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**UNIVERSITY OF CENTRAL FLORIDA**  
**UCF-TEACHING INCENTIVE PROGRAM (UCF-TIP)**  
**2008-2009 PROCEDURES**

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

The University of Central Florida Teaching Incentive Program (UCF-TIP) was established as a new initiative in 2000-2001 and is designed as a successor to the Teaching Incentive Program (TIP) funded by the Florida Legislature in previous years. The Office of Academic Affairs provides the funding for these awards and the specifics of the UCF-TIP program were developed through consultation between the Office of Academic Affairs and the Faculty Senate Steering Committee.

**I. 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 2008-09 will reflect the employee's FTE for the year.

**II. Eligibility Criteria:**

A faculty member will be considered “**eligible**” for an award if all the following criteria are met:

1. The faculty member must be on a full-time, 9- or 12-month tenured or tenure-track appointment with the rank of professor, associate professor, or assistant professor; or be a full-time 9- or 12-month employee who is appointed to a rank which is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be under a multi-year non tenure-track appointment. Faculty on visiting (or similar temporary) appointments and faculty on less than full-time appointments are not eligible for these awards.

2. The faculty member must have a substantial teaching commitment at the University through classroom instruction during the **past four** academic years (2004-2005, 2005-2006, 2006-2007 and 2007-2008).

3. No faculty member may be selected for a UCF-TIP more than once **every five** years. Specifically, any faculty member who received a UCF-TIP increase in previous years that became effective August 8, 2004, or later is not eligible for this year's UCF-TIP. Further any faculty member who received a UCF-TIP increase that was effective August 8, 2003 or earlier is eligible for this year's UCF-TIP.

### **III. Productivity Criteria:**

An eligible faculty member will be considered a “**candidate**” for the award if the following teaching productivity criteria are met:

1. Total Credit Hour Productivity (CHP) **or** total Graduate Hour Productivity (GHP) must be at or above the college or department (or school) or “**unit**” median for **eligible** faculty. A **unit** is defined as any degree granting academic unit not within an established college. CHP and GHP are defined as the sum of classroom, web and media-enhanced credit hours (SCH) generated for the last eight fall and spring semesters (for academic years 2004-2005, 2005-2006, 2006-2007 and 2007-2008).

2. For CHP, SCH is defined as the total student credit hours (**total = undergraduate plus graduate**) from the final end of semester assignment reports. For GHP, SCH is defined as the total student credit hours (**graduate only**) from the final end of semester assignment reports. In either case, 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.

3. The total number of candidates for the award in the college is equal to the number of candidates based on CHP criterion **plus** the number of candidates based on GHP criterion.

### **IV. Allocation of Awards to the College:**

1. The funding from the Office of Academic Affairs provides for new UCF-TIP awards. For year 2008-2009, there are 40 new awards. These new awards will be allocated to the college in proportion to the total number of faculty candidates determined above (rounded to the nearest integer), and shall have a minimum of one award.

2. In any given academic year, if any former recipients of UCF-TIP awards leave their employment at UCF, the award(s) will remain within their respective colleges or units for “recycling” as **additional** UCF-TIP awards for the following academic year.

3. The number of new and “recycled” UCF-TIP awards will be communicated to the college and to the Faculty Senate Steering Committee as soon as these data become available.

### **V. Faculty Senate Oversight Committee:**

The Faculty Senate UCF-TIP Oversight Committee will review faculty appeals of their eligibility or of data relative to their productivity and make recommendations to the Provost. Further, this committee will also review the data on allocation of new awards to the college as well as the data on “recycled” awards. No appeals of Selection Committee’s recommendations will be considered.

### **VI. Criteria for Awards and Process for Selection of Award Winners:**

1. Establishment of selection criteria and selection of award winners from the list of candidates for award as determined above will be the responsibility of faculty in respective college.

2. There will be two college (or unit) level committees **elected annually**: the Selection Criteria and Procedures Committee and the Selection Committee. Both committees will be composed of **elected** faculty and will have **departmental representation**. For “units,” as defined above, these committees will have no less than three and no more than five members. Both committees, to the extent possible, will be composed of faculty who previously won state-funded TIP or UCF-TIP awards. In addition to the faculty members, the Selection Committee will have a student member selected in accordance with the document prepared by each of the Selection Criteria and Procedures Committee. This document prepared by each of the Selection Criteria and Procedures Committees will be subject to approval by the Provost. Further, these documents will be provided to the Faculty Senate Oversight Committee. Faculty candidates for the award are not eligible to serve on the Selection Committee.

3. Selection criteria shall include teaching quality and effectiveness, continuing commitment to instruction, consideration of class size (large versus small), and innovation and creativity in instruction. Candidates will be asked to prepare a portfolio containing teaching assignments, student evaluations, and other supporting documentation for the past **four** academic years (2004-2005, 2005-2006, 2006-2007 and 2007-2008).

The Selection Criteria and Procedures Committee shall specify the **maximum** permissible size of the faculty portfolio (for example, one 2-inch three-ring binder).

4. The Selection Committee will review faculty portfolios and recommend award recipients to the Provost. The President will give the final approval for awards to the successful faculty members.

### ***UCF-TIP 2008-09 Schedule***

January 8, 2009	Faculty Senate Steering Committee completes review of university requirements for UCF-TIP
January 9, 2009	Distribute Guidelines to All Faculty
January 30, 2009	Term eligible UCF-TIP courses and student credit hour production histories for the last eight semesters (excluding summers) to chairs for review
February 13, 2009	Chairs/Directors to return corrected term eligible UCF-TIP courses and student credit hour (SCH) production histories to Barbara Davis, Faculty Relations, Millican Hall, Suite 351
February 16, 2009	Colleges elect UCF-TIP “Selection Criteria & Procedures” Committee
March 6, 2009	Colleges send UCF-TIP “Selection Criteria & Procedures” document to <a href="mailto:lcooney@mail.ucf.edu">lcooney@mail.ucf.edu</a> for review and approval
March 17, 2009	UCF-TIP Workshop, 3:30-5:00 PM, TA 117
March 27, 2009	Colleges elect UCF-TIP Selection Committee
April 6, 2009	<b>UCF-TIP portfolios due</b> in deans’ office no later than 5 PM
April 27, 2009	Colleges to send UCF-TIP Selection Committees recommendations to Barbara Davis <a href="mailto:bmdavis@mail.ucf.edu">bmdavis@mail.ucf.edu</a> in Academic Affairs
May 7, 2009	<ul style="list-style-type: none"> <li>• Office of Academic Affairs to notify all applicants of outcome</li> <li>• Colleges to notify all applicants of the outcome, including reasons for the recommendations</li> </ul>