

## Teaching Incentive Program (TIP) System Documentation

Effective in 2016-2017, TIP award applications will be submitted electronically via [myUCF](#). The following documentation and supporting materials must accompany each electronic application. **Please refer to your college criteria for specific requirements.**

- **Teaching and Learning Philosophy Statement (Text Box - 500 words or less)**
- **Summary of Instructional Activities (Text Box - 300 words or less)**
- **Impact of Instruction, Including Evidence of Student Learning (Text Box - 300 words or less)**

*Items 1-8 must be uploaded as pdf<sup>12</sup> files:*

**1. Current Curriculum Vitae (pdf – please refer to college criteria)**

**2. Teaching Assignments (pdf - please refer to college criteria)**

Upload a single pdf that contains a listing of all courses taught in the last four years, in descending order (e.g., 2015-16, 2014-15, 2013-14, and 2012-13). This information may be obtained from the [Pegasus Mine Portal](#). Directions for accessing the portal may be found on our [website](#).

**3. Annual Assignments (pdf - please refer to college criteria)**

Upload a single pdf of the last four years of your annual assignments (AA-46), in descending order e.g., 2015-16, 2014-15, 2013-14, and 2012-13. The first page of this file should be a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., teaching, research, service).

**4. Student Evaluations (pdf - please refer to college criteria)**

Upload a single pdf of SPI summaries for each course evaluated in the last four years, in descending order e.g., 2015-16, 2014-15, 2013-14, and 2012-13. The applicant **may**, but is not required to, include the SPI comments; however, if comments are used, all comments must be included rather than selected excerpts. To assist the reviewers, the applicant may wish (but is not required) to consider including a one- to two-page summary of all student evaluation results (e.g., by year, by modality, comparison to department, college, UCF).

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<sup>1</sup> Maximum file size is 40 mb.

<sup>2</sup> Each file name should not be larger than 100 characters. Spaces, numbers, and special characters are included in this limit.

**5. Annual Evaluations (pdf - please refer to college criteria)**

Upload a single pdf of the last four years of your annual evaluations (AA-17), in descending order e.g., 2015-16, 2014-15, 2013-14, and 2012-13. The first page of this file should be a table that provides, by year, each category evaluation assessment (e.g., outstanding, above satisfactory, etc.).

**6. Supporting Materials (pdf - please refer to college criteria)**

Applicants may attach materials to support their application. Examples include course syllabi, teaching tools, documentation of teaching awards and recognition, and documentation of grants related to teaching. Examples should be from the last four (4) years and selected to provide evidence of quality rather than quantity. Should supporting materials be included in the application, include (as appropriate) a table of contents, section cover pages and other organizational features to clearly delineate the materials and assist the reviewer in understanding its value in relation to the application. Multiple pdf uploads are permitted.

**7. Statement of Support (pdf - please refer to college criteria)**

An internal or external statement of support for TIP, e.g., dean, chair, colleague. Multiple pdf uploads are permitted.

**8. Other (pdf - please refer to college criteria)**

Use this section to upload information unrelated to items 1 through 7. Multiple pdf uploads are permitted.