

MEMORANDUM

Date: September 2, 2010
TO: Members of the Steering Committee
FROM: Ida Cook
Chair, Faculty Senate
SUBJECT: **STEERING COMMITTEE MEETING on September 9, 2010**

Meeting Date: Thursday, September 9, 2010
Meeting Time: 4:00 – 6:00 p.m.
Meeting Location: College of Arts and Humanities, Room 192A

A G E N D A

1. **Call to Order**
2. **Roll Call**
3. **Minutes of August 12, 2010**
4. **Announcements and Recognition of Guests**
 - Provost's update
5. **Old Business**
 - Constitution updates, questions
 - Committee updates
6. **New Business**
 - Approval of TIP, RIA, and SOTL documents
7. **Standing Committee Reports**
 - Budget and Administrative Committee – *Arlen Chase*
 - Graduate Council – *Stephen Goodman*
 - Personnel Committee – *Jeffrey Kaplan*
 - Undergraduate Policy and Curriculum Committee – *Marie Léticée*
8. **Other Business**
9. **Adjournment**

Faculty Senate Steering Committee Meeting
August 12, 2010

Dr. Ida Cook, Faculty Senate Chair, called the first meeting of the 2010-2011 Steering Committee to order at 4:05 p.m. The roll was circulated for signatures. The minutes of April 8, 2010 were approved as recorded by unanimous vote. The committee members introduced themselves.

Steering Officers Present: Cook, Pennington, Oetjen, Chopra.

Steering Committee Members Present: Belfield, Cash, Chase, Daniell, Edwards, Gause, Goodman, Kaplan, Koons, Léticée, Liberman, LiKamWa, Moharam, Parsa, Smith, Wink.

Administrators Present: Provost Waldrop, D. Chase, Vittes.

Steering Committee Members Not Present: Folger, Liou, Lynxwiler, Schulte, Seidel, Sivo, Sundaram.

Recognition of Guests: Lin Huff-Corzine, Faculty Affairs.

ANNOUNCEMENTS

Dr. Manoj Chopra was elected as the vice chair of the Advisory Council of Faculty Senates (ACFS), and when he is chair of ACFS next year he will serve on the Board of Governors.

Provost's Update

Provost Waldrop introduced himself, and provided an overview of his first nine days at UCF. He noted that he looks forward to getting to know and working with the Steering Committee members, and recognized Dr. Diane Chase for her helpfulness. The provost has been asked to prepare requests for additional funds from the state, and also asked to prepare budget projections based upon a 5% and possibly a 15% cut. These cuts represent state money only and not the entire budget. Despite the current 3% holdback, most units are not receiving less money. Dr. Waldrop reported that he will be having regularly scheduled meetings with the Senate chair.

OLD BUSINESS

Constitutional Revisions

Throughout the summer, Dr. Cook has been receiving feedback from administrative offices regarding changes to the committees they manage. Next week, the ad hoc Constitutional Revisions Committee will be receiving a draft that incorporates these changes. Dr. Cook outlined the procedures for the review and approval of changes to the Constitution. A draft of the revised Constitution will be submitted to the senators for their review, and meetings will be conducted to discuss the changes. Once approved by the Senate, the Constitution is presented to the faculty body, who will vote on the changes after a 30-day review period. Dr. Cook recognized Lisa Sklar for her excellent work on the revisions.

Student Perception of Instruction (SPoI)

Dr. Cook reported that she has communicated with a researcher who used to work with Educational Testing Services to review the SPoI documents. He hopes to have bulk of the work done by mid- October. The consultant is evaluating the rigor of the documents and looking at how the SPoI can be applied to different teaching environments. He will also be providing suggestions on how administrators can use the results of the SPoI.

Inventoried Research Equipment

In the spring, the Budget and Administrative Committee had expressed concerns regarding the university's policy governing inventoried research that is stolen or missing, which made the researcher responsible for reimbursing the university in full. Dr. Cook presented those concerns at a President's Advisory Staff meeting. The university is currently reviewing the policy.

NEW BUSINESS

Standing and Reporting Committee Assignments

Lists of members who have to-date been appointed to the standing and reporting committees were distributed to the Steering committee earlier this week. Dr. Cook gave an update on the progress of staffing the committees. Committee on Committees (ConC) members should speak with Dr. Bob Pennington, ConC Chair, if their colleges have vacancies on the committees. Dr. Pennington explained that Senators were assigned to committees based upon preferences they provided before the summer. In cases when it was not possible to meet a senator's preference, he or she was assigned where needed most. Dr. Pennington recognized Dr. Diane Wink for her prior service and hard work performing this important function last year.

Parking Committees

Dr. Cook gave an overview of the history of the University Parking Advisory Committee, a reporting committee whose faculty representatives are currently not selected by the Senate. She discussed the proposal in the new Constitution to create a new Faculty Senate standing committee on parking, which would elect two of its members to serve on the university committee.

Standing Committee Liaisons

Dr. Cook explained the role of liaisons from the Steering Committee to the standing committees. A liaison attends meetings and serves as a resource person, but is not a voting member. Dr. Cook solicited volunteers to serve as liaisons. The standing committee liaisons are:

Personnel Committee – Jeff Kaplan

Budget and Administrative Committee – Arlen Chase

Undergraduate Policy and Curriculum Committee (UPCC) – Marie Léticée

Graduate Council – Stephen Goodman

Standing Committee Chairs

Each committee will elect a chair at its first meetings. The Steering Committee can encourage people to put their names forward for those positions. Dr. Cook encouraged the committee to review the membership lists and identify those who were good, active participants previously and would be good in leadership roles. She requested that Steering committee members contact her with suggestions.

Call for Topics for Standing Committee Action

Dr. Cook solicited suggestions of issues and topics that the standing committees should take up. The committee raised the following:

Personnel Committee:

- How assignments for clinical faculty are handled
- A promotion path for clinical faculty
- Teaching faculty in the College of Medicine are evaluated throughout the semester. How should this feed into the university-wide SPoI?
- A promotion path for research faculty
- Revisit the issue of the structure and composition of college and university promotion and tenure committees

Graduate Council

- Do members of the Graduate Curriculum Committee have adequate information when approving disposable materials fee requests? Is there a way to revise and/or streamline the process?

Undergraduate Policy and Curriculum Committee

- Should there be a university-wide standard for the minimum grade necessary to have a course count toward the major requirement?
- Some universities are adopting an A-B-C-D-E grading system instead of A-B-C-D-F. Should UCF do the same?

Budget and Administrative Committee

No issues were raised.

Dr. Cook noted that she welcomes further suggestions, and committee members should contact her if other issues come to mind, now or in the future.

OTHER BUSINESS

A question was raised regarding the status of Resolution 2009-2010-03 Florida Retirement System Benefits, as there has not been an announcement of the provost's approval. Answer: The resolution was sent forth, but because it directed the Senate chair to take action, it did not require the provost's approval. Dr. Cook did enact the resolution as directed.

This academic year will be the teachout years for the Management Information Systems and Engineering Technology programs.

A question was raised regarding the rationale for requiring faculty to pay for parking. Answer: Parking funds are used to finance parking garages and other parking infrastructure. Once the new Constitution is passed, this could be an issue for the new Senate parking committee to take up. In the interim, Dr. Ross Wolf, Chair of the University Parking and Transportation Advisory Committee, is open to speaking with people about these issues.

Dr. Cook reminded the committee that the upcoming Senate meeting will be immediately followed by the President's Reception. She asked that they encourage their fellow senators to stay for that event.

Dr. Cook noted that various offices have requested time to speak at the August Senate meeting. A motion was made and seconded to allow her to invite them to present and to set the agenda accordingly. Motion passed.

ADJOURNMENT

Motion to adjourn made and seconded. Meeting adjourned 5:10 P.M.



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COLLEGE OF MEDICINE

UNIVERSITY OF CENTRAL FLORIDA TEACHING INCENTIVE PROGRAM 2010-11 PROCEDURES

(Approved by the Faculty Senate Steering Committee, **date**)

The University of Central Florida Teaching Incentive Program was established as a new initiative in 2000-2001. The Office of Academic Affairs provides the funding for the new awards and the specifics of the TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

I. Awards:

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2010, the start of the 2010-11 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 (2006-2007, 2007-2008, 2008-2009, and 2009-2010).

3. No faculty member may be selected for a TIP more than once **every five** years. Specifically, any faculty member who received a TIP increase in previous years that became effective August 8, 2006, or later is not eligible for a TIP this year. Further, any faculty member who received a TIP increase that was effective August 8, 2005, or earlier is eligible for a TIP this year.

III. Productivity Criteria:

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

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college, school, department, or unit median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2006-2007, 2007-2008, 2008-2009, and 2009-2010).

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

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

IV. Allocation of Awards to the College:

1. The funding from the Office of Academic Affairs provides for new TIP awards. For year 2010-11, there will be a minimum of 1 award for the college. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer).

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

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

V. Faculty Senate Oversight Committee:

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

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

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

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

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

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2006-2007, 2007-2008, 2008-2009, and 2009-2010).

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.

TIP 2010-11 Schedule

TBD	Faculty Senate Steering Committee completes review of university requirements for TIP
TBD	Distribute Guidelines to All Faculty via e-mail
TBD	Term eligible TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
TBD	Dean to return corrected term eligible TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
TBD	Expected date for identification and notification of UCF-COM/TIP eligible faculty candidates.
TBD	UCF-COM/TIP “Selection and Criteria & Procedures” Committee meets to determine criteria
TBD	UCF-TIP Workshop, 9:00-10:30am, Student Union, garden Key, Room 221AB
TBD	UCF-TIP Workshop, 9:00-10:30am, Student Union, garden Key, Room 221AB
TBD	Selection and Criteria & Procedures Committee to add student member to constitute COM/TOP selection committee
TBD	College sends UCF-COM/TIP “Selection Criteria & Procedures” document to Lucretia Cooney lcooney@mail.ucf.edu for review and approval
TBD	UCF- COM/TIP portfolios due in deans’ office no later than 5 PM
TBD	College sends TIP Selection Committee recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
TBD	<ul style="list-style-type: none"> • Office of Academic Affairs to notify all applicants of outcome • College to notify all applicants of the outcome, including reasons for recommendations



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UNIVERSITY OF CENTRAL FLORIDA
UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)
2010-11 PROCEDURES

(Approved by the Faculty Senate Steering Committee, **date**)

The University of Central Florida Teaching Incentive Program (UCF-TIP) was established as a new initiative in 2000-2001 and is designed as a successor to the Teaching Incentive Program (TIP) funded by the Florida Legislature in previous years. The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-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, 2010, the start of the 2010-11 contract. The actual dollar amount awarded for the academic year 2010-11 will reflect the employee's FTE for the year.

II. Eligibility Criteria:

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

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

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2006-2007, 2007-2008, 2008-2009, and 2009-2010).

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, 2006, 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, 2005 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 2006-2007, 2007-2008, 2008-2009, and 2009-2010).

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 2010-11, there are 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.

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

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

V. Faculty Senate Oversight Committee:

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

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

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

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

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2006-2007, 2007-2008, 2008-2009, and 2009-2010).

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

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

UCF-TIP 2010-11 Schedule

TBA	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
TBA	Distribute Guidelines to All Faculty
TBA	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
TBA	Chairs/Directors to return corrected term eligible UCF-TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
TBA	Colleges elect UCF-TIP “Selection Criteria & Procedures” Committee
TBA	Colleges send UCF-TIP “Selection Criteria & Procedures” document to lcooney@mail.ucf.edu for review and approval
TBA	UCF-TIP, RIA, and SoTL Workshop
TBA	Colleges elect UCF-TIP Selection Committee
TBA	UCF-TIP portfolios due in deans’ office no later than 5 PM
TBA	Colleges to send UCF-TIP Selection Committees recommendations to Barbara Davis bmdavis@mail.ucf.edu in Academic Affairs
TBA	<ul style="list-style-type: none"> • Office of Academic Affairs to notify all applicants of outcome • Colleges to notify all applicants of the outcome, including reasons for the recommendations



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RESEARCH INCENTIVE AWARDS PROGRAM*
2010-11 PROCEDURES
(Approved by the Faculty Senate Steering Committee, date)

I. Program Overview

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C). 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. For 2010-11, there are 20 new RIA awards available. If any recipient of a college or I&C Research Incentive Award leaves University employment, that award will remain within the college or will revert to the Vice President for Research (I&C awards) for "recycling" as additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards and the specifics of the RIA program were developed through consultation between the Office of Academic Affairs and 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, 2010, the start of the 2010-11 contract. The actual dollar amount awarded for the academic year 2010-11 will reflect the employee's FTE for the year.

III. Faculty Eligibility

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

Nominees from the 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 in their full-time appointment since August 8, 2006, the start of the 2006-07

academic year contract. No candidate may be selected for the RIA award more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2006 or later is not eligible for this year's RIA. Further, any faculty member who received a RIA increase that was effective August 8, 2005 or earlier is eligible for this year's RIA. I&C faculty who are members of academic departments should be considered for nomination through their respective colleges.

IV. Application and Supporting Documentation

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

V. Evaluation and Award Process

Each college will **elect** a peer review committee of at least 5 **tenured** faculty that will select its recommended awardees. The 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. Candidates for an award are not eligible to serve on these peer review committees. 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 Vice President for Research, 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.

RESEARCH INCENTIVE AWARDS PROGRAM 2010-11 Schedule

TBA	✓ Faculty Senate completes review of university requirements for UCF-RIA
TBA	✓ Distribute Guidelines to all Faculty via e-mail
TBA	✓ TIP, RIA & SoTL Workshop
TBA	✓ College & Units to have elected RIA Selection Committees
TBA	✓ RIA Portfolios due in Dean's or VP's Office no later than 5 PM
TBA	<ul style="list-style-type: none"> ✓ College & Unit Review Committees' recommendations due to Academic Affairs, Suite 351 ✓ Last day to send name of College or Unit Representative to Academic Affairs – if possible, send name sooner
TBA	✓ University Review Committee's recommendations due to Academic Affairs
TBA	<ul style="list-style-type: none"> ✓ Letters to all applicants from Academic Affairs ✓ Colleges to notify all applicants of outcome, including reasons for the recommendations

UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2009-2010 Application and Nomination Form

PERSONAL DATA

Name _____ Rank or Title _____

Campus Address _____ Campus Phone _____

Department or Division _____ Years at UCF _____

Institution and Year Terminal Degree Granted _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date

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



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COLLEGE OF MEDICINE

RESEARCH INCENTIVE AWARDS PROGRAM

2010-11 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 2010-11, there will be a minimum of 1 new RIA and 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 the Faculty Senate Steering Committee and approved by the latter.

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, 2010, the start of the 2010-11 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 respective college or unit for “recycling” as **additional** RIA awards for the following academic year.

III. Faculty Eligibility

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

Nominees from the college must be continuous, full-time faculty holding tenured, tenure-earning, or multiyear appointments since August 8, 2006, the start of the 2006-07 academic year. No candidate may be selected for a RIA award more than **once every five years**. Specifically, any faculty member who received a RIA increase that became effective August 8, 2006, or later is not eligible for a RIA this year. Any faculty member who received a RIA increase that was effective August 8, 2005, or earlier is eligible to compete for a RIA this year provided all other eligibility criteria are met.

IV. Application and Supporting Documentation

The accompanying application form must be used for all nominations. Documentation

and materials supporting the nominee's research or creative accomplishments must accompany each application.

V. Evaluation and Award Process

The college will **elect** a peer review committee of at least 2 faculty members, who will select the recommended awardees. The dean of the college may nominate a maximum of one additional faculty member to the committee. 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 executive vice president and 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.

RESEARCH INCENTIVE AWARDS PROGRAM 2010-11 Schedule

TBA	✓ Faculty Senate completes review of university requirements for RIA
TBA	✓ Distribute Guidelines to all Faculty via e-mail
TBA	✓ TIP, RIA & SoTL Workshop
TBA	✓ College to have elected RIA Selection Committee
TBA	✓ RIA Portfolios due in Dean's or VP's Office no later than 5 PM
TBA	✓ College Review Committee's recommendations due to Academic Affairs, Suite 351
TBA	<ul style="list-style-type: none"> ✓ Letters to all applicants from Academic Affairs ✓ College to notify applicants about the outcome, including reasons for the recommendations

**UNIVERSITY OF CENTRAL FLORIDA
RESEARCH INCENTIVE AWARD
2009-2010 Application and Nomination Form**

PERSONAL DATA

Name _____ Rank or Title _____

Campus Address _____ Campus Phone _____

Department or Division _____ Years at UCF _____

Institution and Year Terminal Degree Granted _____

A. RESEARCH ACTIVITIES

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

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

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

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

B. SUPPORTING MATERIALS

Candidate's Vita

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

Candidate's Signature

Date

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