



*Dr. Lin Huff-Corzine*  
*Faculty Relations*  
*Division of Academic Affairs*  
*Millican Hall, Suite 351*  
*Phone: (407) 882-0077 · Fax: (407) 823-3028*  
*E-mail: [lcorzine@mail.ucf.edu](mailto:lcorzine@mail.ucf.edu)*

## **RESEARCH INCENTIVE AWARDS PROGRAM\***

### **2008-2009 Procedures**

(Approved by the Faculty Senate Steering Committee 1/8/09)

#### **I. Program Overview**

UCF Research Incentive Awards (RIA) are available to faculty in the College of Arts and Humanities, College of Business Administration, College of Education, College of Engineering and Computer Science, College of Health and Public Affairs, College of Optics and Photonics, College of Nursing, College of Sciences, Rosen College of Hospitality Management, and Institutes and Centers (I&C). Additional awards are also available at-large (as detailed later) for all faculty and research staff, including those not in a college, institute, or center. For 2008-2009, there are 20 new RIA awards available. If any recipient of a college or I&C Research Incentive Award leaves University employment, that award will remain within the college or will revert to the Vice President for Research (I&C awards) for "recycling" as additional UCF Research Incentive Awards for the following academic year. The Office of Academic Affairs provides the funding for these awards and the specifics of the RIA program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

#### **II. Funding and Allocation of Awards:**

Regardless of the contract length (9-months or 12-months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2008, the start of the 2008-2009 contract. The actual dollar amount awarded for the academic year 2008-2009 will reflect the employee's FTE for the year.

#### **III. Faculty Eligibility**

Nominations for the awards may be made by faculty, students, staff, alumni, or by self-nomination. The successful nominee must have an outstanding research, scholarly, or creative record that advances the body of knowledge in their field.

Nominees from the Colleges must be full-time faculty holding tenured or tenure-earning positions. Nominees from the institutes and centers must be full-time employees in research staff positions who have served as principal investigators on contracts and grants awarded to UCF by an outside sponsor. Nominees from other academic units applying for an at-large award must be full-time faculty holding tenured or tenure-earning positions. All candidates must have served continuously since August 8, 2004, the start of the 2004-2005 academic year contract. No candidate may be selected for the RIA award more than **once every five years**. Specifically, any

faculty member who received a RIA increase that became effective August 8, 2004 or later is not eligible for this year's RIA. Further, any faculty member who received a RIA increase that was effective August 8, 2003 or earlier is eligible for this year's RIA. I&C faculty who are members of academic departments should be considered for nomination through their respective colleges.

#### **IV. Application and Supporting Documentation**

The accompanying application form must be used for all nominations. Documentation and materials supporting the nominee's research or creative accomplishments must accompany each application.

#### **V. Evaluation and Award Process**

Each college will **elect** a peer review committee of at least 5 **tenured** faculty that will select its recommended awardees. Dean of a college may nominate a maximum of two additional **tenured** faculty members to the committee. The Research Council will serve as the peer review committee and will select the recommended I&C awardees. Candidates for an award are not eligible to serve on these peer review committees. A committee consisting of one representative from each college committee and one representative from the Research Council will serve as the university peer review committee to select the recommended at-large awardees. Nominees for at-large awards will include the runner-ups submitted from each college committee and I&C.

The criteria for evaluating applicants' files will include the following major categories to be applied as is appropriate for the discipline:

- Value or impact of research and creative efforts both within the discipline and to society;
- Recognition of research and creative efforts by the individual's peers in the same or related disciplines;
- Publication and presentation of research and creative efforts;
- External grant and contract support for the research and creative efforts appropriate to the candidate's discipline;
- All peer review committees should take into consideration the fraction of time assigned (FTE) for research for all applicants.

The President, on recommendation from the Provost and Vice President for Research, will give the final approval for award recipients. After the approval by the President, each college, institute, and center will notify all nominees of the results, including an explanation of the unit's reasons for its recommendations.

**RESEARCH INCENTIVE AWARDS PROGRAM 2008-09 Schedule**

January 8, 2009	✓ Faculty Senate completes review of university requirements for UCF-RIA
January 9, 2009	✓ Distribute Guidelines to all Faculty via e-mail
January 15, 2009	✓ RIA & SoTL Workshop, (TA 117) 3:30-5:00 PM
January 30, 2009	✓ College & Units to have elected RIA Selection Committees
February 2, 2009	✓ <b>RIA Portfolios due</b> in Dean's or VP's Office no later than 5 PM
March 2, 2009	<ul style="list-style-type: none"> <li>✓ College &amp; Unit Review Committees' recommendations due to Academic Affairs, Suite 351</li> <li>✓ Last day to send name of College or Unit Representative to Academic Affairs – if possible, send name sooner</li> </ul>
March 30, 2009	✓ University Review Committee's recommendations due to Academic Affairs
May 7, 2009	<ul style="list-style-type: none"> <li>✓ Letters to all applicants from Academic Affairs</li> <li>✓ Colleges to notify all applicants of outcome, including reasons for the recommendations</li> </ul>

**UNIVERSITY OF CENTRAL FLORIDA**  
**RESEARCH INCENTIVE AWARD**  
**2008-2009 Application and Nomination Form**

PERSONAL DATA

Name \_\_\_\_\_ Rank or Title \_\_\_\_\_

Campus Address \_\_\_\_\_ Campus Phone \_\_\_\_\_

Department or Division \_\_\_\_\_ Years at UCF \_\_\_\_\_

Institution and Year Terminal Degree Granted \_\_\_\_\_

**A. RESEARCH ACTIVITIES**

**Primary Area:** In 100 words or less, describe your primary area of research or creative activity.

**Secondary Area:** In 100 words or less, describe the individual's secondary (if any) areas of interest.

**Achievements:** In 300 words or less, describe the research or creative achievements, including dates for these activities, discuss such things as any new discoveries, major contributions to the field, creativeness, originality, significant breakthroughs, and so on.

**Research and Creative Activity Outlets and Recognition:** In no more than one page, describe how refereed research publications or other research or creative dissemination exceed the norm in the field. In addition to the one-page statement, list all products and referred publications formulated over the last five (5) years and designate each as having international, national, regional, state, or local consumers. Finally, please list all of your major awards or other evidence of recognition, including major funding.

**B. SUPPORTING MATERIALS**

**Candidate's Vita**

**Supporting Materials:** Candidates may attach, or include, a maximum of three examples of their work. Examples should be from the last five (5) years and selected to provide evidence of quality rather than quantity.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**Please Note: NO ADDITIONAL MATERIALS ARE TO BE INCLUDED UNLESS REQUESTED BY THE EVALUATING COMMITTEE. EACH DEAN'S OFFICE WILL REVIEW ALL FILES FOR COMPLIANCE AND WORK WITH THE CANDIDATE TO REMOVE ALL IRRELEVANT MATERIALS PRIOR TO FORWARDING IT TO THE EVALUATING COMMITTEE.**