



*Karen L. Smith Faculty Center for Teaching and Learning  
Classroom Building I, Room 207  
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**UNIVERSITY OF CENTRAL FLORIDA  
COLLEGE OF MEDICINE  
Scholarship of Teaching and Learning Awards Program  
2016-2017 Procedures**

(Approved by the Faculty Senate Steering Committee, September 8, 2016)

**Applications must be submitted to the Faculty Center for Teaching and Learning (FCTL),  
Classroom Building I, Room 207 no later than 5:00 p.m. on Wednesday, March 22, 2017.**

**I. Program Overview**

The Office of Academic Affairs provides the funding for these awards. For academic year 2016-2017, UCF will sponsor one (1) award for the Scholarship of Teaching and Learning (SoTL) for the College of Medicine. In any given academic year, if any former recipients of SoTL awards leave their employment at UCF, the award(s) will remain within the College of Medicine for “recycling” as **additional** SoTL awards for the following academic year.

**II. Funding**

Regardless of their contract length (9 months or 12 months), award recipients will receive a \$5,000 increase to their base salary retroactive to August 8, 2016, the start of the 2016-2017 contract.

**III. Faculty Eligibility Criteria**

A faculty member is considered “eligible” for the SoTL 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 that is equivalent to professor, associate professor, or assistant professor; or be on a full-time appointment as an instructor or a lecturer; or be on a multiyear non-tenure-track appointment. Faculty members on visiting (or similarly temporary) appointments and faculty members on less than full-time appointments are not eligible for these awards.
2. The faculty member must have at least four years of continuous service at UCF. Specifically, the faculty member must be employed at UCF **on or prior** to August 8, 2012.
3. No faculty member may receive the award more than **once every five years**. Previous award recipients who received a SoTL increase that became effective August 8, 2012, or later are not eligible for a SoTL award this year. Faculty members who received the award in 2011-2012 or earlier are eligible to apply for the 2016-2017 awards.

#### **IV. Award Criteria**

The criteria for evaluating applicants' portfolios include the following four major categories (to be applied as is appropriate for a specific discipline):

1. Value or impact of Scholarship of Teaching and Learning efforts both within the discipline and to the teaching and learning community (e.g., serving as an editor or a peer reviewer for a SoTL journal, presenting SoTL research results at professional conferences and other forums within and outside UCF).
2. Peer recognition of research and creative efforts in the same or related disciplines.
3. Publication of research and creative efforts in the same or related disciplines.
4. External grant and contract support for SoTL activities appropriate to the applicant's discipline.

#### **V. Application Materials and Required Sections of the 1-inch Portfolio**

1. Table of contents.
2. Nomination letter from the dean, director, chair, or a colleague written specifically in reference to this award. Self-nominations are also accepted. The letter should stress the nominee's achievements in dissemination of knowledge relating to the Scholarship of Teaching and Learning.
3. Statement of Scholarship of Teaching and Learning philosophy (250 words maximum, 12-point font).
4. Summary of the nominee's SoTL accomplishments during the award period (100 words maximum, 12-point type).
5. *Curriculum Vitae* with Scholarship of Teaching and Learning grants and research **highlighted**. Applicants may include brief annotations in the CV to help the committee understand why specific entries fit into the SoTL category. Applicants who have won the SoTL award in previous years should not highlight entries from the previous award period(s).
6. Narrative on the impact of the applicant's Scholarship of Teaching and Learning research describing research methodologies, teaching and assessment innovations, impacts on student learning, dissemination of results, and plans for further action (500 word maximum, 12-point font).
7. Appendices: Evidence of SoTL accomplishments, including copies of book covers and tables of contents, first two pages of articles or other publications, executive summaries of grants, or other appropriate materials and evidence of student learning from SoTL research. Student work samples or other evidence of student learning from a SoTL research study must be de-identified.

**VI. Evaluation and Award Process**

The award winners will be determined by a college-level committee consisting of at least three and no more than five tenured, tenure-earning, or multiyear elected faculty members and the executive director of the FCTL. All committee members shall be voting members for the purposes of these awards. Faculty candidates for the award are not eligible to serve on this committee. The executive director of the FCTL will convene the first meeting of the committee and the committee chair shall be elected at this first scheduled meeting of the committee. Awardees may be invited to submit an article for publication in UCF's *Faculty Focus*.

College of Medicine  
Scholarship of Teaching and Learning Awards  
2016-2017 Schedule

September 8, 2016	Faculty Senate Steering Committee completes its review of SoTL Award requirements for College of Medicine.
December 1, 2016	SoTL Award criteria distributed to College of Medicine faculty.
December 15, 2016	College of Medicine election of three to five SoTL Review and Selection Committee members. Names are to be sent to Melody Bowdon in the UCF Faculty Center for Teaching and Learning by December 15, 2016.
January 2017	SoTL Workshop may be scheduled for COM faculty upon request of Dean's Office.
<b>March 22, 2017</b>	<b>SoTL portfolios due to FCTL by 5:00 p.m.</b>
April 15, 2017	Committee's recommendation due to Academic Affairs.
April 22, 2017	Applicants receive notice of outcome.