleges but follows the person who taught the course. If co-taught with faculty in different colleges, the funding is split. This doesn't re-align what is already allocated, but will change the budget going forward and only that portion of the budget allocated based on tuition. In addition there are performance measures including student success, research growth, and endowment for faculty.

Question: Will programs that are understaffed receive any budget relief to get programs properly staffed?

Answer: Some already received a special bump to address underfunding. The model assumes everyone is on par and adjusts going forward.

Question: Doesn't the research criteria put non-research based programs at a disadvantage?

Answer: Probably, but they probably are at an advantage on other criteria. This criteria on the budget is small as compared to the tuition.

UCF Downtown

SchenkelShultz, RAMSA, and Skanska is the team selected to complete the design and engineering work for UCF Downtown. The goal for the campus is to be a 21st century model for innovation. Design meetings start in the Fall semester.

NEW BUSINESS

Faculty Retirement Options Presentation

Shelia Daniels, Ashley Longoria, and Shaun Eskamani from CAPTRUST presented changes to the UCF voluntary retirement plans. Changes were motivated by a low retirement readiness (as indicated by low voluntary contributions, the younger employees joining UCF, and ERISA act's impact on the retirement plan community. Discussed the low UCF participation in a 457 or 403(b) plan. Informed the group of the functions of CAPTRUST as a consultant to the Human Resources department regarding the UCF 403(b) plan. A UCF 403(b) Investment Committee has been formed. The committee decided to consolidate the vendor options effective April 1, 2017 to Fidelity, TIAA, and VALIC. Going forward, these three vendors will be the only option for continuing contributions. Human Resources will not require employees to move their funds, but will no longer be allowed to make contributions to the vendors no longer on the list. If new employees do not make a selection, the default vendor is TIAA. Discussed Human Resources communication timeline.

Question: Will stocks be an option?

Answer: Based on case studies, participation in stock trading is low.

Linda Walters mentioned that the Center for Success of Women Faculty is able to host mini-workshops on the volunteer retirement options and maybe Faculty Excellence.

Dr. Koons thanked everyone for the presentation and directed additional feedback to Shelia Daniels or Ashley Longoria.

Faculty Senate Bylaw Resolutions

Dr. Koons introduced eleven resolutions brought forward by the Ad Hoc Constitution/Bylaws Revision committee authorized by Steering last Spring. The Ad Hoc Committee Members include; Dr. Koons, William Self, Reid Oetjen, Kevin Coffey, and Joseph Harrington. Last year, one large amendment to the Bylaws and Constitution was submitted and failed to pass. The committee decided to split the amendments into multiple resolutions by topic. The majority of the resolutions represent what was submitted to the Senate last year with the addition of a few more changes. Thanked the Ad Hoc committee for their work and discharged the committee. The resolutions reflect changes to the Bylaws only and not to the Constitution. Some resolutions call for automatic updates to the Constitution which is already allowed by the Constitution.

Communicated that the function of the Steering committee is to approve the resolutions for clarity, appropriateness of the language, and proper form. Once approved, the resolutions will be sent to the Senate for discussion and debate. Suggested the process described in Resolution 2016-2017-11 be followed, requiring the resolutions be sent to the Senate 30-days prior to the first reading for discussion only at the September 22 meeting. The resolutions will be up for further discussion, possible amendment, and vote at the October 20 Senate meeting. The resolutions as approved are attached.

Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils

Dr. Koons introduced the resolution. No second required. Called for discussion. Clarified that the section in red underline in the resolution is the language added. Question: How do we determine if someone is unable to serve eight weeks or longer? Based on each committee. No further discussion. Vote: All in favor to add resolution to the September 22 agenda, motion passes.

Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils

Dr. Koons introduced the resolution. No second required. Called for discussion. Motion made to amend line 42 to include a librarian since they are not tenured but eligible for Emeritus and Emeriti. Motion and Second made to insert “and one Associate or University Librarian” on line 42 after academic unit. All in favor, motion passes. Question: Do students vote on Emeritus? Yes. Question: Should we change student membership? Voting is specified in the Emeritus policy. Since this committee takes other action beside Emeritus, don’t recommend changing. No further discussion. Vote: All in favor to add resolution to the September 22 agenda, motion passes.

Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee

Dr. Koons introduced the resolution. No second needed. Called for discussion. Motion made to amend line 21 change reference to the UCF Regulation 3.0175 to 3.015. Question: Same change on line 21 and line 40? No, line 40 is the non-tenure-earning regulation and 3.015 is the tenured and tenure-earning regulation. Comment made same change should be made on line 3 in the “whereas” clause. Question: Why put the regulation number at all? Specified because the exempt service is specified in the regulation. Motion and second made to change line 21 “3.0175” to “3.015 and” before 3.0175 on line 3. Question: Why not eliminate the regulation number to eliminate changing again in the future? Member objected since the College of Medicine have different regulation numbers, it would be confusing to leave the number out. Question: What does it means to be exempted from service? Can’t serve on committee. Language reflects exact language in regulation. No other discussion. All in favor of the amendments to line 3 and 21, motion passes. Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees
Dr. Koons introduced the resolution. No second needed. Called for discussion. Question: Why recommendations would be made to Steering? To allow the committee to submit issues to Steering for review. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees
Dr. Koons introduced the resolution. No second needed. Called for discussion. Question: Why so many ex officio members? Makes it consistent with the Undergraduate committees and the ex officio members are integral to the function of the committees. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-6 Faculty Senate Bylaw Change, Parking Advisory and University Parking and Transportation Committees
Dr. Koons introduced the resolution. No second needed. Called for discussion. Question: With the addition of the Chief of Police, would this also include Emergency Management? Yes, the committee can include those topics. Question: Does the committee approve policy for reserved spaces or the actual individual requests? Individual requests. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee
Dr. Koons introduced the resolution. No second needed. Called for discussion. Motion and second made to insert “division” on line 3 after (IT&R). All in favor, motion passes. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee
Dr. Koons introduced the resolution. No second needed. Called for discussion; none.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-9 Faculty Senate Bylaw Change, Governance in Academic Units
Dr. Koons introduced the resolution. No second needed. Called for discussion. Ad Hoc member clarified this language was presented in the amendment last year. Question: Who is defined as general faculty on line 22? Defined in the Constitution. Comment made that the language allows departments/schools that function well to continue but give guidance to those not participating in governance. Comment made that it would be nice to have a standard bylaw that departments could use as a starting point. Question: What happens if nothing is posted online? Faculty can go to dean. This resolution states an expectation. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions

Dr. Koons introduced the resolution. No second needed. Called for discussion. The provost expressed concern regarding the last two sentences starting on line 20. Seems unnecessary since line 12 specifies that resolutions are advisory and the Senate chair is a member of the Board of Trustees. Discussion and amendments can be made on the Senate floor. Motion and second made to delete “in nature only” on line 13 after advisory. All in favor, motion passes. Additional discussion regarding appeal to the Board of Trustees. Motion and second made to replace the word “action” with the word “resolution” on line 16, 18, and 20. All in favor, motion passes. No other discussion.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

2016-2017-11 Faculty Senate Bylaw Change, Section IC. Amendments

Dr. Koons introduced the resolution. No second needed. Called for discussion; none.
Vote: All in favor to add resolution to the September 22 agenda, motion passes.

Dr. Koons called for a five minute recess at 6:06 p.m. Dr. Koons called the meeting to order at 6:10 p.m.

The resolutions will be sent to the full Senate in order to allow 30-days to review prior to the September 22 Senate meeting.

Committee Assignment Update

William Self provided an update on committee staffing. All committees are staffed. This year we sent an email to the committee members that included all the duties of each committee. A one-page handout was also sent to communicate procedures based on operational, curricular, or joint committee or council. The standard committee meeting day and time was communicated before staffing. The initial committee meetings are set and based on Outlook, we have a quorum for all committees. We have only had two faculty members that needed to change committees due to a course conflict.

Question: Are the documents available on the website?

Answer: No, the information was extracted from the Constitution and Bylaws.

Question: Is there any policy regarding faculty participation via call-in?

Answer: No policy, but we can encourage for faculty off-campus. Participation via call-in is determined by each committee. The Budget and Administrative committee used Adobe Connect last year for remote participation. Maybe we should refer the issue of needing a site license for Adobe Connect to the Information Technology committee.

Committee Liaisons

Steering liaisons are established for each Senate committees to keep the Steering Committee informed and help with the flow of resolutions. Dr. Koons called for volunteers for each committee.

Budget and Administrative: TBD
Parking Advisory: TBD

Personnel: Linda Walters
 Graduate Council: Jim Moharam
 Undergraduate Council: Kelly Allred

Question: Should we have a liaison for the Information Technology committee since the resolution calls for the committee to move to an operational committee?

Answer: We don't know when the provost will approve the resolution. Better to wait until the next staffing for 2017-2018.

Senate Parliamentarian

Dr. Koons announced that Jim Moharam has agreed to serve as Parliamentarian for 2016-2017.

Topics for 2016-2017 Senate Committee Action

Each summer, the Senate leadership meets with all the deans to identify issues arising that may impact all colleges. Other topics were gathered from Steering members. The following topics were discussed and assigned to the committee below:

Steering #	Committee Assignment	Topic
1	Personnel	Nepotism policy. Do we have one, is it adequate.
2	Undergraduate Policy and Curriculum	Determine if 2005 Academic Rigor report needs to be updated.
3	Tabled	Elevate Research Council from a Joint to an Operational committee.
4	Personnel	Need for a lactation room in all new buildings.
5	Personnel	Follow-up salary study; implementation and gender gap study.
6	Tabled	Nanoscience faculty status and representation.
7	Undergraduate Policy and Curriculum and Graduate Policy	Formal form/process for course approvals across colleges – sign-off collaboration.
8	Parking Advisory	Parking costs were #1 complaint from the COACHE sub-committee on personal and family policies. Need options to reduce parking fees for faculty. FSU has a flat rate.
9	Budget and Administrative	How decisions/selections are made in Academic Affairs; proposals for funding, faculty, and other initiatives and feedback. Ex: cluster hire; rubric for selection? Feedback to proposal group?
10	Provost-Tabled	Research influence on activities of Endowed Chairs by donors.
11	Personnel	No regular process of evaluation for endowed chairs; should a process be instituted, and what should it be?
12	Budget and Administrative	Need for new staff to support new faculty.
13	Tabled	Post-tenure review is not useful or beneficial; is there a better way?
14	Tabled	Difficulty in arranging joint appointments between CREOL and COM because COM faculty are out-of-unit.
15	Budget and Administrative	Difficulty in getting access to higher level CDL training class for faculty.
16	Budget and Administrative	Discussion of the role of ORC in proposal support/submission – does it rest with ORC (central) or is there a role for the colleges

		and college-based staff?
17	Budget and Administrative	Insufficient funding for faculty travel program.
18	Steering	Facilitating shared governance with the Provost to solicit stakeholder feedback.
19	Personnel	Committee chairs, reward and accountability for service (including service during the summer).
20	Budget and Administrative	Overhead oversight (how spent, how calculated).
21	Tabled	More input into the ORC.

OTHER BUSINESS

The following presentations were approved to be scheduled:

- September 8 Steering committee meeting: New Budget Model - *Tracy Clark and Christy Tant*
- September 22 Senate meeting: Research Update - *Greg Schuckman, Director Federal Relations*
- November 17 Senate meeting: UCF Downtown update – *Dean Michael Frumkin and Thad Seymour*

At the Spring meeting of the Advisory Council of Faculty Senates (ACFS), the council requested each university provide information at the September 23 ACFS meeting regarding how each university spends performance funding. Motion and second made to send a request to the Provost for information on how UCF has spent the performance funding before the September 23 meeting.

Vote: All in favor; motion passes.

Question: Are we going to address the Constitutional amendment process since there was confusion last year?

Answer: There was confusion between the Constitution versus Bylaws amendment process. We are clarifying the Bylaw amendment process this year. At this time we are not addressing the Constitutional amendment process.

ADJOURNMENT

Motion to adjourn made and seconded. The committee adjourned at 7:10 p.m.

Resolution 2016-2017-1 Faculty Senate Bylaw Change, Section VIII. Joint Committees and Councils

Whereas, vacancies and replacements for Senators and Senate committee members are specified in Article II.C. of the Constitution, resulting in replacements completing the remaining term; and

Whereas, Joint Committees and Councils do not specify committee member replacements; and

Whereas, nine Joint Committees have voting and ex officio members with continuing terms by virtue of the committee members position; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to specify replacement members, ensure committee terms remain staggered, and to define a continuing committee member:

**SECTION VIII.
Joint Committees and Councils**

Joint committees and councils have a broad range of responsibilities at the university level but do not report to the full Faculty Senate at each meeting. It is the responsibility of the joint committees and councils to report any policy change recommendations to the Faculty Senate Steering Committee for consideration and to comply with the relevant provisions of Article IV of this *Constitution*. All joint committees and councils will hold meetings at least once a semester during the regular academic year. The first meeting of the academic year will be held upon the call of the administrator(s) to whom the committee reports. Subsequent meetings will be held upon the call of the committee chair. If a meeting is not scheduled by the second month in the semester, the Faculty Senate chair will, upon the request of any member of the committee, arrange for a meeting location and time, and notify members. No action can be taken at committee meetings unless a majority of the voting membership is present.

Even though there is no voting by proxy for Senate meetings, joint committees and councils may adopt policies at the start of the year to allow voting by proxy. According to *Robert's Rules of Order* (latest edition) proxies should be written, be for a specific meeting, and be given to the committee chair before the start of a meeting. If a non-elected committee member is absent or unable to serve for eight weeks or longer, an interim or permanent replacement will be appointed for the remaining term. If a committee member is appointed a member by virtue of the position held which will not change over multiple committee terms, those members may be listed as continuing members. When the continuing member ceases to hold the position that entitles him/her to such membership, membership on the committee ends.

Each committee will maintain minutes of its meetings and the chair of each committee shall forward (except for University Athletics Committee, and the University Promotion and Tenure Committee), in a timely manner, copies of meeting agendas and minutes to

the chair of the Faculty Senate. By the end of the spring semester, each committee will submit a brief written annual report of its activities to the chair of the Faculty Senate.

Resolution 2016-2017-2 Faculty Senate Bylaw Change, Various Joint Committees and Councils

Whereas, several committees designate the chair of the committee as the committee administrator or designee without defining the chair as voting or non-voting; and

Whereas, the Academic Calendar, Undergraduate Common Program Oversight, and University Master Planning committee administrators mutually agreed that a faculty member should be elected annually by the membership as the chair; and

Whereas, several committees lack the flexibility to appoint ex officio members; and

Whereas, the Admissions and Standards committee lacks the flexibility to add additional faculty members; and

Whereas, the University Honors Committee is vague in determining faculty representation from the regional campuses and the Commencement, Convocations, and Recognitions committee did not define the faculty rank requirement for committee appointment; therefore

BE IT RESOLVED that the *Bylaws of the Faculty Senate Constitution* be amended as follows:

Academic Calendar Committee

2. Membership.

The committee shall consist of one faculty member from each academic unit selected by the Committee on Committees and one student nominated by the president of the Student Government. No more than two of the faculty members of the committee shall hold a rank of assistant dean or higher. The vice president for Student Development and Enrollment Services ~~(or designee) will~~ (ex officio) serve as chair and shall identify ~~other~~ ex officio members. ~~The chair will~~ make every effort to ensure that areas relating to the Academic Calendar are represented. The number of ex officio members shall not exceed the number of faculty members. The chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be two years, staggered, with the exception of the student member, who shall serve for one year.

Admissions and Standards Committee

2. Membership.

The committee shall consist of at least six faculty members (at least three of whom shall be graduate faculty), selected by the Committee on Committees (in consultation with the vice president for Student Development and Enrollment

Services), one undergraduate student nominated by the president of the Student Government, one graduate student nominated by the president of the Graduate Student Association (in consultation with vice provost and dean of the College of Graduate Studies), and six members from the professional staff (selected by the vice president for Student Development and Enrollment Services). A representative from the professional advising office for each college may serve as a non-voting resource person to assist the committee members. The vice president for Student Development and Enrollment Services ~~(or designee)~~ (ex officio) will serve as chair and identify other ex officio members. The chair will make every effort to ensure that areas relating to Admissions and Standards are represented. Terms of service shall be three years, staggered, with the exception of the student member, who shall serve for one year.

Commencements, Convocations, and Recognitions Committee

2. Membership.

The committee shall consist of one tenured faculty member from each academic unit, and one Associate or University Librarian selected by the Committee on Committees (in consultation with the president), two students selected by the president of the Student Government (in consultation with the president) and the president and the provost and executive vice president or their designees. The president (or designee) shall identify other ex officio members. The chair is appointed annually by the president from the faculty membership. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

Strategic Planning Council

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees in consultation with the provost and executive vice president); one student (appointed by the president of the Student Government); the chair of the Faculty Senate; one staff member (selected by the USPS Staff Council); one department chair (appointed by the provost and executive vice president); one faculty representing the regional campuses (appointed by the vice provost for Regional Campuses); one alumnus or alumna (selected by the president of the Alumni Association); and the provost and executive vice president. The provost and executive vice president (ex officio), in concert with the vice presidents of the administrative and academic divisions, will identify remaining members in an effort to ensure widespread representation across the university. The council chair shall be appointed by the president from the membership of the council. Terms of service are three years, staggered, with the exception of the student members, who shall serve for one year.

Undergraduate Common Program Oversight Committee

2. Membership.

The committee shall consist of at least fifteen faculty members, with at least one faculty member from each of the colleges with undergraduate programs and one professional librarian (selected by the Committee on Committees in consultation with the college deans and the vice provost and dean of the College of Undergraduate Studies). The Committee on Committees shall consider Membership shall reflect the proportion of general education credit offered between the colleges. If possible, members of the general faculty responsible for general education courses shall serve on the committee. The vice provost and dean of the College of Undergraduate Studies ~~(or designee)~~ (ex officio) shall ~~chair the committee and will~~ identify other ex officio members, making every effort to ensure that areas relating to Undergraduate Common Program Oversight are represented. The chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be two years, staggered.

University Bookstore Advisory Committee

2. Membership.

The committee shall consist of one faculty member from each academic unit (selected by the Committee on Committees), two staff members (nominated by the USPS Staff Council), one student (nominated by the president of the Student Government), one representative from Academic Affairs, the bookstore manager, and the director of Business Services. The bookstore manager shall identify ex officio members. The chair shall be elected annually from its faculty membership. Terms of service shall be two years, staggered, with the exception of the student member, who shall serve for one year.

University Honors Committee

2. Membership.

The committee shall consist of one faculty member from each academic unit, and one representative from each of the regional campuses with students participating in the Honors Program (selected by the Committee on Committees in consultation with the dean of The Burnett Honors College), and three student representatives recommended by the dean of Burnett Honors College). The dean of The Burnett Honors College (ex officio) will chair the committee and identify other ex officio members. Terms of service shall be two years, staggered, with the exception of the student members, who shall serve for one year.

University Master Planning committee

2. Membership.

The committee shall consist of one faculty member from each academic unit, two of whom shall be members of the Faculty Senate (selected by the Committee on Committees in consultation with the provost and executive vice president); two additional faculty members from Biology and Environmental Engineering

(selected by the vice president for Administration and Finance or designee); one administrator from Academic Affairs (appointed by the provost and executive vice president); and two students (appointed by the president of the Student Government). The vice president for Administration and Finance ~~(or designee)~~ (ex officio) shall ~~chair the committee. The chair shall~~ identify other voting and ex officio members, ~~and will make~~ing every effort to ensure that areas relating to University Master Planning are represented. The director of Environmental Health and Safety and the assistant director of Facilities Planning shall function as support staff to the committee. The chair of the committee shall be a faculty member elected annually by the membership. Terms of service shall be three years, staggered, with the exception of the student members, who shall serve for one year.

Resolution 2016-2017-3 Faculty Senate Bylaw Change, University Promotion and Tenure Committee

Whereas, UCF Regulation 3.015 and 3.0175 exempts faculty from serving on the committee who have served on the committee within the last two years or are candidates for promotion; and

Whereas, the committee *Bylaws* do not exempt those that have served in the last two years or are candidates for promotion; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows exempt from service, faculty who served on the committee within the last two years or are candidates for promotion:

University Promotion and Tenure Committee

2. Membership.

- a. Committee ~~M~~membership for review of tenured and tenure-earning faculty for tenure and promotion:
The committee shall consist of one faculty member from each college. Each member shall hold the rank of tenured professor and be an active scholar within his or her particular field. The committee members are elected at large from their respective colleges by tenured and tenure-earning faculty. The chair is elected annually by the committee members. No member of the committee may be a member of a college or department/school promotion and tenure committee. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion unless otherwise specified in UCF Regulation ~~3.0175~~ 3.015. Terms of service shall be two years, staggered.
- b. Committee membership for review of non-tenure-earning ranked faculty, clinicians and researchers for promotion:
Whenever a non-tenure-earning faculty member, clinician or researcher, hereafter referred to as non-tenure-earning faculty, is a candidate for

promotion, the University Promotion and Tenure committee, as constituted in part P2A, shall be augmented by the addition of non-tenure-earning faculty who hold a rank higher than those faculty who are being reviewed. The role of additional committee members is limited to the review and evaluation of non-tenure-earning promotion candidates. Non-tenure-earning faculty shall not comprise more than one-third of the augmented total University Promotion and Tenure Committee membership. The non-tenure-earning committee members from each college that has non-tenure-earning faculty are to be elected at large by the non-tenure-earning faculty of that college. If there are fewer than ten non-tenure-earning faculty in the college, the tenured and tenure-earning faculty will also vote. Each additional member shall be an active teacher, clinician, or researcher within his/her particular field. No member of the committee may be a member of any college or department/school promotion and tenure committee. Also exempted from service are faculty who served on the committee within the last two years, unless a college has only one eligible professor, and those who are candidates for promotion unless otherwise specified in UCF Regulation 3.0175. Terms of service shall be two years, staggered.

Resolution 2016-2017-4 Faculty Senate Bylaw Change, Undergraduate Council and Committees

Whereas, the Undergraduate Policy and Curriculum committee transmits recommendations to the vice provost and dean of the College of Undergraduate Studies without the ability to submit recommendations to the Faculty Senate Steering committee; and

Whereas, the assistant or associate deans are designated as ex officio resource members on both committees, but not specified in the membership for the Course Review committee; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to allow the committee to make recommendations to the Steering committee and formally specify the assistant or associate deans as an ex officio member of the Course Review committee:

Undergraduate Council

- a. Duties and Responsibilities.
 - iii. To transmit its recommendations to the vice provost and dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and executive vice president. The council may also make recommendations to the Steering Committee of the Faculty Senate.

1. Undergraduate Policy and Curriculum Committee

- a. Duties and Responsibilities.

- vi. To transmit its recommendations to the vice provost and dean of the College of Undergraduate Studies, who submits his/her recommendations to the provost and executive vice president. The committee may also make recommendations to the Steering Committee of the Faculty Senate.
- b. Membership.

The Undergraduate Policy and Curriculum Committee shall consist of the chair of the Undergraduate Council and fifteen faculty members, with at least one representative from each of the academic units. Faculty membership shall proportionally represent the number of faculty of the colleges, and an effort shall be made to include members of the college curricular committees. The ex officio members ~~will~~ include the vice provost and dean of the College of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges. Terms of service are two years, staggered.

2. Undergraduate Course Review Committee

- b. Membership.

The Undergraduate Course Review Committee shall consist of the vice chair of the Undergraduate Council and fifteen faculty members, with at least one representative from each of the academic units, ~~and the vice provost and dean of the College of Undergraduate Studies or his/her designee (ex officio).~~ Faculty membership shall proportionally represent the number of faculty of the colleges, and every effort shall be made to include members of the college curricular committees. The ex officio members include the vice provost and dean of the College of Undergraduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include undergraduate curricular issues from each of the colleges. Terms of service are two years, staggered.

Resolution 2016-2017-5 Faculty Senate Bylaw Change, Graduate Council and Committees

Whereas, recommendations from the Graduate Council and Graduate Policy committee are required to be submitted to the Steering committee and/or Senate for approval prior to submission to the vice provost and dean of the College of Graduate Studies; and

Whereas, this is not a requirement for the Undergraduate committees and delays the review and approval process; and

Whereas, the assistant or associate deans are not ex officio members of the committees eliminating an important resource for committee members; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to eliminate the requirement of submitting recommendations to the Steering committee

while allowing submission if necessary, and to add the assistant or associate deans as ex officio resources to the Graduate Policy and Graduate Curriculum committees:

Graduate Council

- a. Duties and Responsibilities.
 - iii. To transmit its recommendations to the ~~Steering Committee that will normally submit these recommendations to the Faculty Senate for action and that, if approved, will be submitted to the~~ vice provost and dean of the College of Graduate Studies, who submits his/her recommendations to the provost and executive vice president. The council may also make recommendations to the Steering Committee of the Faculty Senate.

1. Graduate Policy Committee

- a. Duties and Responsibilities.
 - iii. To transmit its recommendations to the ~~Faculty Senate Steering Committee that will normally submit these recommendations to the Faculty Senate for action and that, if approved, will be submitted~~ vice provost and dean of the College of Graduate Studies, who submits his/her recommendations to the provost and executive vice president. The committee may also make recommendations to the Steering Committee of the Faculty Senate.
- b. Membership.

The Graduate Policy Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee~~. The graduate student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies. The ex officio members include the vice provost and dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council chair will serve as the chair of the Graduate Policy Committee. Terms of service shall be three years, staggered.

3. Graduate Curriculum Committee

- b. Membership.

The Graduate Curriculum Committee shall consist of one graduate faculty member from each academic unit, at least four of whom are members of the Faculty Senate, and a graduate student, ~~and the vice provost and dean of the College of Graduate Studies (ex officio) or her/his designee~~. The graduate

student representative will be appointed by the chair of the council based on recommendations made by the president of the Graduate Student Association and the vice provost and dean of the College of Graduate Studies. The ex officio members include the vice provost and dean of the College of Graduate Studies (or designee) and the assistant or associate dean (or designee) whose responsibilities include graduate curricular issues from each of the colleges. The council vice chair will serve as the chair of the Graduate Curriculum Committee. Terms of service shall be three years, staggered.

**Resolution 2016-2017-6 Faculty Senate Bylaw Change, Parking
Advisory and University Parking and Transportation Committees**

Whereas, due to membership of the University Parking and Transportation Advisory committee, only two faculty members from the Senate Parking Advisory committee are part of faculty membership; and

Whereas, in 2010 the Faculty Senate created the Parking Advisory committee to allow one faculty member from each academic unit to participate in parking and transportation issues; and

Whereas, the Parking Advisory committee is limited in scope to parking issues; and

Whereas, the Parking Advisory committee does not recommend changes through the University Parking and Transportation Advisory committee; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to modify the name and duties of the Parking Advisory committee; modify the name and duties of the University Parking and Transportation Advisory committee; and allow more than one faculty member from each academic unit on the Senate operational committee:

Faculty Senate Parking, Transportation and Safety ~~Advisory~~ Committee

1. Duties and Responsibilities.

- a. To evaluate and recommend policies and procedures to the University Parking and Transportation Advisory Committee concerning parking, transportation, and campus safety and security that will foster a mutually beneficial parking environment for faculty, staff, students, and visitors in the university community.
- b. ~~To elect two committee members to serve on the University Parking and Transportation Advisory Committee. At the first meeting of the new committee, these representatives will be elected annually from its membership. To make recommendations to the Steering Committee of the Faculty Senate.~~

2. Membership.

The committee shall consist of at least one faculty member from each academic unit ~~and~~, the vice president for Administration and Finance his/her designee (ex officio), and the UCF Chief of Police or his/her designee (ex officio). Committee members shall be selected by the Committee on Committees. The committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term. The chair of the Faculty Senate Parking, Transportation and Safety committee or designee will serve as an ex officio member on the University Parking and Transportation committee. Terms of service are two years, staggered.

University Parking and Transportation ~~Advisory~~ Committee

1. Duties and Responsibilities.

- a. ~~To serve as the principal advisory body to the president through the vice president for Administration and Finance, recommending policies and regulations that govern traffic and parking on the UCF campus. To recommend to the vice president for Administration and Finance changes to the UCF regulations that govern traffic and parking on the UCF campus.~~
- b. To review programs or services designed to improve traffic, transportation, or parking services to the UCF community.
- c. To review and approve special parking permits and 24-hour reserved parking spaces.
- d. To review and approve conversion of metered, faculty/staff parking spaces, or drop-off and pick-up spaces.

2. Membership.

The committee shall consist of two faculty members (selected by the Committee on Committees. The chair of the Faculty Senate Parking, Transportation and Safety committee or designee will serve as an ex officio member ~~Faculty Senate Parking Advisory Committee~~); two students (appointed by the president of the Student Government); two staff members (appointed by the USPS Staff Council); and one administrative and professional employee (appointed by the vice president for Administration and Finance). The vice president for Administration and Finance or designee (ex officio) will identify other ex officio members. The vice president for Administration and Finance will appoint one additional member to serve as chair. Terms of service shall be ~~one two~~ two years, staggered with the exception of the student members, who shall serve for one year.

Automatic changes to Constitution Committee reference:

The Faculty Senate Parking, Transportation and Safety ~~Advisory~~ Committee.

The Faculty Senate Parking, ~~Transportation and Safety Advisory~~ Committee ~~evaluates and makes recommendations~~ ~~recommends to the University Parking and Transportation Advisory Committee~~ concerning policy ~~or procedures~~ ~~and concerns~~ relating to parking ~~and traffic services,~~ ~~transportation,~~ ~~and safety~~ ~~needed by all segments of the university community.~~

University Parking and Transportation ~~Advisory~~ Committee.

The University Parking and Transportation ~~Advisory~~ Committee recommends to the vice president for Administration and Finance concerning ~~policies and~~ regulations governing traffic and parking on the UCF campus.

Resolution 2016-2017-7 Faculty Senate Bylaw Change, Information Technology Resource Advisory Committee

Whereas, in 2015 the McCladrey's review of the Information Technologies and Resources (IT&R) ~~division~~ resulted in IT&R forming the IT Strategic Governance committee and the IT Professionals committee; and

Whereas, these new committees represent administrators and IT professionals; and

Whereas, the Faculty Senate Information Technology Resource Advisory Joint committee membership represents faculty, IT administrators and professional staff; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows to elevate the Information Technology Resource Advisory committee to a Senate operational committee, with automatic updates to the Faculty Constitution:

Information Technology ~~Resource Advisory~~ Committee

1. Duties and Responsibilities.

- a. To assist in the determination and evaluation of faculty information technology needs and to review general policies in this area.
- b. To review changes to educational media and communications recommended by the vice president for Information Technology and Resources.
- c. To advise the vice president for Information Technology and Resources on university and faculty needs and interests in developing information technology resources to enhance the campus environment for teaching, learning, research, other scholarly activities, and service.

~~d. To consider and advise on ways that faculty development of information technology resources and materials for teaching, learning, research, other scholarly activities, and service can be considered within the process of tenure and promotion review. To make recommendations to the Steering Committee of the Faculty Senate.~~

~~e. To inform the Faculty Senate on developments, activities, and directions in campus information technology resources.~~

2. Membership.

The committee shall consist of at least one faculty member from each academic unit selected by the Committee on Committees and ~~(in consultation with~~ the vice president for Information Technology and Resources or his/her designee (ex officio). ~~Other members shall be designated by the vice presidents of the administrative and academic divisions, up to six of whom shall be voting members. The vice president for Information Technology and Resources will identify other ex officio members and make every effort to ensure that areas relating to Information Technology are represented. The committee chair of the committee shall be a faculty member of the committee elected annually by the membership. The committee chair must be a current Faculty Senate member and shall be elected annually by its membership at the first meeting of the committee after the new Faculty Senate is elected, normally in the early fall term.~~ Terms of service shall be ~~three~~ two years, staggered.

Automatic changes to Constitution Committee reference:

Information Technology ~~and Resources Advisory~~ Committee.

The Information Technology ~~Resource Advisory~~ Committee evaluates and recommends ~~to the vice president of Information Technology and Resources on policy and procedures concerning~~ information technology and resources ~~policy~~.

Resolution 2016-2017-8 Faculty Senate Bylaw Change, Nominating Committee

Whereas, the Faculty Senate *Bylaws* Section VI. Senate Operational Committees; A.5. Subcommittees of the Steering Committee; b. Nominating Committee specifies the past chair, who serves as the chair of the committee; and

Whereas, the *Bylaws* do not specify the process if no past chair is available; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to define the procedure in the event a past chair is not available:

b. Nominating Committee

This committee consists of the Senate past chair, who shall serve as chair of the committee, and two other Steering Committee members. If the immediate past chair is not available, the Steering Committee must elect a faculty member to serve in this role. Prior to the first meeting of the new Senate, the Nominating Committee recommends to the Steering Committee a list of up to four willing candidates for each of the Senate offices. (For nomination procedures, see *Bylaws*, Section III.B.)

**Resolution 2016-2017-9 Faculty Senate Bylaw Change, Governance
in Academic Units**

Whereas, the *Faculty Senate Constitution* contains Article VII. Governance in Academic Units, specifying that each academic unit of the university shall provide for non-administrative faculty representation in its governance; and

Whereas, the *Bylaws* do not provide details regarding governance in Academic Units; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Constitution* be amended as follows to include a new Section IX. Governance in Academic Units with the Constitution Article VII automatically updated to reflect, as set forth in Senate Bylaws, Section IX:

**SECTION IX.
Governance in Academic Units**

A. Operation and Bylaws

Each academic unit, and departments and schools whose leader holds an administrative appointment, must operate according to written bylaws approved by the unit's general faculty as defined in *Bylaws* Section I. Definition of Faculty.

B. Meetings

1. Department/school faculty meetings called by and presided over by the leader should occur at least monthly during the Fall and Spring semesters. Chairs and directors should meet at least monthly with the college dean. Meetings should run according to the latest edition of *Robert's Rules of Order*, or other rules as specified in the unit's bylaws (note the quorum and recusal rules therein).

2. Membership and Voting.

All general faculty should attend and participate in unit meetings. Unit bylaws will designate voting rights.

3. Records.

Proposed meeting agendas must be posted by the leader in advance of the meetings. Minutes must be circulated to the members before the next meeting and offered for approval at the next meeting. Agendas and approved minutes must be posted online in a manner accessible and easily navigable by all unit faculty.

C. Records

1. Except for records deemed confidential under law or university policy, leaders must have no unit records that are confidential from their own faculty.

2. Unit policies; budgets; formal plans; meeting agendas, minutes, and exhibits; committee records (including membership, agendas, minutes, and exhibits); and

other public data relevant to unit members must be posted online in a manner accessible and easily navigable by all unit faculty.

D. Steering Committee

Each unit is strongly encouraged to have a steering or executive committee to advise the unit leadership.

Resolution 2016-2017-10 Faculty Senate Bylaw Change, Restore Section IV.I. Resolutions

Whereas, when the *Faculty Constitution* was separated into two separate documents, *Faculty Constitution* and *Bylaws*, language regarding the process of adopting Senate resolutions was inadvertently left out of the *Bylaws*; and

Whereas, currently the language regarding the process of adopting Senate resolutions is contained in the Faculty Handbook; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Senate Constitution* be amended as follows to restore the Resolution language by inserting a new I. Resolutions, under Section IV. Meetings of the Senate:

I. Resolutions

As the elected body of the general faculty, the Faculty Senate may formulate its opinion upon any subject of interest to the university and adopt appropriate resolutions. Resolutions addressing those areas of authority legally reserved to the president and Board of Trustees are advisory in nature only. Each resolution adopted by the Faculty Senate is forwarded to the provost and executive vice president who shall act upon the recommendation within 60 days. The provost and executive vice president shall have veto power over any ~~action~~ resolution by the Senate. The veto with rationale shall be communicated in writing to the Faculty Senate and the chair of the Faculty Senate. The Senate, by a two-thirds majority vote, may appeal to the president any ~~action~~ resolution vetoed. A subsequent veto by the president shall be communicated in writing to the Faculty Senate and to the chair of the Faculty Senate. The Senate, by a two-thirds majority vote, may appeal to the Board of Trustees any ~~action~~ resolution vetoed. A decision by the Board of Trustees is final.

Resolution 2016-2017-11 Faculty Senate Bylaw Change, Section IX. Amendments

Whereas, the current language in Section IX of the *Bylaws* is not specific and can be interpreted in multiple ways; therefore

BE IT RESOLVED that the *Bylaws* of the *Faculty Senate Constitution* be amended to better communicate the process to amend the *Bylaws*:

SECTION IX. Amendments

~~The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate at least thirty days prior to the meeting at which it will be considered. Proposals should be included on the agenda of two successive meetings of the Senate. In cases of emergency, however, the policy requiring two successive meetings can be waived.~~

- A. The Faculty Senate may amend its own bylaws by the affirmative vote of a majority of Senate members present and voting at a meeting with a quorum.
 - 1. A proposed amendment must be included on the agenda of at least two successive meetings of the Senate.
 - 2. The text of a proposed bylaw or amendment to a current bylaw must be made available electronically to the members of the Faculty Senate at least thirty days prior to the first meeting.
 - 3. The proposed amendment is subject to amendment and vote at the second or subsequent Senate meeting.
 - 4. In cases of emergency, established by the Steering Committee, the requirement of requiring two successive meetings can be waived.
- B. If there is a change in the designation of an office, the title of an official, the name of a committee, the references to the bylaws or constitution, or the correction of a minor error that has no substantial effect, the bylaws and the constitution will be automatically adjusted to reflect the change. Such changes will be reported to the Faculty Senate.



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

**UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF MEDICINE
Scholarship of Teaching and Learning Awards Program
2016-2017 Procedures**

(Approved by the Faculty Senate Steering Committee, **September XX**, 2016)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 22, 2017.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For academic year 2016-2017, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract.

III. Faculty Eligibility Criteria

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

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank that is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2012.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 awards.

IV. Award Criteria

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

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

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

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

VI. Evaluation and Award Process

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

College of Medicine Scholarship of Teaching and Learning Awards 2016-2017 Schedule

September xx, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
October xx, 2016	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2016	College of Medicine election of three to five SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 15, 2016.
January 2017	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
March 22, 2017	SoTL portfolios due to FCTL by 5:00 p.m.
April 15, 2017	Committee's recommendation due to Dania Suarez in Academic Affairs.
April 22, 2017	FCTL to notify all applicants of outcome.



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

**UNIVERSITY OF CENTRAL FLORIDA
SCHOLARSHIP OF TEACHING AND LEARNING AWARDS PROGRAM
2016–2017 Procedures**

(Approved by the Faculty Senate Steering Committee, September xx, 2016)

Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL), Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 22, 2017.

I. Program Overview

The Office of Academic Affairs provides the funding for these awards. For the academic year 2016-2017, UCF will sponsor ten (10) awards for the Scholarship of Teaching and Learning (SoTL). In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will be “recycled” as **additional** SoTL awards for the following academic year.

II. Funding

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract. The actual dollar amount awarded for the academic year 2016-2017 will reflect the employee’s FTE for the year.

III. Faculty Eligibility Criteria

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

1. The faculty member must be on a full-time 9- or 12-month appointment as an instructor, associate instructor, associate lecturer, assistant professor, associate professor, or professor.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must have been employed at UCF **on or prior** to August 8, 2012.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 award.

IV. Award Criteria

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

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

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

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

VI. Evaluation and Award Process

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

Scholarship of Teaching and Learning Awards 2016-2017 Schedule

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

COACHE Implementation Strategies Executive Summary

On behalf of the COACHE Strategy Setting Sub-Committees, we recommend the following strategies be implemented. Based on the maximum estimated cost, total annual direct costs for these strategies is \$230,000. This estimated direct cost does not include personnel time nor does it include the proposed Faculty Excellence positions that will support COACHE initiatives.

It is important to note that while the strategies are presented as uniquely associated with one priority area, the overlap between and intersection of areas is quite broad. In particular, the strategies associated with departmental leadership span all priority areas. This is especially true for the chairs and directors leadership program, which has implications for every priority area.

Recognition & Awards

1. Recognition & Awards: Publicly recognize excellence in meaningful ways (e.g., Provost/Vice Provost surprise visits to department meetings, Provost's recognition webpage) [no direct cost]
2. Recognition & Awards: Provide financial support to facilitate recognition of excellence (e.g., increasing travel budget to award travel money to receive prestigious awards) [\$50,000 direct cost for additional financial support]?

Promotion

3. Promotion: Require CPE for associate professors before they apply for promotion [no direct cost]
4. Promotion: Communicate a consistent message for promotion across all levels [no direct cost]
5. Promotion: Benchmark promotion and tenure standards [no direct cost]
6. Promotion: Pathway to full professor program [no direct cost]

Departmental Leadership

7. Departmental Leadership: Leadership development program for chairs and directors [no direct cost]
8. Departmental Leadership: Departmental/unit by-laws [no direct cost]
9. Departmental Leadership: Formal statement from the Provost on the role of the chair [no direct cost]

Nature of Work

10. Nature of work: Realistic FTE assignment of duties [\$5,000 direct cost for course release to fund a special project faculty fellow to design a research study to examine current practice and develop best practices]
11. Nature of work: Collective impact course release awards for research, teaching, and service [matching grant program with funding shared between AA and colleges] [\$175,000 direct cost for course release awards]

Personal and Family Leave

12. Personal and Family Leave: Paid family emergency leave [currently in bargaining]
13. Personal and Family Leave: Tuition waivers for family [currently in bargaining]

COACHE priority areas

- **Recognition**
- **Promotion**
- **Departmental Leadership**
- **Nature of Work**
- **Personal and Family Issues**

Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
COACHE Priority Area: Recognition				
Publicly recognize excellence in meaningful ways (e.g., Provost/Vice Provost surprise visits to department meetings, Provost's recognition webpage)	Immediate	Indirect: Provost and Vice Provost time, staff scheduling time	Appreciation and recognition	No. 10
Provide financial support to facilitate recognition of excellence (e.g., increasing travel budget to award travel money to receive prestigious awards)	Immediate	\$30 – 50K	Appreciation and recognition	No. 7

Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
COACHE Priority Area: Promotion from Associate to Full Professor				
CPE process required before submit file	Faculty Senate: Send recommendation to Faculty Senate for review and potential resolution, Fall 2016; Be sure the 'head vs chair' model is discussed in faculty senate as well	No direct cost	Provost's report pg 30 Clarity of expectations, standards, timeframe, body of evidence, whether will be promoted or not, pg. 31 formal feedback	
Communication – consistent message across all levels	Immediate: Provost – direct deans, chairs and P&T committees; Fall 2016, at least once per year	No direct cost	Provost's report pg 30 Clarity of expectations, standards	
Benchmarking Promotion & Tenure Standards	Immediate: As units revise P&T standards request benchmarking against five peers (preferably some are aspirational) – establish as a Best practice during P&T development Continuous: Also add this process as a best practice to be discussed in the Chairs and Directors Training	No direct cost	Provost's report pg. 30, clarity of standards, reasonable expectations	
Realistic Assignment of duties	Recommendations combined with strategy in Nature of Work			
Pathway to full professor program	Colleges develop programs similar to new Assistant Professor (best practices in colleges); possibly coordinate some things centrally (ORC REDI program could coordinate with this)	No direct cost	Provost's report pg. 30 all questions under promotion benchmark, pg. 31 feedback on progress to full, pg. 33 institution has changed priorities, negative impact on work	

COACHE Priority Area: Departmental Leadership				
Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
Leadership Development Program for Chairs & Directors	Immediate	<p>Additional 0.5 FTE Professor & Assistant Vice Provost with Vice Provost for Faculty Excellence & IAGS – Housed in Faculty Excellence + Consulting from an Organization such as <i>American Council on Education</i> to develop & maybe deliver some components of the year-long Leadership Development Program (request submitted for cost estimate)</p> <p>The costs for the appreciation items can be combined with the Appreciation and Recognition Priority Area Sub-Committee strategy #2 that asked for \$30-50K or Pathway to full professor program strategy from the Promotion from Associate to Full Professor Sub-Committee</p>	<p>Nature of Work</p> <ul style="list-style-type: none"> • Quality of Grad Students to Support Research • Support for Research • Support for Securing Grad Student Assistance • Availability of course release for research • Equitability of committee assignments • Time spent on administrative tasks <p><i>*If the Leadership Development Program (LDP) addresses Allocation of Resources & Advocating for Resources at the Unit Level, the above "low score items" should be addressed. It should be noted that this strategy should also encompass the "Realistic FTE Assignment of Duties" strategy.</i></p> <p>Tenure & Promotion</p> <ul style="list-style-type: none"> • Clarity of whether I will be promoted <p><i>*If the LDP addresses Departmental and Unit Head Roles within the T&P Process, this "low score item" should be addressed. It should be noted that this strategy should also encompass the "Communication of</i></p>	

			<p><i>expectations of tenure and promotion across all levels" strategy.</i></p> <p>Leadership</p> <ul style="list-style-type: none"> • Priorities are stated consistently • Priorities are acted on consistently • Head/Chair: Pace of decision making • Head/Chair: Stated priorities • Head/Chair: Communication of priorities • Head/Chair: Ensuring faculty input <p><i>*If the LDP addresses Strategic Planning and Governance at the Unit Level, these "low score/red items" should be addressed.</i></p> <p>Appreciation</p> <ul style="list-style-type: none"> • Recognition for service • Recognition for outreach <p><i>* If the LDP addresses how to provide relevant and consistent recognition for faculty, this "low score item" should be addressed.</i></p>	
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Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
Departmental/Unit By-Laws	Go to Faculty Senate with recommendations to address this as a result of COACHE data.	Additional 0.5 FTE Professor & Assistant Vice Provost with Vice Provost for Faculty Excellence & IAGS – Housed in Faculty Excellence	<p>Nature of Work</p> <ul style="list-style-type: none"> • Quality of Grad Students to Support Research • Support for Research • Support for Securing Grad Student Assistance • Availability of course release for research • Equitability of committee assignments • Time spent on administrative tasks <p><i>*If the Departmental/Unit By-Laws include procedures for Allocation of Resources at the Unit Level, the above “low score items” should be addressed. It should be noted that this strategy should also encompass the “Realistic FTE Assignment of Duties” strategy.</i></p> <p>Leadership</p> <ul style="list-style-type: none"> • Priorities are stated consistently • Priorities are acted on consistently • Head/Chair: Pace of decision making • Head/Chair: Stated priorities • Head/Chair: Communication of priorities • Head/Chair: Ensuring faculty input <p><i>*If the By-Laws encompass procedures for Decision Making at the Unit Level, these “low score/red items” should be addressed.</i></p>	

Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
Formal Statement from Provost Office on the role of the chair	<p>Immediate: Provost needs to be the advocate; information role out to different venues (e.g., Senate, Chairs Council, Dean's meetings); provide colleges a template for language to include in advertisements for chair positions as well as template for interview questions for appropriate questions to ask when candidates for chair positions interview</p> <p>Faculty Senate input: with recommendations to address this as a result of COACHE data</p>	Indirect cost: Provost and Vice Provost time, staff scheduling time	<p>Leadership</p> <ul style="list-style-type: none"> • Priorities are stated consistently • Priorities are acted on consistently • Head/Chair: Pace of decision making • Head/Chair: Stated priorities • Head/Chair: Communication of priorities • Head/Chair: Ensuring faculty input 	
COACHE Priority Area: NATURE OF WORK				
<p>Realistic FTE assignment of duties</p> <p><i>*Note: This strategy is also a recommended strategy for the Promotion priority area; recommendations from that area are aggregated here (SEE PAGE 12)</i></p> <p>NOTE- Jana is now in charge of the COS program on FTE process (best practices?)</p>	Immediate	<p>Direct cost: one course release for one semester to fund a faculty to oversee research study design, collection, and analysis of pilot data = \$3,500-\$5,000</p> <p>Indirect cost: Training to chairs in Chairs Council and Chairs/Directors Leadership Program (core topic)</p>	<p>Nature of Work</p> <ol style="list-style-type: none"> 1. Time spent on research 2. Time spent on service 3. Time spent on teaching 4. Time spent on outreach 5. Time spent on administrative tasks 	NA

Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
<p>Collective impact <u>course release</u> awards for research, teaching, and service [matching grant program with funding shared between AA and colleges] (SEE PAGE 9-11)</p>	<p>Share with Faculty Senate as an information item (not as requesting input)</p>	<p>Direct cost: Grant funds (matching grant program with funds split between AA and colleges; see notes below)</p> <p>Option 1: 25 one-semester course release awards per year @\$3500/each = \$87,500 [\$43,750 from AA and \$43,750 from colleges)</p> <p>Option 2: 50 one-semester course release awards per year @\$3500/each = \$175,000 [\$87,500 from AA and \$87,500 from colleges); reaches about 3.0% of faculty</p> <p>Indirect: faculty committee time in reviewing proposals; admin time in processing and distributing funds</p>	<p>Nature of Work</p> <ol style="list-style-type: none"> 1. Time spent on research 2. Support for research 3. Support for travel to present/conduct research 4. Time spent on service 5. Support for faculty in leadership roles 6. Time spent on teaching <p>'Related Survey Items'</p> <ol style="list-style-type: none"> 7. Time spent on outreach 8. Time spent on administrative tasks 9. Ability to balance teaching/research/service <p>Appreciation and Recognition</p> <ol style="list-style-type: none"> 10. Recognition: for teaching 11. Recognition: for advising 12. Recognition: for scholarship 13. Recognition: for service 14. Recognition: for outreach 	<p>NA</p>

Strategy	Implementation: a) immediate; b) Faculty Senate input; c) bargained or addressed elsewhere	Estimated cost (direct and/or indirect; include staffing)	Specific items on COACHE addressed by this strategy*	If this item was not a strategy highlighted, indicate priority level from faculty input
COACHE Priority Area: PERSONAL AND FAMILY ISSUES				
Paid family emergency leave	<i>Currently in bargaining</i>			
Tuition waivers for family members	<i>Currently in bargaining</i>			

Collective Impact Course Release Awards ('on-campus mini sabbaticals').

Envisioned as a means of addressing faculty concerns regarding research, teaching and service, this proposal calls for the creation of a new program where Academic Affairs would match college support to provide a single-semester course release for faculty who engage in special projects that are specifically aligned with UCF's strategic plan and goals for 2020. Each college would provide these opportunities to faculty based on a competitive application process determined by both faculty and administrators. Recipients of these course release awards would be obligated to produce deliverables relevant to the particular endeavor they pursued. Should faculty recipients not provide the deliverables by the time designated in the course release agreement, they would not be eligible to be considered for matching during a period to be determined. *The T/TT and I/L average course load supports the need across campus for this. Excluding the Colleges of Graduate and Undergraduate Studies, the average course load for tenure/tenure track faculty is 2.7 (2014 data) with a minimal average of 2.40 and maximum of 3.1. *The estimates stated here do not account for course release funding variations by college.*

- Number of courses releases per college would be proportional to the total number of faculty (tenured, tenure earning, and non-tenure earning)
- This is a matching program—AA will match stipends put up by colleges; to be eligible for following year matching, colleges would need to evaluate/report outcomes to AA.

- **Option 1 (25 total one-semester course release awards)**
 - Each college shall make available at least one one-semester course release award for every 50 faculty (tenured, tenure earning, and non-tenure earning) per year. Colleges with fewer than 50 faculty shall make available at least one one-semester course release award every other year. Thus, a college with 150 faculty shall make available 3 one-semester course release awards per year.
 - *Based on 2014 faculty numbers, this equates to about 25 one-semester course release awards per year. In comparison, in 2015-2016: 40 sabbaticals awarded from a base of 793 tenure and tenure earning faculty = approximately 5% of faculty eligible for competitive sabbaticals*
 - 25 one-semester course release awards per year @\$3500/each = \$87,500 [\$43,750 from AA and \$43,750 from colleges); reaches about 1.5% of faculty

- **Option 2 (50 total one-semester course release awards)**
 - Each college shall make available at least two one-semester course release award for every 50 faculty (tenured, tenure earning, and non-tenure earning) per year. Colleges with fewer than 50 faculty shall make available at least two one-semester course release awards every other year. Thus, a college with 150 faculty shall make available 6 one-semester course release awards per year.
 - *Based on 2014 faculty numbers, this equates to about 50 one-semester course release awards per year. In comparison, in 2015-2016: 40 sabbaticals awarded from a base of 793 tenure and tenure earning faculty = approximately 5% of faculty eligible for competitive sabbaticals*
 - 50 one-semester course release awards per year @\$3500/each = \$175,000 [\$87,500 from AA and \$87,500 from colleges); reaches about 3.0% of faculty

- Notes
 - 2014 (numbers reflected in dashboard): 1654 total tenured, tenure earning, and non-tenure earning faculty
 - 862 tenured and tenure earning
 - 792 non-tenure earning
 - By college
 - CAH
 - T/TT: 167
 - NTE: 113
 - Total: 280
 - # of one-semester course release awards per year (25 total awards): 5
 - # of one-semester course release awards per year (50 total awards): 10
 - Business
 - T/TT: 62
 - NTE: 49
 - Total: 111
 - # of one-semester course release awards per year (25 total awards): 2
 - # of one-semester course release awards per year (50 total awards): 4
 - EDHP
 - T/TT: 68
 - NTE: 56
 - Total: 124
 - # of one-semester course release awards per year (25 total awards): 2
 - # of one-semester course release awards per year (50 total awards): 4
 - Engineering
 - T/TT: 119
 - NTE: 33
 - Total: 152
 - # of one-semester course release awards per year (25 total awards): 3
 - # of one-semester course release awards per year (50 total awards): 6
 - COHPA
 - T/TT: 77
 - NTE: 66
 - Total: 143
 - # of one-semester course release awards per year (25 total awards): 3
 - # of one-semester course release awards per year (50 total awards): 6

- COM
 - T/TT: 28
 - NTE: 37
 - Total: 65
 - # of one-semester course release awards per year (25 total awards): 1
 - # of one-semester course release awards per year (50 total awards): 2

- Nursing
 - T/TT: 19
 - NTE: 29
 - Total: 48
 - # of one-semester course release awards per year (25 total awards): 1 every other year
 - # of one-semester course release awards per year (25 total awards): 2 every other year

- Optics
 - T/TT: 12
 - NTE: 2
 - Total: 14
 - # of one-semester course release awards per year (25 total awards): 1 every other year
 - # of one-semester course release awards per year (25 total awards): 2 every other year

- COS
 - T/TT: 198
 - NTE: 111
 - Total: 309
 - # of one-semester course release awards per year (25 total awards): 6
 - # of one-semester course release awards per year (50 total awards): 12

- Rosen
 - T/TT: 35
 - NTE: 20
 - Total: 55
 - # of one-semester course release awards per year (25 total awards): 1
 - # of one-semester course release awards per year (25 total awards): 2

Realistic FTE assignment of duties

This proposal calls for a university-wide initiative to re-evaluate FTE assignment allocations in terms of teaching, research, and service as a means of better informing faculty, administrators, and others of job performance expectations and realities. Data collected from this initiative can be used to determine FTE assignments that maximize faculty productivity by prioritizing efforts that benefit the university as a whole and eliminating efforts that hinder faculty job performance. This initiative may also lead to a reallocation of university resources to better address areas that realistic FTE assignment of duties reveal are problematic.

During the Fall 2016, a pilot program will be initiated to study specific faculty FTE assignments and assess accuracy of existing FTE allocations. This data can then be used as the basis for implementation of FTE recalibration.

Faculty to oversee design of a study and collection of data (including FTE assignments and self-report data from faculty on actual time allocation) for COS and CAH

One course release for one semester: \$3,500-\$5,000 depending on the adjunct replacement rate for the college



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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2016-2017 Procedures

(Approved by the Faculty Senate Steering Committee, DATE)

I. Program Overview

Research Incentive Awards (RIA) are now available to faculty in the College of Medicine. For 2016-2017, there will be two (2) new RIAs in addition to any recycled awards that may exist. The Office of Academic Affairs provides the funding for the new awards, whereas funding for recycled awards comes from the college. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and approved by the Faculty Senate Steering Committee.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract.

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

III. Faculty Eligibility

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field. The actual dollar amount awarded for the academic year 2016-2017 will be based on 9-month or 12 month employment.

Nominees from the college must be full-time faculty holding tenured, tenure-earning, or multiyear appointments. All candidates must have served continuously since August 8, 2012, the start of the 2012-2013 academic year. No candidate may be selected for the RIA award more than **once every five years**. *Faculty who received a RIA effective August 8, 2011 or earlier are eligible to apply.*

IV. Application and Supporting Documentation

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

V. Evaluation and Award Process

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

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

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

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

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

College of Medicine

PERSONAL DATA

Name _____ Rank or Title _____

Department _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date



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RESEARCH INCENTIVE AWARDS PROGRAM

2016-2017 Procedures

(Approved by the Faculty Senate Steering Committee, DATE, 2016)

I. Program Overview

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

For 2016-17, there are up to 20 new RIA awards available. If a Research Incentive Award recipient of a college, or institute or center, leaves university employment, their award will remain within the college, or will revert to the vice president for research (I&C awards only) for "recycling." These recycled awards will become additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards. The specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee. Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center.

II. Funding and Allocation of Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 will be based on 9-month or 12-month employment.

III. Faculty Eligibility

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

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

continuously since August 8, 2012, the start of the 2012-13 academic year. No candidate may be awarded a RIA more than **once every five years**. *Faculty who received a RIA effective August 8, 2011 or earlier are eligible to apply.* I&C faculty who are members of academic departments should apply through their respective college.

IV. Application and Supporting Documentation

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

V. Evaluation and Award Process

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

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

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

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

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

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

PERSONAL DATA

Name _____ Rank or Title _____

College _____ Department _____

A. RESEARCH ACTIVITIES

Primary Area: In 100 words or less, describe your 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 refereed publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date



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COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 2016-17 PROCEDURES

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

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

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract.

II. Eligibility Criteria:

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

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

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

3. No faculty member may be selected for a COM-TIP more than once **every five** years. Specifically, any faculty member who received a COM-TIP increase in previous years that became effective August 8, 2012, or later is not eligible for a COM-TIP this year. Further, any faculty member who received a COM-TIP increase that was effective August 8, 2011, or earlier is eligible for a COM-TIP this year.

III. Productivity Criteria:

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

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

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

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

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new COM-TIP awards. For year 2016-17, there will be a minimum of 2 awards for the college.

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

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

V. Faculty Senate Oversight Committee:

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

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

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

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

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

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

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

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

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



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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2016-17 PROCEDURES

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

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

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-17 contract. The actual dollar amount awarded for the academic year 2016-17 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

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

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor, associate instructor, lecturer, or associate lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.
2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2012-13, 2013-14, 2014-15, and 2015-16).
3. No faculty member may be selected for a UCF-TIP more than once every five years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2012 or later is not eligible for this year's UCF-TIP. Further, any faculty member who received a UCF-TIP increase that was effective August 8, 2011 or earlier is eligible for this year's UCF-TIP.

III. Productivity Criteria:

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

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or “**unit**” median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2012-13, 2013-14, 2014-15, and 2015-16).
2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.
3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2016-17, there are up to 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.
2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** UCF-TIP awards for the following academic year.
3. The number of new and “recycled” UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

V. Faculty Senate Oversight Committee:

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

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

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

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.
3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2012-13, 2013-14, 2014-15, and 2015-16).

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

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