

# Guidance for Submitting Faculty Award Applications

## Accessing Your Application

Upon logging into Interfolio, you will be directed to the homepage where you will find **“My Tasks.”** Here, you can view your name and the specific award(s) for which you are applying. Click on your name followed by the desired award to access the application.

The screenshot shows the 'My Tasks' section of the Interfolio interface. At the top, there are two statistics: '0 Unread Tasks' and '2 Read Tasks'. Below these, a table lists tasks. The first task is 'Courtney Nitrous' with a red arrow pointing to it, and the second is also 'Courtney Nitrous'. The table has columns for 'Title' and 'Due Date'.

Title	Due Date
Courtney Nitrous Award: 2023-24 Excellence in Graduate Teaching CAH – In-Unit   College of Arts and Humanities   Other	
Courtney Nitrous Award: Excellence in Undergraduate Teaching CAH – In-Unit 2023-24   College of Arts and Humanities   Other	

An overview of the application requirements will be presented.

The screenshot shows the application requirements page for the 'Award: 2023-24 Excellence in Graduate Teaching CAH – In-Unit'. It includes a table with columns for 'Unit', 'Type', 'Packet Deadline Type', and 'Packet Due Date'. Below this, there is an 'Overview' section with a table of requirements for the 'Excellence in Graduate Teaching Application'.

Unit	Type	Packet Deadline Type	Packet Due Date
College of Arts and Humanities	Other	Soft Deadline	

Type	# Required	# Added
Statement of Teaching Philosophy (one page max., 12-pt. standard margins - previous three years)	1 required	1
Curriculum Vitae	1 required	0
Courses Taught (previous three years)	1 required	1
Enrollments and Grade Distribution (previous three years)	1 required	0
Syllabi for Graduate Courses (previous three years)	1 required	0
Summaries of Evaluations (previous three years)	1 required	0
Teaching Strategies and Materials (previous three years)	1 required	0
Master's Thesis and Doctoral Dissertations (previous three years)	1 required	0
Other (optional)	0 required	0

## Uploading Required Documents

Interfolio refers to your application as a “**packet**.” To upload your documents, click on the “**Edit**” button on the right-hand side of the doughnut graph representing your progress.

The screenshot shows the Interfolio interface for a graduate teaching application. The page title is "Award: 2023-24 Excellence in Graduate Teaching CAH - In-Unit". The unit is "College of Arts and Humanities" and the type is "Other". The packet deadline type is "Soft Deadline". The packet due date is not specified. The page is currently in "Overview" mode, but a "Packet" tab is available. Below the overview, there is a section for "Excellence in Graduate Teaching Application" which is "Not Yet Submitted" and "Unlocked". A table lists the required documents:

Type	# Required	# Added
Statement of Teaching Philosophy (one page max., 12-pt. standard margins - previous three years)	1 required	1
Curriculum Vitae	1 required	0
Courses Taught (previous three years)	1 required	1
Enrollments and Grade Distribution (previous three years)	1 required	0
Syllabi for Graduate Courses (previous three years)	1 required	0
Summaries of Evaluations (previous three years)	1 required	0
Teaching Strategies and Materials (previous three years)	1 required	0
Master's Thesis and Doctoral Dissertations (previous three years)	1 required	0
Other (optional)	0 required	0

An "Edit" button is located to the right of the table, highlighted with a red arrow. A doughnut chart on the right side of the table shows the progress of document uploads.

A list of required documents will appear. For each document, click on the “**Add**” button to initiate the upload process.

The screenshot shows the document upload interface for the "Excellence in Graduate Teaching Application". The application is "Not Yet Submitted" and "Unlocked". There are "2 of 8 Required Files" uploaded. The interface shows a list of required documents with their status and an "Add" button for each:

- Statement of Teaching Philosophy (one page max., 12-pt. standard margins - previous three years) 1 required, 1 Added
- Curriculum Vitae 1 required, 0 Added
- Courses Taught (previous three years) 1 required, 1 Added

The "Add" button for the "Curriculum Vitae" document is highlighted with a red arrow. A table below the "Statement of Teaching Philosophy" entry shows the details of the uploaded file:

Title	Details	Actions
Teaching Impact Demo	Added Sep 15, 2023	Edit   Remove

You can either browse for the file or drag and drop it into the upload window. Once successfully uploaded, the file name will appear below the section header.

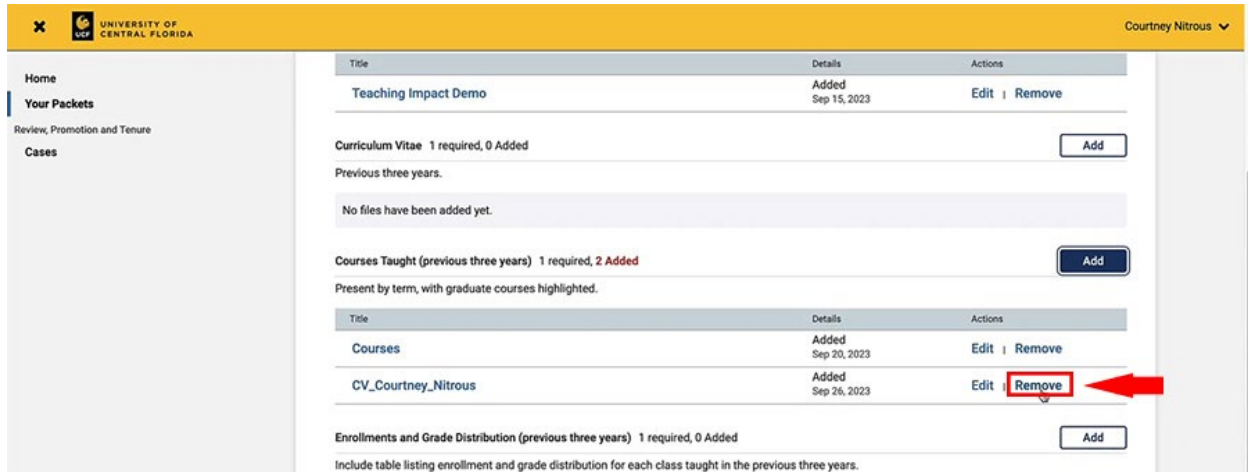
The screenshot shows the 'Excellence in Graduate Teaching Application' interface. The main content area is titled 'Excellence in Graduate Teaching Application' and includes sections for 'Statement of Teaching Philosophy', 'Curriculum Vitae', and 'Courses Taught'. A red box highlights the file 'CV\_Courtney\_Nitrous' in the 'Curriculum Vitae' section, with a red arrow pointing to it.

## Managing Documents and Reusability

Interfolio retains all the files you upload to allow for future use in subsequent applications. For instance, if you wish to reuse a previously uploaded CV, it will be immediately available to you. It is advisable to name your files appropriately for considering their potential reuse.

The screenshot shows the 'Add Courses Taught (previous three years)' dialog box. The dialog box has a title bar with a close button. Below the title bar, there are tabs for 'Choose Existing' and 'Add New File'. Under 'Choose Existing', there are tabs for 'All Materials' and 'Packets'. A search bar with a magnifying glass icon and a 'Filter' button is present. Below the search bar, there is a list of 'Courses Taught' items, each with a checkbox and a document icon. At the bottom right, there are 'Add' and 'Cancel' buttons.

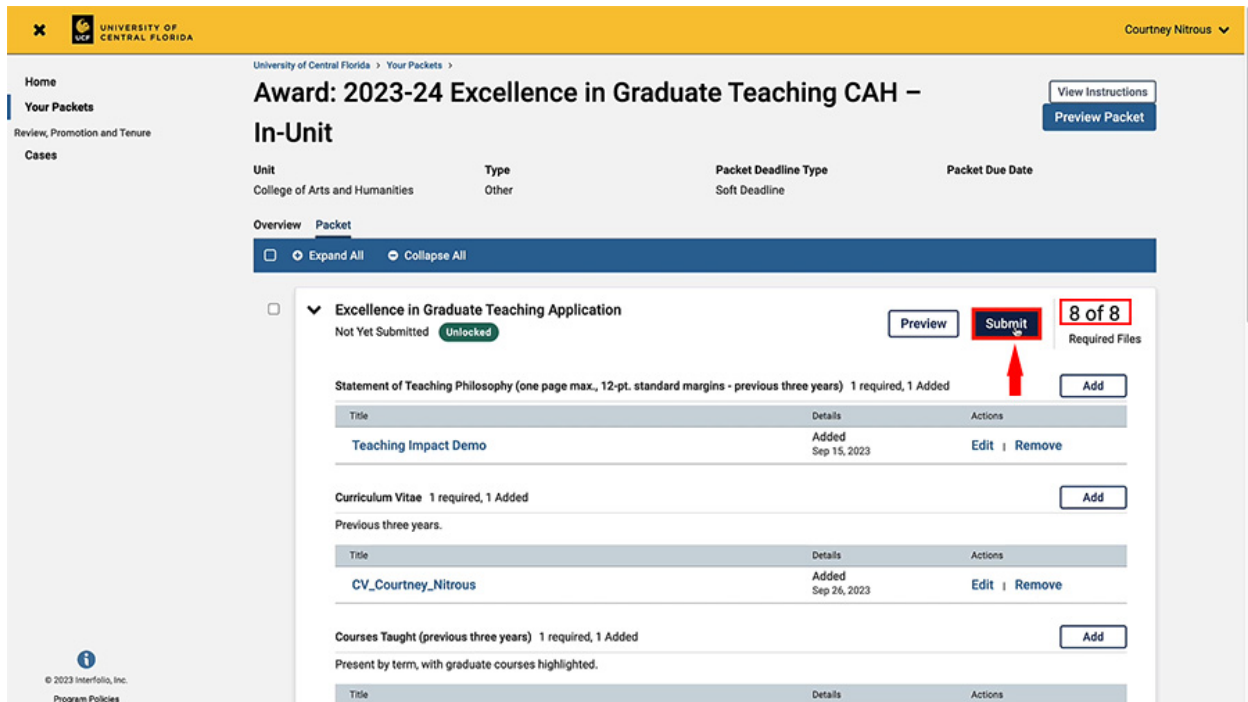
If you decide to replace a document with a different one, simply select “**Remove**” and replace it with the desired file.



The system will keep track of the number of remaining required files as you upload each document.

## Submitting the Application

Once you have uploaded all the necessary documents, ensure that all requirements have been met and then select the “**Submit**” button.



In the event of any missing requirements, you will receive a notification specifying the missing components. Upon successful submission, you will receive a system notification and an email confirmation, providing reassurance that your application has been successfully submitted.

## Monitoring the Application Status

To keep track of your application's progress or communication dates, refer to the award schedule at [facultyexcellence.ucf.edu/awards](http://facultyexcellence.ucf.edu/awards).

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Please contact your college/unit for earlier deadlines.

**facultyexcellence.ucf.edu/awards**

<a href="#">Excellence in Graduate Teaching - College of Medicine</a>	Closed
<a href="#">Excellence in Graduate Teaching - In-Unit</a>	Closed
<a href="#">Excellence in Instructional Design - In-Unit</a>	Closed

If you require further assistance or have other questions, please reach out to us at [facultyexcellence@ucf.edu](mailto:facultyexcellence@ucf.edu). And good luck with your submissions!