Non-Unit Scholarship of Teaching and Learning (SoTL) Award  
College of Medicine  
2018–2019 Procedures

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

I. Program Overview

SoTLs recognize discovery, reflection, and using evidence-based methods to research effective teaching and student learning. While the implementation of SoTL outcomes may result in teaching excellence and increased teaching effectiveness, this award recognizes scholarly efforts beyond teaching excellence.

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 is one award available for the College of Medicine. Academic Affairs provides the funding for the award.

II. Eligibility Criteria

A non-unit faculty member on a full-time (1.0 FTE), 9 or 12 month appointment is considered “eligible” for the SoTL award if all the following criteria are met:

1. Faculty member must have an appointment as an instructor, associate instructor, senior instructor, lecturer, associate lecturer, senior lecturer, assistant professor, associate professor, or professor.

2. Faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must have been employed at UCF on or prior to August 8, 2014.
3. No faculty member may receive the award more than once every five years. Faculty members who received a SOTL award during the 2013-14 academic year or earlier are eligible for consideration.

III. Award Criteria
The criteria for evaluating applicants’ portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant’s discipline.

IV. Application and Supporting Documentation
Applications are submitted through the UCF Awards System and may provide the following supporting documentation:

- **Statement of SoTL (Text Box – 250 words or fewer)**
  - Please describe your primary area of SOTL research and its importance to the Community.

- **Summary of SoTL Accomplishments (Text Box – 100 words or fewer)**

- **Impact of SoTL Research (Text Box – 500 words or fewer)**
  - Describe research methodologies, teaching and assessment innovations, impact(s) on student learning, dissemination of results, and plans for further action.
Supporting Materials: Items 1 and 2 must be uploaded as pdf\textsuperscript{12} files:

1. **Current Curriculum Vitae (Required)**
   Scholarship of Teaching and Learning grants and research highlighted, briefly annotated in the CV (may be included). Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).

2. **Appendices (Required)**
   Evidence of SoTL accomplishments, include book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials. Applicants may upload multiple pdf documents.

V. **Evaluation and Award Process**
The award winner shall be determined by a university-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members. The elected faculty members, preferably and to the extent possible, should have demonstrated accomplishments in the area of scholarship of teaching and learning. All committee members shall be voting members for the purposes of these awards. Candidates for the award are not eligible to serve on this committee. The executive director of the Faculty Center for Teaching and Learning shall serve as an ex-officio member, and shall convene the first meeting of the committee. The committee chair shall be elected at the first scheduled meeting.

The committee chair shall electronically transmit recommendations along with the ranked list to the Vice Provost for Teaching and Learning. The Vice Provost of Teaching and Learning shall review the recommendations of the committee and forward the recommendations to the Vice Provost for Faculty Excellence. The Vice Provost for Faculty Excellence shall review the recommendations of the committee and present recommendations to the Provost and for review and final approval.

\textsuperscript{1} Maximum file size is 40 mb.
\textsuperscript{2} Each file name should not be larger than 40 characters. Spaces, numbers, and special characters are included in this limit.
VI. Notification of Award Winners

The Provost shall give the final approval for award recipients. Faculty Excellence shall notify all nominees of the results.

Winners may be invited to submit a SoTL-focused article for publication in the Faculty Center's Faculty Focus.