

FACULTY SENATE STEERING COMMITTEE

MINUTES

September 9, 1999

The Faculty Senate Steering Committee was called to order by Dr. Ida Cook, Chair, at 5:00 p.m. Members present: Drs. Lee Cross, Cynthia Hutchinson, Richard Tucker, Lee Armstrong, Karl-Heinrich Barsch, Glenn Cunningham, K. Phillip Taylor, Naval Modani, Michael Mullens, Jamal Nayfeh, and Aaron Liberman.

Dr. Cook asked the Steering Committee to consider the revised TIP document which was distributed earlier at the Faculty Senate. Dr. Lin Huff-Corzine explained the changes on the bottom of page 1. II. Productivity Criteria. Dr. Huff-Corzine had found an inconsistency between the procedure for TIP eligibility and the Bargaining Agreement on page 65, 2b. On the bottom of page 3 Section V. Criteria for Awards and Process for Selection of Award Winners:

the sentence was added, "To ensure University-wide compliance with the 20 percent rule, the Vice Provost for Academic Affairs will review relevant data for all TIP winners."

Several questions arose. Dr. Aaron Liberman questioned the validity of the assumption for the rationale for returning vacated TIP awards to the respective college. Dr. Phillip Taylor raised the issue of the four year cycle of awards. There was discussion to add the wording: "that the program is funded by the legislature." There was no motion. Dr. Taylor proposed that this year not count as one of the four years in the four year cycle.

After a lengthy discussion, it was moved and seconded to approve the suggested changes to the TIP document for the year 1999-2000. The motion carried, 10 for and 1 against.

Meeting adjourned at 5:15 p.m.

UNIVERSITY OF CENTRAL FLORIDA
TEACHING INCENTIVE PROGRAM
1999-2000

(Approved by the Faculty Senate Steering Committee, September 9, 1999)

The University of Central Florida Teaching Incentive Program was developed through consultation between the administration and the Faculty Senate Steering Committee.

I. Eligibility Criteria:

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

1. The faculty member must have been on a full-time, 9- or 12- month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor and assistant professor and as an instructor or lecturer. *
2. The faculty member must have a continuing commitment to instruction at the university, and must have had a substantial teaching commitment through classroom instruction during the past three academic years (1996-97 through 1998-99).
3. **No employee may be selected for a Teaching Incentive Program increase more than once every four years.**

* Note: Award recipients will receive a \$5,000 increase to their salary base retroactive to the beginning of the 1999-2000 contract and regardless of contract length. The actual dollars awarded for any given year will reflect the FTE for the year. "Teaching productivity" for 9-month (in-unit) and 12-month (out-of-unit) appointments will be based on teaching assignments for Fall and Spring semesters for years 1996-97 to 1998-99. For 12-month (in-unit) appointments, however, "teaching productivity" will be based on Summer, Fall, and Spring semesters for years 1996-97 to 1998-99. "Teaching productivity" excludes individualized instruction and overload assignments (see below). Faculty on visiting appointments are not eligible.

II. Productivity Criteria:

A faculty member will be considered a "candidate" for an award if the following productivity criteria are met:

Total Credit Hour Productivity (CHP) or Total Graduate Hour Productivity (GHP), must be at or above the college or department median for eligible faculty. For those on 9-month (in-unit) and 12-month (out-of-unit) appointments, CHP and GHP are defined as the sum of the classroom credit hours generated for the last six semesters (excludes summer assignments). For those on 12-month (in-unit) appointments, CHP and GHP are defined as the sum of classroom credit hours generated for the last nine semesters or terms (includes summer assignments). To be consistent with the eligibility criteria, when a candidate's file is being considered after a three- or four-year period, only the last three years of

documentation are to be included for evaluation. Overload assignments and individualized instruction are not included in all calculations.

Formula for 9-month (in-unit) and 12-month (out-of-unit) appointments:

$$\begin{array}{c} \text{Spring} \\ 1999 \\ \text{CHP} = \sum \text{SCH} \\ \text{Fall} \\ 1996 \end{array}$$

$$\begin{array}{c} \text{Spring} \\ 1999 \\ \text{GHP} = \sum \text{GSH} \\ \text{Fall} \\ 1996 \end{array}$$

Formula for 12-month (in-unit) appointments:

$$\begin{array}{c} \text{Spring} \\ 1999 \\ \text{CHP} = \sum \text{SCH} \\ \text{Summer} \\ 1996 \end{array}$$

$$\begin{array}{c} \text{Spring} \\ 1999 \\ \text{GHP} = \sum \text{GSH} \\ \text{Summer} \\ 1996 \end{array}$$

Definitions:

"SCH" refers to Summer, Fall, or Spring (for 12-month in-unit appointments) and Fall or Spring (for 9-month in-unit and 12-month out-of-unit appointments) funded student credit hours from the final end of semester assignment reports (excluding credit for individualized instruction, such as independent study, internship, supervised research, dissertation and thesis).

"GSH" refers to Summer, Fall, or Spring (for 12-month in-unit appointments) and Fall or Spring (for 9-month in-unit and 12-month out-of-unit appointments) funded graduate student credit hours from the final end of semester assignment reports (excluding credit for individualized instruction, such as independent study, internship, supervised research, dissertation and thesis).

The total number of faculty eligible for TIP awards is equal to the number of faculty eligible under the CHP formula above plus the number of faculty eligible under the GHP formula above.

III. Allocation of Awards to Colleges:

No new TIP awards were made available for the 1999-2000 year, however, fifteen TIP awards from previous recipients who have left University employment will be redistributed to

their respective colleges as follows: Arts and Sciences (3); Business (2); Education (7); Engineering (3); and Health and Public Affairs (0).

IV. Faculty Senate Oversight Committee:

The Faculty Senate Teaching Incentive Program Oversight Committee will review faculty appeals of their eligibility or of the data relative to their productivity and make recommendations to the Provost. No appeals of the selection committee's recommendations on awards will be considered.

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

Establishment of selection criteria and selection of award winners from the list of candidates for awards, as determined in II. above, will be the responsibility of each college. There will be two college level committees: the criteria and procedures committee and the selection committee. Both committees will be composed of **elected** faculty and will have departmental representation. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of both larger and smaller class sizes, and creativity in instruction. Candidates will be asked to prepare a portfolio including student evaluations. The college selection criteria and procedures will be subject to approval by the Provost. The selection committee, to the extent possible, will be composed of faculty who have previously won the TIP award and at least one student. Candidates for the award are not eligible to serve on the selection committee. This committee will review the portfolios and recommend award recipients to the Provost. No more than 20 percent of the awards, University-wide, may be given to faculty teaching exclusively at the graduate-level. To ensure University-wide compliance with the 20 percent rule, the Vice Provost for Academic Affairs will review relevant data for all TIP winners. The President will give the final approval for awards to the successful faculty members.

September 9, 1999

UNIVERSITY OF CENTRAL FLORIDA

TEACHING INCENTIVE PROGRAM
1999-2000 SCHEDULE

September 27, 1999	TIP data to faculty and chairs for review
October 1, 1999	Colleges complete elections for TIP criteria and procedures committee
October 8, 1999	Colleges provide TIP criteria and procedures document to Academic Affairs
October 11, 1999	Return corrected TIP data to Academic Affairs
October 11, 1999	Open Faculty Meeting on TIP with Provost Whitehouse from 3:30 to 5:00 p.m. in the President's Dining Room.
October 12, 1999	Open Faculty Meeting on TIP with Provost Whitehouse from 3:30 to 5:00 p.m. in the President's Dining Room.
October 25, 1999	Identify faculty eligible for awards
November 8, 1999	Colleges complete elections for TIP selection committee
January 10, 2000	TIP portfolios due in deans' offices
February 14, 2000	TIP selection committee recommendations to Academic Affairs
February 21, 2000	Notify award winners
March 2000	Implement awards
September 9, 1999	