Excellence in Undergraduate Teaching Award
In-Unit Employees

Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications due to college deans</td>
<td>January 6, 2020</td>
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<tr>
<td>Colleges to send applicants’ names to Faculty Excellence to confirm eligibility</td>
<td>January 7, 2020</td>
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<tr>
<td>Colleges notify all applicants of outcomes</td>
<td>January 24, 2020</td>
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<tr>
<td>University level award nominations: College Deans’ Offices shall send the recipient's application as one pdf file to Faculty Center for Teaching and Learning at <a href="mailto:fctl@ucf.edu">fctl@ucf.edu</a> to compete for the University Award for Excellence in Undergraduate Teaching</td>
<td>January 24, 2020 - 5:00 p.m.</td>
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<tr>
<td>The Director of Faculty Center for Teaching and Learning shall e-mail 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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<tr>
<td>The Director of Faculty Center for Teaching and Learning shall notify all applicants of outcomes</td>
<td>February 13, 2020</td>
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Program Overview

The Excellence in Undergraduate Teaching award recognizes outstanding undergraduate-level teaching. College-level awards are distributed proportionally according to the number of eligible faculty in each college. The college awardees will also be considered for one (1) additional University Award for Excellence in Undergraduate Teaching.

Funding

Each of the college-level award recipients shall receive a one-time payment of $2,000. The individual selected to receive the university-level award shall receive an additional 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 assigned to teach at least two undergraduate courses in the current academic year and to have taught at least six undergraduate courses over the preceding three academic years.
- Must not have received a college or university excellence award in Undergraduate Teaching in the past three academic years.

In considering previous winners of the Excellence in Undergraduate 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 undergraduate teaching;
2. Undergraduate teaching accomplishments/honors;
3. Evidence of impact on undergraduate teaching.

Application and Supporting Documentation

Each application must be accompanied by summary information highlighting and demonstrating the applicant's undergraduate 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 their department or school context
- A brief up-to-date curriculum vitae highlighting undergraduate teaching
- 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 undergraduate courses highlighted
- Table listing enrollment and grade distribution for each class taught in the previous three years
- Innovations to improve undergraduate teaching
- Undergraduate teaching accomplishments/honors
• 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)
• Examples of **teaching strategies** and materials used to challenge students to achieve excellence and expand their intellectual horizons
• **Evidence of impact** on undergraduate teaching.

**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 section, in the order listed here. However, for these optional materials, no section is needed if an item is not included.

• Technology statement for teaching philosophy
• List and/or samples of recent presentations and creative activities, publications, and research related to the teaching enterprise
• List and/or samples of recent publications, research, and/or creative activities in primary teaching field
• Evidence of ability to perform effectively in a variety of teaching circumstances including with students of diverse backgrounds and abilities
• Additional pertinent documentation including unsolicited materials (all letters must have been written during the previous three academic years).

**College Evaluation and Award Process**

The dean of each college will charge a faculty committee to evaluate the documentation submitted by the applicants and select the individual(s) to receive the college Excellence in Undergraduate Teaching award(s). 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 nomination is merited, none need be made. All applicants will be notified of their selection status.

**University Evaluation and Award Process**

**Colleges** shall email name(s) of winner(s) and a pdf file of each winning application or deliver a USB flash drive with the college winner(s) to the Karen L. Smith Faculty Center for Teaching and Learning, CL1, Room 207. A committee with representation from each college with in-unit faculty will select one individual from among the college-level awardees to receive the University Award for Excellence in Undergraduate Teaching.

The **Director of Faculty Center for Teaching and Learning** shall forward the name and application of the university level winner on behalf of the university committee, including an introduction and description of accomplishments for the selected awardee (50 words max), to Faculty Excellence at facultyexcellence@ucf.edu.

All awards will be presented at the Founders’ Day Honors Convocation in April 2020.

**Once the selection process is complete, the applications will be returned to the appropriate college deans, where they will hold for 30 days and then be distributed to the employees.**