



UNIVERSITY OF CENTRAL FLORIDA  
College of Medicine

University of Central Florida  
Awards for Excellence in Undergraduate Teaching  
2015 – 2016 Application  
**Application Due: Tuesday, January 19, 2016**

Welcome to the digital College of Medicine faculty excellence award nomination process! The digital system has been initiated at the college level in order to ensure accuracy of documentation and to expedite the committee review process at the college level. **Note:** The digital system is only applicable for nominations at UCF College of Medicine. **Should you be awarded the College of Medicine Award for Excellence in Undergraduate Teaching, the Faculty Development Team will prepare a hard copy of the application in the way prescribed in the University Program Announcement for submission to the appropriate university contact by the deadline of 5:00 PM, February 1, 2016. You will be given the opportunity to review the hardcopy submission before submittal. Alternatively you may prepare your hardcopy submission and give to the Faculty Development Team for submission. This will ensure that you can also be considered for the award at the University level.**

The checklist on the following page can be used to track your application progress. Once you have completed the application please save (suggested file name: *name\_EUT\_2015.pdf*) and e-mail the application to the administrator [Angela.Griffin@ucf.edu](mailto:Angela.Griffin@ucf.edu). The administrator will submit your application to the reviewing committee.

**Note:** You will find that you can enhance the efficiency of the application process by labeling your documents according to the file names listed next to the required document. Suggested file names will be provided later in the application as well. This way your rater can quickly identify the section the document is fulfilling.



## Required Materials:

### **Table of Contents** - *\*New required material\**

File Format: *name\_TOC.doc or name\_TOC.pdf*

**Nomination Letter** from department chair or school director, a colleague, or the nominee (if self-nominated) written in support of candidate's application, addressing the award criteria and highlighting how the nominee excels within her or his department or school context

File Format: *name\_nomination.doc or name\_nomination.pdf*

### **Curriculum Vita**

File Format: *name\_CV.doc or name\_CV.pdf*

Statement of **Teaching Philosophy** (500 words maximum, 12 point font)

File Format: *name\_philosophy.doc or name\_philosophy.pdf*

List of **Courses** taught in the past three years or, for those who have been at UCF for fewer than three years, a list of courses taught since the nominee was appointed to UCF

File Format: *name\_courses.doc or name\_courses.pdf*

Table listing **Enrollment and Grade Distribution** for each class taught in the past three years (or two years for those who are applying in their third year at UCF)

File Format: *name\_grades.doc or name\_grades.pdf*

**Evidence of Participation in Activities** to develop course materials and/or learn new teaching techniques

File Format: *name\_development.doc or name\_development.pdf*

**Summaries of Evaluation of Teaching** by students, peers, department chair, and other appropriate parties (if student evaluation comments are used, all comments from a selected course must be included rather than selected excerpts)

File Format: *name\_evals.doc or name\_evals.pdf*

**Examples of Teaching Strategies and Materials** used to challenge students to achieve excellence and expand their intellectual horizons

File Format: *name\_strategies.doc or name\_strategies.pdf*

**Evidence of Student Learning**, for example:

- Descriptions or examples of challenging assignments (with learning objectives)
- Examples of student materials submitted to receive grades in the course (preferably three or more students or assignments; remove identifying information to preserve student anonymity)

File Format: applicant's choice, be sure that the file is in a word document or PDF



**Optional Materials:**

**Philosophy of Teaching with technology** statement

File Format: *name\_tech.doc* or *name\_tech.pdf*

List and/or samples of recent **Presentations and Creative Activities, Publications, and Research** related to the teaching enterprise

File Format: *name\_list.doc* or *name\_list.pdf*

List and/or samples of recent **Publications, Research and/or Creative Activities** in primary teaching field

File Format: *name\_primary.doc* or *name\_primary.pdf*

List of **Awards or Honors** received in recognition of teaching excellence

File Format: *name\_awards.doc* or *name\_awards.pdf*

Evidence of **Ability to Perform Effectively in a Variety of Teaching Circumstances** including with student of diverse backgrounds and abilities

File Format: *name\_diversity.doc* or *name\_diversity.pdf*

**Additional Pertinent Documentation** including unsolicited materials (all letters must have been written during the last two academic years, 2013-14, and 2014-15)

File Format: *name\_PD.doc* or *name\_PD.pdf*

Signature

Date



**Instructions for attaching documents:**

1. Click on the paperclip under the comments tab.  
\*If you have Adobe Acrobat 9 you will need to locate the Comments menu at the top of the screen, select “*Comment and Markup Tools*”, select “*Attach a file as a comment*”.
2. Click in the box that reads, “*Place document attachments here*”
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