



Office of Faculty Excellence

UNIVERSITY OF CENTRAL FLORIDA

Awards for Excellence in Undergraduate Teaching

Applications due to college deans: **January 11, 2017**

University award: selections due from the college committees to the Faculty Center for Teaching and Learning no later than 5:00 p.m. **February 1, 2017**

University committees must e-mail their selections **including an introduction and description of accomplishments for the selected awardee (50-word max)**, to Faculty Excellence at facultyexcellence@ucf.edu no later than **February 17, 2017**

Program Overview

Academic Affairs sponsors the University Excellence in Undergraduate Teaching Award. Twenty college-level awards and one university-level award are available through this program. The college distribution for the 2017 awards shall be: The College of Sciences may select five (5) teaching award recipients; the College of Arts and Humanities may select four (4); the Colleges of Business Administration, Education and Human Performance, Engineering and Computer Science, and Health and Public Affairs may each select two (2). The Colleges of Medicine, Nursing, Hospitality Management, and Optics & Photonics may each select one (1).

Funding

Each of the 21 college-level Excellence in Undergraduate Teaching Award winners will receive a \$2,000 onetime payment. The person selected to receive the University Excellence in Undergraduate Teaching Award will receive an additional \$2,000 payment. Award amounts are treated as income and are subject to normal withholding tax.

Faculty Eligibility

Each candidate:

- must be nominated by a faculty member, department chair, or colleague, or be self-nominated
- must be a full-time tenured or tenure-earning faculty member or hold the rank of instructor, associate instructor, senior instructor, lecturer, associate lecturer, or senior lecturer
- must have served as a full-time, non-visiting, UCF faculty member for at least two consecutive years prior to the current year (academic years 2014-15 and 2015-16)
- must be assigned to teach at least two undergraduate courses in the current academic year

- must not have received a UCF college or university Excellence in Undergraduate Teaching award in the past three years (academic years 2013-14, 2014-15, and 2015-16)

Application and Supporting Documentation

Each application must be accompanied by summary information highlighting and demonstrating the nominee's teaching accomplishments. However, it is not expected that the nominee will present documentation of every dimension of his or her teaching career. The nominee should undertake primary responsibility for preparing documentation to support the nomination. The required and optional materials to be provided to the committee are listed below. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the major sections will be accepted.** The appropriate tab titles are **bolded** in the *Required Materials* section below. Applications with attachments in excess of the one-inch binder will not be considered.

Required Materials

- **table of contents**
- **nomination letter** from the department chair or school director, a colleague, or the nominee (if self-nominated) written in support of candidate's application, addressing the award criteria and highlighting how the nominee excels within her or his department or school context
- **curriculum vita**
- statement of **teaching philosophy** (500 words maximum, 12-point font)
- list of **courses** taught in the past three years or, for those who have been at UCF for fewer than three years, a list of courses taught since the nominee was appointed to UCF
- table listing **enrollment** and **grade distribution for each class taught in the past three years** (or two years for those who are applying in their third year at UCF)
- evidence of participation in **activities** to develop course materials and/or learn new teaching techniques
- summaries of **evaluation** of teaching by students, peers, department chair, and other appropriate parties (if student evaluation comments are used, all comments from a selected course must be included rather than selected excerpts)
- examples of **teaching strategies** and materials used to challenge students to achieve excellence and expand their intellectual horizons
- evidence of **student-learning**, for example:
 - descriptions or examples of challenging assignments (with learning objectives)
 - examples of student materials submitted to receive grades in the course (preferably three or more students or assignments; remove identifying information to preserve student anonymity)

Optional Materials

- philosophy of teaching with technology statement
- list and/or samples of recent presentations and creative activities, publications, and research related to the teaching enterprise
- list and/or samples of recent publications, research, and/or creative activities in primary teaching field
- list of awards or honors received in recognition of teaching excellence
- evidence of ability to perform effectively in a variety of teaching circumstances including with students of diverse backgrounds and abilities
- additional pertinent documentation including unsolicited materials (all letters must have been written during the last two academic years, 2014-15 and 2015-16)

Evaluation and Award Process

The dean of each college will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person(s) to receive the **college** Excellence in Undergraduate Teaching Award(s). Nominations and supporting documentation for the teaching awards must reach the college committee by **Wednesday, January 11, 2017**. (Note: Faculty members who are under consideration may not serve on the selection committee in any capacity.) If, in the judgment of the faculty committee, no award or nomination is merited, none need be made.

The faculty committee will select college-level awardees by **Wednesday, February 1, 2017**. All nominees will be notified of their selection status and a list of the awardees and their files will immediately be forwarded to **Dr. Melody Bowdon, Executive Director of the Karen L. Smith Faculty Center for Teaching and Learning, CL1, Room 207**. A committee with representation from multiple colleges will select an individual from among the college awardees to receive the University Excellence in Undergraduate Teaching Award. College and university awards will be presented at the Founders' Day Honors Convocation in April 2017. **Awardees from all colleges will be invited to submit a picture, teaching philosophy statement, and biographical statement for display on the Teaching Excellence Wall in Classroom Building I.**

Once the selection process is complete, the college and university committees will deliver the notebooks to the appropriate dean's or director's division to be returned to faculty members.