Applications are submitted electronically through MyUCF. The schedule for the SoTL award is available on the Faculty Excellence website at [http://facultyexcellence.ucf.edu/](http://facultyexcellence.ucf.edu/).

I. Program Overview

Academic Affairs provides the funding for these awards. For the academic year 2017-2018, UCF will sponsor five (5) awards for the Scholarship of Teaching and Learning (SoTL).

II. Funding

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

III. Faculty Eligibility Criteria

A faculty member is considered “eligible” for the SoTL award if all the following criteria are met:

1. The faculty member must be on a full-time 9- or 12-month appointment as an instructor, associate instructor, senior instructor, lecturer, associate lecturer, senior lecturer, assistant professor, associate professor, or professor.

2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must have been employed at UCF on or prior to August 8, 2013.

3. No faculty member may receive the award more than once every five years. Previous award recipients who received a SoTL increase that became effective August 8, 2013, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2012-2013 or earlier are eligible to apply for the 2017-2018 award.

4.
IV. **Award Criteria**
The criteria for evaluating applicants’ portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).

2. Peer recognition of research and creative efforts in the same or related disciplines.

3. Publication of research and creative efforts in the same or related disciplines.

4. External grant and contract support for SoTL activities appropriate to the applicant’s discipline.

V. **Evaluation and Award Process**

The award winners will be determined by a university-level committee consisting of one (1) tenured and annually elected faculty member from each of the colleges, and the executive director of the Faculty Center for Teaching and Learning. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee, and the committee chair shall be elected at this first scheduled meeting of the committee.

The committee chair will electronically transmit recommendations along with the ranked list to the Vice Provost for Teaching and Learning. The Vice Provost of Teaching and Learning shall review the recommendations of the committee and forward the recommendations to the Vice Provost for Faculty Excellence. The Vice Provost for Faculty Excellence shall review the recommendations of the committee and present recommendations to the Provost and Executive Vice President for review and final approval.

Winners may be invited to submit a SoTL-focused article for publication in the Faculty Center’s *Faculty Focus.*