



**Excellence in Instructional Design Award
In-Unit Faculty**

Schedule

Applications due to Instructional Design Personnel Advisory Committee (IDPAC)	January 7, 2019
IDPAC submits its selection for the Excellence in Instructional Design Award to the Vice President for Digital Learning	January 29, 2019 - 5:00 p.m.
The Vice President for Digital Learning must email the name of the selected awardee, including an introduction and description of accomplishments (50 word max) , to Faculty Excellence at facultyexcellence@ucf.edu	February 14, 2019

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 recipient of the Excellence in Instructional Design Award shall receive a one-time payment of \$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

Each candidate:

- Must be a full-time employee with at least three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year.
- Must be an instructional designer on a non-visiting, non-OPS 12-month contract at the time of nomination and over the three preceding academic years.
- Must not have received an Excellence in Instructional Design award in the past three years.

Criteria

The criteria for evaluating applicants' files shall include two major categories:

1. Innovative contributions to UCF and/or the instructional design field;
2. Evidence of outstanding effort to promote quality of online instruction and improve relationships with faculty members at UCF.

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). 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 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 2019.

Once the selection process is complete, the committee will forward the applications to the director's office to be returned to the nominees.