Award for Excellence in English Language Institute Instruction

Applications due to Director of English Language Institute: **January 8, 2018**

Selections due from the English Language Institute committee to the Assistant Vice President for UCF Global no later than 5:00 p.m. **January 30, 2018**

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 16, 2018**

Program Overview

UCF sponsors the Excellence in English Language Institute Instruction Award to recognize outstanding English Language Institute teaching.

**Funding**

The amount of the Excellence in English Language Institute Instruction Award is $2,000. This award is funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

**Faculty Eligibility**

- self-nominations, as well as nominations by colleagues, may be made
- nominees must be full-time English Language Institute faculty members
- must have at least two (2) years of continuous service as a full-time English Language Institute faculty member immediately prior to the current year (academic years 2015-16 and 2016-17).
- Must have evidence of teaching English Language Institute students.

**Application and Supporting Documentation**

Each application must be accompanied by summary information highlighting and supporting the nominee’s English Language Institute teaching accomplishments. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** Applications with attachments in excess of the one-inch binder will not be considered.
Required Materials

The following tabbed sections are required to be present in the binder, in the order listed here:

- letter of nomination written specifically in support of this award
- curriculum vitae
- statement of teaching philosophy (500 words maximum)
- list of courses taught in the last two years
- evidence of participation in activities to develop course materials and/or learn new teaching techniques
- summaries of evaluation of teaching by students, peers, and other appropriate parties
- examples of teaching strategies and materials used to challenge students to achieve excellence
- evidence of student-learning
- evidence of innovative contributions to the English Language Institute
- evidence of extra effort to improve English Language Institute instruction

Optional Materials

These items may be placed in the binder after the required items, at the discretion of the nominee. If an item is included, it should be found in its own tabbed section, in the order listed here. However, for these optional materials, no tabbed section is needed if an item is not included.

- previous awards or honors received in recognition of teaching excellence
- summaries of evaluation of teaching by students, peers, the department chair, or other appropriate parties
- student evaluation comments (if used, ALL comments from a selected course must be included rather than selected excerpts; if only excerpts are provided, they will not be considered; indicate at the front of the comments whether they are a complete set)
- letters from English Language Institute students (please include date and indicate for each letter whether it was or was not solicited); letters must not be solicited from current students
- recent presentations and creative activities, publications, and research related to English Language Institute teaching
- recent publications, research, and/or creative activities
- evidence of participation in activities to develop English Language Institute course materials
- participation in or facilitation of teaching workshops or similar activities

Evaluation and Award Process

Applications must be received by the Assistant Vice President for UCF Global on or before Monday, January 8, 2018. The Assistant Vice President for UCF Global will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person to receive the Excellence in English Language Institute Instruction Award. If, in the judgment of
the faculty committee, no award or nominee is merited, none need be made. (Note: faculty members who are under consideration may not serve on the selection committee in any capacity.)

The faculty committee will select the awardee and submit the file to Nataly Chandia, Assistant Vice President for UCF Global, no later than 5:00 p.m. on Tuesday, January 30, 2018. Ms. Chandia will forward the name of the awardee and an introduction and description of their accomplishments to Faculty Excellence. This award will be presented at the Founders’ Day Honors Convocation in April 2018.

Once the selection process is complete, the committee will forward the notebooks to the Assistant Vice President’s office to be returned to the nominees.