



**Excellence in English Language Institute Instruction Award
In-Unit Faculty**

Schedule

Applications due to Assistant Vice President for UCF Global	January 7, 2019
English Language Institute faculty committee submits its selection for the Excellence in English Language Institute Instruction Award to the Assistant Vice President for UCF Global	January 29, 2019 - 5:00 p.m.
The Assistant Vice President for UCF Global e-mails 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 English Language Institute Instruction Award to recognize outstanding English Language Institute teaching.

Funding

The recipient of the Excellence in English Language Institute Instruction 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, non-visiting, non-OPS employee at the English Language Institute (ELI) with at least three years of continuous non-visiting, non-OPS service at ELI immediately preceding the current year.
- Must not have received an Excellence in English Language Instruction award in the past three years.

Criteria

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

1. Evidence of innovative contributions to UCF or the ELI field;
2. Evidence of extra effort to improve ELI success;
3. Evidence of a sustained period of excellence in ELI.

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, who 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. 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 2019.

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