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

Schedule

<table>
<thead>
<tr>
<th>Schedule Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications due to College Dean’s Office</td>
<td>January 6, 2020</td>
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<tr>
<td>College shall notify all applicants of outcomes</td>
<td>February 13, 2020</td>
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<tr>
<td>College committee must e-mail its selection to</td>
<td>February 13, 2020</td>
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<tr>
<td>Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a></td>
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Program Overview

One (1) 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.

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 academic years.

In considering previous winners of the Excellence in Graduate Teaching award, only materials developed since the last award will be considered in the evaluation for the current year's award.

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 demonstrating the applicant’s graduate teaching accomplishments. Place “N/A” in sections that do not apply. 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.** 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**

The following sections are required to be present in the application, in the order listed here:

- **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
- 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, 12-point font)
- List of all **courses taught** in the previous three years by term, and the credit hours associated with each course, with graduate courses highlighted
- **Table** listing **enrollment** and **grade distribution** for each class taught in the previous three years
- **Syllabi** for all graduate courses taught in the past three years
- 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)
- 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 previous 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 section, in the order listed here. However, for these optional materials, no section is needed if an item is not included.

- Awards or honors received in recognition of graduate teaching excellence
- 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
- Presentations and creative activities within the last three years, publications, and research related to graduate teaching
- Publications, research, and/or creative activities within the last three years 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 name of the College of Medicine awardee will be forwarded to Faculty Excellence at facultyexcellence@ucf.edu by the stated deadline. Winners will receive an invitation to the Founders’ Day Honors Convocation Ceremony in April 2020 to receive the award.

Once the selection process is complete, the college will hold the applications (if hardcopy) for 30 days, then return them to the employees.