

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 one or more of the levels below:

- 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. Excellence in Undergraduate ~~Faculty~~ Advising awards recognize outstanding efforts of ~~faculty advisor~~ employees in retaining 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 have received a UCF college or university Excellence in Undergraduate ~~Faculty~~ Academic Advising award in the past three years.

2. Application. Each application ~~must~~ shall be accompanied by summary information 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

43 comments must be provided along with a typed summary, by year, rather than the
44 actual evaluation sheets); and evidence of leadership in developing new and
45 innovative advising methods. Optional materials may include documentation of
46 awards, honors, etc., received in recognition of excellence in advising in the past
47 three years; evidence of extra effort to improve advising; evidence that students
48 have been sensitively and appropriately informed and guided concerning career
49 choices and academic opportunities; evidence that the nominee serves as a role
50 model in the pursuit of learning; a description of advising activities and
51 responsibilities; recent publications or presentations that relate to college advising
52 methods or tools; and supporting materials from students, which must be limited
53 to students no longer at UCF and must have been written in the past three years.

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

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

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

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

80 employee's immediate supervisor; and three letters of reference within UCF but outside
81 the employee's immediate advising area.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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