

Scholarship of Teaching and Learning (SoTL) System Documentation

Effective in 2016-2017, SoTL award applications will be submitted electronically via [myUCF](#). The following documentation and supporting materials must accompany each electronic application.

- **Statement of SoTL (Text Box - 250 words or less)**
- **Summary of SoTL Accomplishments (Text Box - 100 words or less)**
- **Impact of SoTL Research (Text Box - 500 words or less)**
Describe research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action.

Items 1-4 must be uploaded as pdf¹² files:

1. Nomination Letter (pdf – required)

Letter from the dean, director, chair, or colleague written specifically in reference to this award. Self-nominations are also accepted.

2. Current Curriculum Vitae (pdf – required)

Scholarship of Teaching and Learning grants and research highlighted, briefly annotated in the CV (may be included). *Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).*

3. Appendices (pdf - required)

Evidence of SoTL accomplishments, include book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials.

¹ Maximum file size is 40 mb.

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