

23.5 Annual Incentive Award Programs

(a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-TIP”) rewards teaching productivity and excellence. Each academic year the University shall make available fifty-five UCF-TIP awards to eligible employees. The UCF-TIP award recognizes employee contributions to UCF’s key goals of offering the best undergraduate education available in Florida and achieving international prominence in key programs of graduate study. To be eligible for a TIP award, employees must meet one of the eligibility criteria below.

1. During semesters in which the employee generates student credit hours (SCHs),
~~the employee must meet or exceed the median student credit hour (SCH) production at~~
 - a. Undergraduate and graduate SCHs combined at the department level
 - b. Undergraduate and graduate SCHs combined at the college level
 - c. Graduate SCHs at the department level
 - d. Graduate SCHs at the college level

SCH instruction includes classroom, web, and media-enhanced courses, including summer teaching assignments. SCH excludes student credit hours for individualized instruction such as independent studies, practicums, internships, supervised research, dissertations, and theses. SCH also excludes student credit hours for overload assignments.

2. The employee must show that their teaching assignment prevented them from achieving these thresholds (i.e., the combined maximum enrollments in their assigned courses did not meet or exceed any of the thresholds).

23.6 Excellence Awards

(c) Excellence Awards

d. Awards for Excellence in Undergraduate ~~Faculty~~ Academic Advising. Undergraduate ~~Faculty~~ Advising awards recognize outstanding efforts of ~~faculty~~ undergraduate students, improving communication of information to peers and students, and helping undergraduate students realize their potential.

1. Eligibility. All candidates must have completed at least two years of continuous service at the university, ~~and~~ must currently advise undergraduate students, and must not received a UCF college or university Excellence in Undergraduate ~~Faculty~~ Academic award in the past three years.

2. Application. Each application ~~must~~shall be accompanied by summary highlighting and demonstrating the nominee’s accomplishments in academic advising. Materials shall be submitted in a 1 inch, loose-leaf binder and organized using tabs for major sections. Required materials include a table of contents; nomination letter; curriculum vita; a one-paragraph statement of philosophy toward student advising; student, peer and administrative evaluations of advising activities (if comments are included from teaching evaluations, all comments must be provided along with a typed summary, by year, rather than the actual evaluation sheets); and evidence of leadership in developing new and innovative

43 advising methods. Optional materials may include documentation of awards,
44 honors, etc., received in recognition of excellence in advising in the past three
45 years; evidence of extra effort to improve advising; evidence that students have
46 been sensitively and appropriately informed and guided concerning career choices
47 and academic opportunities; evidence that the nominee serves as a role model in
48 the pursuit of learning; a description of advising activities and responsibilities;
49 recent publications or presentations that relate to college advising methods or
50 tools; and supporting materials from students, which must be limited to students
51 no longer at UCF and must have been written in the past three years.

52 e. University Awards for Excellence in Undergraduate Teaching, Graduate Teaching, ~~and~~
53 ~~and~~ Distinguished Research and Excellence in Undergraduate Academic Advising. College-level
54 awardees will be notified of their selection status and their files will ~~immediately~~ be forwarded
55 for consideration by the university-wide committee. College and university awards will be
56 presented at the Founders' Day Honors Convocation.

57 f. University Award for Excellence in Professional Academic Advising. The University
58 Award for Excellence in Professional Academic Advising recognizes outstanding efforts by
59 employees who are professional advisors in retaining students, providing accurate and timely
60 information to students, creating a caring and supportive environment, and helping students
61 realize their potential. Colleges, regional campuses, institutes, centers, and the Division of
62 Student Development and Enrollment Services may each nominate up to three employees.

63 1. Eligibility. Candidates may be nominated by their department directors,
64 supervisors, peers, or faculty members. Employees with regular teaching assignments are
65 eligible for other advising awards and are not eligible for the Professional Academic
66 Advising Award. Nominees must have a full-time assignment and three years of
67 experience at UCF in an academic advising unit within a college, regional campus,
68 institute, center or the Division of Student Development and Enrollment Services. At
69 least three full years must have elapsed since receipt of a previous UCF Award for
70 Excellence in Professional Academic Advising.

71 2. Application. Required Materials include a nomination letter; curriculum vita; a
72 description of advising responsibilities undertaken by the nominee during the past two
73 years; and a narrative statement no longer than two pages prepared by the candidate
74 describing their activities in professional academic advising during the academic years on
75 which the candidate is to be judged. Supporting materials that should be included are: a
76 narrative statement no longer than two pages that describes the nominee's advising
77 philosophy, goals, objectives, and vision for the future; a letter of support from the
78 employee's immediate supervisor; and three letters of reference within UCF but outside
79 the employee's immediate advising area.

80 g. Awards for Excellence in Professional Service. The University Excellence in
81 Professional Service Awards honor employees who demonstrate a record of excellence in service
82 to the University of Central Florida and professional service. Each academic college may
83 nominate up to two candidates for these awards.

84 1. Eligibility. Employees must be nominated by a faculty member, department
85 chair, a colleague, or be self-nominated. Nominees must have served as a full-time UCF
86 faculty member for at least two consecutive years prior to the current year, must be
87 assigned professional service duties during the current year and must not have received a
88 UCF professional service award in the past three years.

89 2. Application. Each nominee must submit a portfolio including evidence of
90 accomplishment, recognition and level of service provided. Supporting documentation
91 should include: a nominating letter; curriculum vitae; and concise descriptions of service
92 to the university, professional service, service to civic organizations and public service.
93 Nominees also should include supporting documentation.

94 (d) Unit-Specific Excellence Awards. Each application must be accompanied by summary
95 information highlighting and demonstrating the employee's accomplishments. Materials shall be
96 organized in 1 inch loose-leaf binders using tabs for each section. Departures from the
97 application specifications may affect but shall not disqualify a nominee and nomination materials
98 shall be returned to employees after the recipient is chosen.

99 a. Excellence in Librarianship. The Excellence in Librarianship Award recognizes
100 outstanding contributions and support given to UCF's faculty and students by its library
101 employees.

102 1. Eligibility. Employees may be nominated by a colleague or self-nominated;
103 must be a librarian on a permanent line; must have at least two years of continuous
104 service at UCF; and must not have received a UCF Excellence in Librarianship Award in
105 the past three years.

106 2. Application. Each application must be accompanied by documentation and
107 materials demonstrating that the nominee is an effective, highly-competent librarian. The
108 nominator must submit three documents to be distributed to library employees: a letter of
109 nomination, curriculum vitae and a statement of philosophy of librarianship. Additional
110 letters or other documentation in support of the candidate also can include, for example,
111 evidence of innovative contributions to UCF or the library field, evidence of extra effort
112 to improve library services and collections; evidence of a sustained period of excellence
113 in the library profession; and additional letters supporting the nominee.

114 3. Selection. The recipient will be selected by secret ballot among full-time,
115 permanent library employees.

116 b. Excellence in English Language Institute Instruction. The Excellence in English
117 Language Institute Instructional Award recognizes outstanding contributions and support given
118 to non-native speakers of English by employees of the English Language Institute (ELI).

119 1. Eligibility. Employees may be nominated by a colleague or self-nominated;
120 must have at least two years of continuous service at UCF; and must not have received a
121 UCF Excellence in English Language Institute Instruction in the past three years.

122 2. Application. Each application must be accompanied by documentation and
123 materials demonstrating that the nominee is an effective, highly-competent ELI
124 instructor. The nominator must submit three documents to be distributed to ELI
125 employees: a letter of nomination, curriculum vitae and a statement of philosophy of
126 librarianship. Additional letters or other documentation may include, for example,
127 evidence of innovative contributions to UCF or the ELI field, evidence of extra effort to
128 improve ELI success; evidence of a sustained period of excellence in ELI; and additional
129 letters supporting the candidate. Supporting materials from students are limited to
130 students no longer at UCF and must have been written in the past three years.

131 3. Selection. The recipient will be selected by secret ballot among full-time ELI
132 employees.

133 c. Excellence in Instructional Design Award. The Excellence in Instructional Design
134 Award recognizes the outstanding efforts and contributions that Instructional Designers make to
135 the quality of online instruction at UCF, and to celebrate employees who have a sustained period
136 of excellence in the Instructional Design (ID) field.

137 1. Eligibility. Employees maybe nominated by a colleague or self-nominated, and
138 must be an instructional designer on a non-visiting, non-OPS 12-month contract at the
139 time of nomination. Nominees must have at least two years of continuous service at UCF
140 and must not have received this award during the three preceding academic years.

141 2. Application. Each application must be accompanied by documentation and materials
142 demonstrating that the nominee is an effective, highly competent instructional designer. The
143 nominator must submit a letter of nomination; curriculum vitae; statement of philosophy of
144 instructional design; and letters or other documentation that provide evidence of innovative
145 contributions to UCF and/or the ID field; evidence of outstanding effort to promote quality of
146 online instruction and improve relationships with faculty members at UCF; or evidence of a
147 sustained period of excellence in the ID field.

148 3. Evaluation. The recipient of the annual Excellence in Instructional Design Award shall
149 be selected by secret ballot among ID employees.

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