Award for Excellence in Instructional Design

Nominations due to the Instructional Design Personnel Advisory Committee: January 8, 2018

Results of the election due to the Vice Provost for Digital Learning 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 Instructional Design Award to recognize the outstanding performance, scholarship, and service of the Instructional Design faculty members.

Funding
The amount of the Excellence in Instructional Design 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.

Eligibility
- may be nominated by a colleague or by self- nomination
- must be an instructional designer on a permanent line
- must have at least two (2) years of full-time continuous service at UCF prior to nomination (academic years 2015–16 and 2016–17)
- must not have received this award in the past three years

Application and Supporting Documentation
- Each application must be accompanied by documentation and materials demonstrating that the nominee is an effective, highly-competent instructional designer.
- table of contents
- nomination letter
- curriculum vitae
- statement of philosophy of instructional design
Evidence may be demonstrated by, but not limited to:

- evidence of innovative contributions to UCF and/or the instructional design field
- evidence of extra effort to improve instructional design services
- evidence of a sustained period of excellence in the instructional design profession

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. The appropriate tab titles are bolded in the section below.

1. **letter** of nomination
2. curriculum **vitae** (including relevant publications, presentations, and receipt of awards)
3. statement of **philosophy** of Instructional Design
4. letters or other documentation in **support** of the candidate which should include, for example:
   - innovative contributions to UCF and/or the instructional design field
   - effort to improve instructional design services
   - sustained excellence in the instructional design profession
5. additional letters in support of the candidate

**Evaluation and Award Process**

Applications should be submitted to the Instructional Design Personnel Advisory Committee (IDPAC) by **Monday, January 8, 2018**. To determine the recipient, the committee will conduct an election by secret ballot. IDPAC will send the results of the vote along with supporting documentation by **Tuesday, January 30, 2018** to Dr. Thomas Cavanagh, Vice Provost for Digital Learning, who will, in turn, forward the name of the awardee 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 director’s office to be returned to the nominees.