Teaching Incentive Program (TIP)  
2017-18 Procedures

I. Program Overview:

The UCF Teaching Incentive Program (TIP) rewards teaching productivity and excellence. The TIP award recognizes faculty contributions to UCF’s key goals of offering the best undergraduate education available in Florida and achieving international prominence in key programs of graduate study.

Regardless of the 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.

II. Initial Eligibility Criteria:

A faculty member will be deemed “eligible” to be considered for the award if all of 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, associate instructor, senior instructor lecturer, associate lecturer, or senior 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 (2013-14, 2014-15, 2015-16, and 2016-17).

3. The faculty member must have not received a TIP award within the last five academic years. Faculty who received a TIP award during the 2012-13 academic year or earlier are eligible for consideration.

III. Productivity Criteria:

An eligible faculty member will be considered a “candidate” for the award if they meet or exceed median student credit hour (SCH) production at one of the following levels:

1. Undergraduate and graduate SCHs combined at the department level; or
2. Undergraduate and graduate SCHs combined at the college level; or
3. Graduate SCHs at the department level; or
4. Graduate SCHs at the college level.
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.

IV. Allocation of Awards to the College:

For 2017-2018, there are up to 55 new awards available. The Office of Academic Affairs provides the funding for these awards.

TIP awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), with a minimum of one award.

V. Selection of Award Recipients:

College or unit committees for the TIP award program shall be elected by and from the unit faculty. The committees shall equitably represent the departments or units within them. Faculty 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 faculty 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 TIP 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.