Research Incentive Award (RIA)
2017-2018 Procedures

I. Program Overview

The UCF Research Incentive Award (RIA) program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. The awards 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 2017-18, there are up to 55 new RIA awards available.

The Office of Academic Affairs provides the funding for these awards.

II. Funding and Allocation of Awards

Regardless of the contract length (9 months or 12 months), award recipients will receive a one-time award of $5,000 as soon as practicable and a $5,000 increase to their base salary effective at the beginning of the succeeding academic year.

The provost or provost designee will give the final approval for award recipients.

Following provost approval, each college, unit, institute, and center will notify all nominees of the results, with an explanation of the unit's reasons for its recommendations.

III. General Eligibility

A faculty member is considered “eligible” to apply for an award if they are a:

1. Full-time tenured or tenure-earning faculty with five years continuous service since August 8, 2013; or
2. Full-time faculty with five years continuous service since August 8, 2013 in Centers & Institutes (C&I), who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor.
   a. Tenured and tenure-earning C&I faculty members must apply for the awards in the colleges where their tenure resides.

No faculty member may be awarded a RIA more than once every five years.
Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

IV. Application and Supporting Documentation

Applications are submitted through the UCF Awards System with the following supporting documentation:

**RIA – Research – Primary Area (Text Box - 100 words or less)**

Describe your primary area of research or creative activity.

**RIA – Research – Secondary Area (Text Box - 100 words or less)**

If applicable, describe your secondary research areas of interest. If you do not have a secondary area of research, please indicate, “N/A.”

**Achievements and Recognition (Text Box - 500 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.

**Items 1-4 must be uploaded as pdf files:**

1. **Current Curriculum Vitae (pdf - required)**

2. **Annual Assignments (pdf - required)**

   Last four years in descending order i.e., 2016-17, 2015-16, 2014-15, and 2013-14.

3. **Annual Evaluations (pdf - required)**

   Last four years in descending order i.e., 2016-17, 2015-16, 2014-15, and 2013-14.

4. **Supporting Materials (pdf - optional)**

   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. Examples include awards, book reviews, etc.
V. Evaluation and Award Process

College or unit committees for the TIP and RIA award programs shall be elected by and from the unit employees. The committees shall equitably represent the departments or units within them. Employees who plan to apply for a particular award in the current or immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for each incentive award program shall be elected by and from the college/unit committee. The chairperson shall charge the committee that members shall only consider the merits of the application. No additional outside information or discussion of position, e.g., instructor vs. tenure track faculty, past awards, current salary, etc., may be considered. The committee shall review the award applications and shall submit a ranked list of recommended employees to the dean or dean’s representative. In ranking the applicants, committee members shall only consider the merits of the application. The committee shall not impose any numerical criteria or weightings during the ranking process, and for completed applications, departures from the application specifications may impact but shall not disqualify an application.

Each committee member shall review all applications and transmit a preliminary ranking to the committee chair. Committee members may rank as many applicants as they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that are not deemed acceptable for an award shall be left unranked.

In larger colleges or units, subcommittees may be formed from the committee at-large in the interest of efficient evaluation of the incentive award applications. Each subcommittee must include at least three members, and every member of the committee at-large must serve on a subcommittee. The applications to be reviewed will be equitably partitioned among the subcommittees. The subcommittees will follow the ranking procedure outlined above to determine which applications they will recommend to the committee at-large. Then the committee at-large will be convened to review the applications recommended by the subcommittees. The members of the committee at-large will discuss the subcommittee recommendations and, finally, use the ranking procedure described above to rank the applications recommended by the subcommittees.

In the event of a tie, the committee chair shall convene the committee and review their initial rankings. Discussion shall be limited to information contained in the application and may focus on applicants with a large variance in rankings, to try to identify the cause of and reduce disparate rankings. Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure stated above in this section. A majority of voting committee members present must rank an applicant for that employee to be eligible for an incentive award.

The applicant with the highest mean score will have the highest priority for an incentive award, the applicant with the next highest mean score the next highest priority, and so on, until all applicants who received a majority of votes are ranked in order. In the case of a tie vote that must be resolved to allocate available awards, the committee shall vote on just the tied
candidates. The candidate with the most votes shall be ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are resolved.

The committee chair will transmit this ranked list to the dean or dean’s representative, or unit head who approves the awards. If the selection committee awards fewer than the number of awards available or if the dean or unit head does not approve an award from the list submitted by the selection committee, then the award(s) shall be retained in the same college or unit for one additional cycle before it is returned to the overall pool for apportionment.

For purposes of RIA selection as stated above, “college” shall also include the group of eligible employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped together for purposes of calculating the number of awards available for each award category. The college committee shall consist of a member from each of the units represented.

The president, on recommendation from the provost, 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.