



**In-Unit Teaching Incentive Program (TIP)
2018-2019 Procedures**

Applications are submitted electronically through MyUCF. The schedule for the TIP award is available on the Faculty Excellence website at <http://facultyexcellence.ucf.edu/>.

I. Program Overview:

The UCF Teaching Incentive Program (TIP) rewards teaching productivity and excellence. The TIP award recognizes in-unit employee 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 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.

For 2018-2019, there are up to 55 new awards available. Academic Affairs provides the funding for these awards. TIP awards shall be allocated to the college in proportion to the total number of in-unit employees (rounded to the nearest integer), with a minimum of one award per college.

II. General Eligibility:

In addition to the criteria above, an in-unit employee on a full-time (1.0 FTE), 9 or 12 month appointment is considered **eligible** to be considered for the award if the employee holds one of the following titles/ranks:

1. Tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor;
2. employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor;
3. an instructor, associate instructor, senior instructor lecturer, associate lecturer, or senior lecturer;

4. multi-year, non-tenure-track appointment.

Employees on visiting (or similar temporary) appointments and in-unit employees on less than full-time appointments are not eligible for these awards. Additionally, no employee may be awarded a TIP more than once every five years. In-unit employees who received a TIP award during the **2013-14** academic year or earlier are eligible for consideration. The employee must have a substantial teaching commitment at the University through classroom instruction during the past four academic years (2014-15, 2015-16, 2016-17, and 2017-18).

III. Productivity Criteria:

An in-unit employee who meets the eligibility criteria above shall 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. Application and Supporting Documentation

Applications are submitted through the UCF Awards System may provide the following supporting documentation:

- **Teaching and Learning Philosophy Statement (Text Box – 500 words or fewer)**
 - Describe your teaching and learning philosophy.
- **Summary of Instructional Activities (Text Box – 300 words or fewer)**
 - Provide a summary of your instructional activities.

- **Impact of Instruction, Including Evidence of Student Learning (Text Box – 300 words or fewer)**
 - Provide a statement supporting the impact of your instruction. Include evidence of student learning.

Supporting Materials: Items 1-6 must be uploaded as pdf¹² files:

1. Current Curriculum Vitae (Required)

2. Annual Assignments (Required)

Upload a single pdf that includes a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., teaching, research, service) and then the last four years of your annual assignments, in descending order (e.g., 2017-2018, 2016-17, 2015-16, and 2014-15).

3. Annual Evaluations (Required)

Upload a single pdf that includes a table that provides, by year, each category evaluation assessment (e.g., outstanding, above satisfactory, etc.) and then the last four years of your annual evaluations, in descending order e.g., 2017-18, 2016-17, 2015-16, and 2014-15.

4. Course Assignments (Required)

Upload a single pdf that contains a listing of all courses taught in the last four years, in descending order (e.g., 2017-18, 2016-17, 2015-16, and 2014-15). This information may be obtained from the Pegasus Mine Portal. Directions for accessing the portal may be found on the Faculty Excellence website at www.facultyexcellence.ucf.edu.

5. Student Evaluations (Required)

Upload a single pdf of Student Perception of Instruction (SPI) summaries for each course evaluated in the last four years, in descending order (e.g., 2017-18, 2016-17,

¹ Maximum file size is 40 mb.

² Each file name should not be larger than 40 characters. Spaces, numbers, and special characters are included in this limit.

2015-16, and 2014-15). The applicant may, but is not required to, include the SPI comments; however, if comments are used, all comments must be included rather than selected excerpts. To assist the reviewers, the applicant may wish (but is not required) to consider including a one- to two-page summary of all student evaluation results (e.g., by year, by modality, comparison to department, college, UCF).

6. Examples of Teaching Products (Optional – Maximum of Three)

Applicants may attach materials to support their application. Should supporting materials be included in the application, include (as appropriate) a table of contents, section cover pages and other organizational features to clearly delineate the materials and assist the reviewer in understanding its value in relation to the application. A maximum of three pdf uploads are permitted. Examples include course syllabi, teaching tools, documentation of teaching awards and recognition, and documentation of grants related to teaching. Examples must be from the last four (4) years and selected to provide evidence of quality rather than quantity.

V. Selection of Award Recipients:

College or unit committees for the TIP award program shall be elected by and from the in-unit faculty. The committees shall equitably represent the departments or units within them. In-unit employees 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 employee, past awards, current salary, etc., may be considered, nor may additional criteria be used. The committee shall review the award applications and shall submit a ranked list of recommended in-unit employees 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 shall be equitably partitioned among the subcommittees. The subcommittees shall follow the ranking procedure outlined above to determine which applications they shall recommend to the committee at-large. Then the committee at-large shall be convened to review the applications recommended by the subcommittees. The members of the committee at-large shall 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. 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 shall 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 shall 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 TIP award. The college committee shall consist of a member from each of the units represented.

VII. Notification of Award Winners

The provost shall give the final approval for award recipients. After the approval by the provost, each college and center & institute shall notify all nominees of the results.