

**University of Central Florida**  
**UCF PROGRAM ANNOUNCEMENT**  
**Awards for Excellence in Graduate Teaching**

**Applications due to college deans: January 12, 2015**

**Selections due from the college committees to College of Graduate Studies: no later than 5:00 p.m. February 9, 2015**

**Program Overview**

UCF sponsors the Excellence in Graduate Teaching Award Program to recognize outstanding graduate-level teaching. Each college may select one teaching award recipient. These awardees also will be considered for an additional university-level excellence in graduate teaching award.

**Funding**

Each college awardee will receive \$2,000 provided by the Office of Research and Commercialization. The University Excellence in Graduate Teaching awardee will receive an additional \$2,000 funded by the Division of Academic Affairs. Award amounts are treated as income and are subject to normal withholding tax.

**Faculty Eligibility**

- self-nominations, as well as nominations by colleagues, may be made
- nominees must be full-time tenured or tenure-earning UCF faculty members
- must have at least three years of continuous service as a full-time tenure or tenure-earning faculty member at UCF immediately prior to the current year (academic years 2011–12, 2012–13, and 2013–14) and must not have received a UCF college or university graduate teaching award in the past three years (academic years 2011–12, 2012–13, and 2013–14)
- faculty members must have evidence of substantial teaching of graduate courses (including thesis and dissertation courses)
- faculty members must have contributed significantly to graduate education

**Application and Supporting Documentation**

Each application must be accompanied by summary information highlighting and supporting the nominee's graduate teaching accomplishments. Not all applicants will have items to report in each section, so if there is nothing to place in a section, then tab the section, and indicate that the section is not applicable. **Only materials organized in a one-inch, loose-leaf binder and organized using tabs for the important sections will be accepted.** Applications with attachments in excess of the one-inch binder will not be considered.

**Required Materials**

The following tabbed sections are required to be present in the binder, in the order listed here:

- nomination letter from the chair of the department, a colleague, or the nominee written specifically in support of this award (the letter should stress how the nominee stands out within the department context)
- a brief up-to-date curriculum vita highlighting graduate teaching accomplishments and development of graduate programs, courses, and teaching materials
- statement of teaching philosophy (500 words maximum)
- list of all courses taught in the past three years by term, and the credit hours associated with each course, with graduate courses highlighted

- enrollment and grade distribution for courses taught in table format listing the number of As, Bs, etc., given, as well as percent that each letter grade represents within the total grades given (if possible, comparisons with distributions for other graduate courses in the college, or department would be helpful)
- syllabi for all graduate courses taught in the past three years
- summaries of teaching evaluations, similar to those required for TIP awards
- evidence of graduate course development, upgrades or program development
- examples of teaching strategies and materials used to challenge students to achieve excellence and expand their intellectual horizons
- a list of master's thesis and doctoral dissertations supervised in the last three years

### **Optional Materials**

These items may be placed in the binder after the required items, at the discretion of the nominee. If an item is included, it should be found in its own tabbed section, in the order listed here. However, for these optional materials, no tabbed section is needed if an item is not included.

- previous awards or honors received in recognition of graduate teaching excellence
- summaries of evaluation of teaching by students, peers, the department chair, or other appropriate parties
- student evaluation comments (if used, ALL comments from a selected course must be included rather than selected excerpts; if only excerpts are provided, they will not be considered; indicate at the front of the comments whether they are a complete set)
- letters from graduate students (please include date and indicate for each letter whether it was or was not solicited); letters must not be solicited from current students
- recent presentations and creative activities, publications, and research related to graduate teaching
- recent publications, research, and/or creative activities in primary graduate teaching field
- evidence of participation in activities to develop graduate course materials
- participation in or facilitation of a graduate teaching workshop or similar activity

### **Evaluation and Award Process**

The college dean will charge a faculty committee to evaluate the documentation submitted by the nominees and select the person to receive the Excellence in Graduate Teaching Award. If, in the judgment of the faculty committee, no award or nominee is merited, none need be made. Applications must be received by the college dean on or before **Monday, January 12, 2015**. Nominations and supporting documentation must meet the size specifications and provide the required materials. (Note: faculty members who are under consideration may not serve on the selection committee in any capacity.)

The faculty committee will select college-level awardees and submit the files of the college awardees to the College of Graduate Studies no later than 5:00 p.m. on **Monday, February 9, 2015**. All nominees will be notified of their selection status and the college awardee files will be forwarded to the Graduate Council to select the University Excellence in Graduate Teaching Award. Failure to deliver the file by February 9, 2015 will enable the faculty member to receive the college award but will preclude them from being considered for the university award. The College of Graduate Studies will inform all nominees of their selection status for the University Excellence in Graduate Teaching Award. All awards will be presented at the Founders' Day Honors Convocation in April 2015.

**Once the selection process is complete, the college and university committees will return the notebooks to the appropriate dean's or director's division to be returned to the nominees.**