In-Unit Research Incentive Award (RIA)  
2019-2020 Procedures

Applications are submitted electronically through MyUCF. The schedule for the RIA award and directions for accessing the system are available on the Faculty Excellence website at https://facultyexcellence.ucf.edu/recognition/.

I. Program Overview

The UCF Research Incentive Award (RIA) program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. The Research Incentive award recognizes in-unit employee contributions to UCF’s key goal of achieving international prominence in research and creative activities.

Regardless of the contract length (9 through 12 months), award recipients shall receive a one-time award of $5,000 as soon as practicable and a $5,000 increase to their base salary effective at the beginning of the succeeding academic year. Employees on non-E&G funding will be eligible for the increase depending on availability of funds.

For 2019-2020, there are up to 55 awards available to eligible in-unit employees. Academic Affairs provides the funding for these awards. RIA awards shall be allocated to the college in proportion to the total number of in-unit employees (rounded to the nearest integer), with a minimum of one award per college.
II. General Eligibility

To be eligible for this award, an employee must meet the following criteria:

1. Must be classified as in-unit.
2. Must hold a full-time (1.0 FTE) 9- or 12-month appointment.
3. Must have four years of continuous, non-OPS service immediately prior to the current year. Authorized leaves are not considered a break in service (e.g., sabbaticals, professional development leave, parental leave). Visiting and other temporary appointments are not eligible for incentive awards.
4. No employee may be awarded a RIA more than once every five years. Employees who received a RIA award during the 2014-15 academic year or earlier are eligible for consideration.
5. Tenured and tenure-earning center and institute employees must apply for the award in the college where their tenure resides.

III. Application and Supporting Documentation

Applications are submitted through the UCF Awards System with the following supporting documentation:

- **RIA – Research – Primary Area (Text Box 100 words or fewer)**
  - Describe your primary area of research or creative activity.

- **RIA – Research – Secondary Area (Text Box up to 100 words or fewer)**
  - If applicable, describe your secondary research areas of interest. If you do not have a secondary area of research, indicate “N/A” in the text box.

- **Achievements and Recognition (Text Box – 500 words or fewer)**
  - Describe the research or creative achievements, including dates for these activities, discuss any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, etc.
Supporting Materials: Items 1-4 must be uploaded as pdf files:

1. **Current Curriculum Vitae (Required)**

2. **Annual Assignments (Required)**

   Upload a single pdf that includes a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., teaching, research, service) and then the last four years of your annual assignments, in descending order (e.g., 2018-19, 2017-18, 2016-17, and 2015-16).

3. **Annual Evaluations (Required)**

   Upload a single pdf that includes a table that provides, by year, each category evaluation assessment (e.g., outstanding, above satisfactory, etc.) and then the last four years of your annual evaluations, in descending order (e.g., 2018-19, 2017-18, 2016-17, and 2015-16).

4. **Examples of Research Products (Required)**

   Candidates must attach, or include, a maximum of three examples of their work. Examples must be from the last five years and provide evidence of quality rather than quantity. Examples include awards, book reviews, etc.
IV. Selection of Award Recipients:

College or unit committees for the RIA award programs shall be elected by and from the unit employees. The committees shall equitably represent the departments or units within them. Employees who plan to apply in the current cycle for an award shall not be eligible to serve on the committee. A committee chairperson for each incentive award program shall be elected by and from the college/unit committee. The chairperson shall charge the committee that members shall only consider the merits of the application. No additional outside information or discussion of position, e.g., instructor vs. tenure track employee, past awards, current salary, etc., may be considered, nor may additional criteria be used. The committee shall review the award applications and shall submit a ranked list of recommended employees to the dean or dean’s representative. In ranking the applicants, committee members shall only consider the merits of the application.

Each committee member shall review all applications and transmit a preliminary ranking to the committee chair. Committee members may rank as many applicants as they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that are not deemed acceptable for an award by a committee member shall be left unranked in that committee member’s rankings.

In larger colleges or units, subcommittees may be formed from the committee at-large in the interest of efficient evaluation of the incentive award applications. Each subcommittee must include at least three members, and every member of the committee at-large must serve on a subcommittee. The applications to be reviewed shall be equitably partitioned among the subcommittees. The subcommittees shall follow the ranking procedure outlined above to determine which applications, they recommend to the committee at large. Then the committee at-large shall be convened to review the applications recommended by the subcommittees.
The committee chair shall convene the committee (at large) and review their initial rankings. Discussion shall be limited to information contained in the application and may focus on applicants with few or dispersed rankings.

Following this discussion, the committee shall use a secret ballot to rank candidates using the procedure outlined in (a) above.

A majority of voting committee members present must rank an applicant for that employee to be eligible for an incentive award.

The applicant with the highest mean rank (i.e., the sum of the applicant's rankings divided by the number of committee members present) shall have the highest priority for an incentive award, the applicant with the next highest mean rank the next highest priority, and so on, until all applicants who received rankings by a majority of committee members present are ranked in order.

In the case of T tied rank for the final available award, the procedure outlined in (a) above, with T being the highest possible rank, shall be used to break the ties. The ranking process outlined above shall be used as many times in succession as necessary until all such ties are resolved and a final ranked list is complete.

The committee chair shall transmit this ranked list to the dean or dean's representative, or unit head who reviews and approves the awards. If the selection committee awards fewer than the number of awards available or if the dean or unit head does not approve an award from the list submitted by the selection committee, then the award(s) shall be retained in the same college or unit for one additional cycle before it is returned to the overall pool for apportionment.

For purposes of RIA selection as stated above, “college” shall also include the group of employees whose primary assignment is in the College of Undergraduate Studies, the College of Graduate Studies, an institute or center. These employees shall be
grouped together for purposes of calculating the number of awards available for each award category. The college committee shall consist of a member from each of the units represented.

V. Notification of Award Winners

The provost or his or her designee shall give the final approval for awards and shall notify successful faculty. After approval by the provost or designee, each college/unit shall notify all nominees of the results.