



**Excellence in Graduate Teaching Award
Non-Unit Faculty
College of Medicine**

Schedule

Applications due to College Dean (Deliver to Angie Irvin, COM Office 406-D)	January 7, 2019
College committee must e-mail its selection to Faculty Excellence at facultyexcellence@ucf.edu	February 14, 2019

Program Overview

UCF sponsors the Excellence in Graduate Teaching Award Program to recognize outstanding graduate-level teaching. One award is available through this program for the College of Medicine. The recipient of this award shall receive a one-time payment of \$2,000. 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 have contributed significantly to graduate education, including substantial teaching of graduate courses (including thesis and dissertation courses) over the current academic year and the three preceding academic years.
- Must not have received an Excellence in Graduate Teaching award in the past three years.

Criteria

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

1. Innovations to improve graduate teaching;
2. Graduate Teaching accomplishments/honors;
3. Evidence of impact on graduate teaching.

Application and Supporting Documentation

Each application must be accompanied by summary information highlighting and supporting the nominee's graduate teaching accomplishments. Not all applicants will have items to report in each section, so if there is nothing to place in a section, then tab the section, and indicate that the section is not applicable. **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:

- Nomination letter from the chair of the department, a colleague, or the nominee written specifically in support of this award (the letter should stress how the nominee stands out within the department context)
- A brief up-to-date curriculum vitae highlighting graduate teaching accomplishments and development of graduate programs, courses, and teaching materials
- Statement of teaching philosophy (500 words maximum)
- List of all courses taught in the past three years by term, and the credit hours associated with each course, with graduate courses highlighted
- Enrollment and grade distribution for courses taught in table format listing the number of As, Bs, etc., given, as well as percent that each letter grade represents within the total grades given (if possible, comparisons with distributions for other graduate courses in the college, or department would be helpful)
- Syllabi for all graduate courses taught in the past three years
- Summaries of teaching evaluations, similar to those required for TIP awards
- Evidence of graduate course development, upgrades or program development
- Examples of teaching strategies and materials used to challenge students to achieve excellence and expand their intellectual horizons
- A list of master's thesis and doctoral dissertations supervised in the last three years

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 graduate 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 graduate 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 graduate teaching
- Recent publications, research, and/or creative activities in primary graduate teaching field
- Evidence of participation in activities to develop graduate course materials
- Participation in or facilitation of a graduate teaching workshop or similar activity

Evaluation and Award Process

The dean will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person to receive the College of Medicine Excellence in Graduate Teaching Award. 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 nominee is merited, none need be made.

All nominees will be notified of their selection status by the College. The award will be presented at the Founders' Day Honors Convocation in April 2019.

Once the selection process is complete, the college will return the application to the faculty member.