



## Excellence in Undergraduate Teaching Award In-Unit Faculty

### Schedule

<b>Applications due to college deans:</b>	<b>January 7, 2019</b>
<b>University level award nominations:</b> College committees shall send their nominations to compete for the University level Excellence in Undergraduate Teaching Award to the Faculty Center for Teaching and Learning.	<b>January 29, 2019 - 5:00 p.m.</b>
University committee must e-mail its selection, <b>including an introduction and description of accomplishments for the selected awardee (50 word max)</b> , to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a>	<b>February 14, 2019</b>

### Program Overview

Academic Affairs sponsors the University Excellence in Undergraduate Teaching Award. College-level awards and one university-level award are available through this program. Awards are distributed proportionately according to the number of eligible faculty in each college.

### Funding

Excellence in Undergraduate Teaching Award recipients shall receive a \$2,000 one-time payment. The university-level Excellence in Undergraduate Teaching Award recipient shall receive an additional \$2,000 one-time payment. 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 assigned to teach at least two undergraduate courses in the current academic year and have taught at least six undergraduate courses over the preceding three academic years.
- Must not have received a college or university Excellence in Undergraduate Teaching award in the past three years.

## Criteria

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

1. Innovations to improve undergraduate teaching;
2. Undergraduate teaching accomplishments/honors;
3. Evidence of impact on undergraduate teaching.

## Application and Supporting Documentation

Each application must be accompanied by summary information highlighting and demonstrating the nominee's teaching accomplishments. It is not expected that nominees will present documentation of every dimension of their teaching career. The nominee should undertake primary responsibility for preparing documentation to support the nomination. The required and optional materials to be provided to the committee are listed below. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the major sections will be accepted.** The appropriate tab titles are **bolded** in the *Required Materials* section below. Applications with attachments in excess of the one-inch binder will not be considered.

## Required Materials

- **Table of contents**
- **Nomination letter** from the department chair or school director, a colleague, or the nominee (if self-nominated) written in support of candidate's application, addressing the award criteria and highlighting how the nominee excels within her or his department or school context
- **Curriculum vitae**
- Statement of **teaching philosophy** (500 words maximum, 12 point font)
- List of **courses** taught in the past three years or, for those who have been at UCF for fewer than three years, a list of courses taught since the nominee was appointed to UCF
- Table listing **enrollment** and **grade distribution for each class taught in the past three years** (or two years for those who are applying in their third year at UCF)
- Innovations to improve undergraduate teaching
- Undergraduate teaching accomplishments/honors
- Summaries of **evaluation** of teaching by students, peers, department chair, and other appropriate parties (if student evaluation comments are used, all comments from a selected course must be included rather than selected excerpts)
- Examples of **teaching strategies** and materials used to challenge students to achieve excellence and expand their intellectual horizons
- Evidence of impact on undergraduate teaching.

## Optional Materials

- Philosophy of teaching with technology statement
- List and/or samples of recent presentations and creative activities, publications, and research related to the teaching enterprise
- List and/or samples of recent publications, research, and/or creative activities in primary teaching field
- Evidence of ability to perform effectively in a variety of teaching circumstances including with students of diverse backgrounds and abilities
- Additional pertinent documentation including unsolicited materials (all letters must have been written during the last two academic years)

## Evaluation and Award Process

The dean of each college will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person(s) to receive the college Excellence in Undergraduate Teaching Award(s). Note: Faculty members who are under consideration may not serve on the selection committee in any capacity. If, in the judgment of the faculty committee, no award or nomination is merited, none need be made.

All nominees will be notified of their selection status. A list of the college-level awardees and their files will be immediately forwarded to **Dr. Ann Miller, Interim Director of the Karen L. Smith Faculty Center for Teaching and Learning, CL1, Room 207**. A committee with representation from multiple colleges will select an individual from among the college-level awardees to receive the University Excellence in Undergraduate Teaching Award. College and university awards will be presented at the Founders' Day Honors Convocation in April 2019.

**Once the University Excellence in Undergraduate Teaching award selection process is complete, the applications will be returned to the appropriate dean's or director's division to be distributed to employees.**