Excellence in English Language Institute Instruction Award
In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Schedule Event</th>
<th>Date</th>
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<tr>
<td>Applications due to Assistant Vice President for UCF Global</td>
<td>January 6, 2020</td>
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<tr>
<td>Assistant Vice President for UCF Global sends applicant names to Faculty</td>
<td>January 7, 2020</td>
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<td>Excellence to confirm eligibility</td>
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<tr>
<td>English Language Institute Faculty Committee submits its selection for the</td>
<td>January 24, 2020 -</td>
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<tr>
<td>Excellence in English Language Institute Instruction award to the Assistant</td>
<td>5:00 p.m.</td>
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<td>Vice President for UCF Global</td>
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<tr>
<td>The Assistant Vice President for UCF Global shall e-mail the name of the</td>
<td>February 13, 2020</td>
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<td>selected awardee, including an introduction and description of accomplishments</td>
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<tr>
<td>(50 words max), to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a></td>
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Program Overview

UCF sponsors one (1) Excellence in English Language Institute Instruction Award to recognize outstanding English Language Institute teaching.

Funding

The recipient of the Excellence in English Language Institute Instruction 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 have a full-time, non-visiting, non-OPS appointment at ELI for the current academic year and for the three preceding academic years.
- Must not have received an Excellence in English Language Institute Instruction award in the past three academic years.
Criteria

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

1. Evidence of innovative contributions to UCF or the ELI field;
2. Evidence of extra effort to improve ELI success;
3. Evidence of a sustained period of excellence in ELI.

Application and Supporting Documentation

Each application must be accompanied by summary information highlighting and supporting the applicant’s English Language Institute teaching accomplishments. 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 binder, in the order listed here:

- Table of Contents
- Letter of nomination written specifically in support of this award
- Curriculum vitae
- Statement of teaching philosophy (500 words maximum)
- List of courses taught in the last two years
- Evidence of participation in activities to develop course materials and/or learn new teaching techniques
- Summaries of evaluation of teaching by students, peers, and other appropriate parties
- Examples of teaching strategies and materials used to challenge students to achieve excellence
- Evidence of student-learning
- Evidence of innovative contributions to the English Language Institute
- Evidence of extra effort to improve English Language Institute instruction

Optional Materials

These items may be placed in the binder after the required items, at the discretion of the applicant. 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 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 English Language Institute 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 English Language Institute teaching
- Recent publications, research, and/or creative activities
- Evidence of participation in activities to develop English Language Institute course materials
- Participation in or facilitation of teaching workshops or similar activities

Evaluation and Award Process

Applications must be received by the Assistant Vice President for UCF Global, who will charge a faculty committee to evaluate the documentation submitted by the applicants and select the person to receive the Excellence in English Language Institute Instruction award. 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 nominee is merited, none need be made.

The faculty committee will select the awardee and submit the file to the Assistant Vice President for UCF Global, who will, in turn forward the name of the awardee, application, and an introduction and description of their accomplishments (50 words max), to Faculty Excellence at facultyexcellence@ucf.edu.

The Assistant Vice President for UCF Global shall inform all nominees of their selection status for the Excellence in English Language Institute Instruction award.

This award will be presented at the Founders’ Day Honors Convocation in April 2020.

Once the selection process is complete, the unit responsible for this process will hold the applications for 30 days, then return to the employees.