Excellence in Instructional Design Award

In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Applications due to Instructional Design Personnel Advisory Committee (IDPAC)</th>
<th>January 6, 2020</th>
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<tbody>
<tr>
<td>The Center for Distributed Learning will forward the names of applicants to Faculty Excellence to confirm eligibility</td>
<td>January 7, 2020</td>
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<tr>
<td>IDPAC submits its selection for the Excellence in Instructional Design Award to the Vice Provost for Digital Learning</td>
<td>January 24, 2020 - 5:00 p.m.</td>
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<tr>
<td>The Vice Provost for Digital Learning shall email the name of the selected awardee, including an introduction and description of accomplishments (50 words max), to Faculty Excellence at <a href="mailto:facultyexcellence@ucf.edu">facultyexcellence@ucf.edu</a></td>
<td>February 13, 2020</td>
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Program Overview

UCF sponsors one (1) Excellence in Instructional Design award to recognize the outstanding performance, scholarship, and service of the Instructional Design faculty members.

Funding

The recipient of the Excellence in Instructional Design 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 in the appropriate discipline with at least three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year.
- Must be an instructional designer on a non-visiting, non-OPS 12-month contract at the time of nomination and over the three preceding academic years.
- Must not have received an Excellence in Instructional Design award in the past three academic years.
Criteria

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

1. Innovative contributions to UCF and/or the ID field;
2. Evidence of outstanding effort to promote quality of online instruction and improve relationships with faculty members at UCF.

Application and Supporting Documentation

Each application must be accompanied by documentation and materials demonstrating that the nominee is an effective, highly competent instructional designer.

- Table of contents
- Nomination letter
- Curriculum vitae
- Statement of philosophy of instructional design

Evidence may be demonstrated by, but not limited to:

- Evidence of innovative contributions to UCF and/or the instructional design field
- Evidence of extra effort to improve instructional design services
- Evidence of a sustained period of excellence in the instructional design profession
- Letters in support of the applicant

Evaluation and Award Process

Applications should be submitted to the Instructional Design Personnel Advisory Committee (IDPAC). To determine the recipient, the committee will conduct an election by secret ballot. IDPAC will send the results of the vote along with supporting documentation to Dr. Thomas Cavanagh, Vice Provost for Digital Learning, 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 Vice Provost for Digital Learning shall inform all nominees of their selection status for the Excellence in Instructional Design 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.