

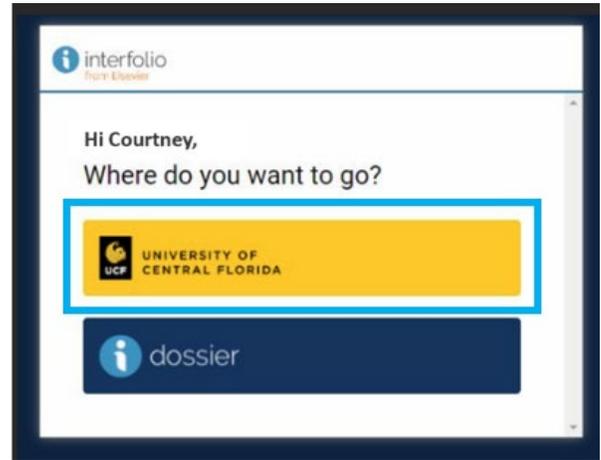


Committee Review - [Interfolio](#)

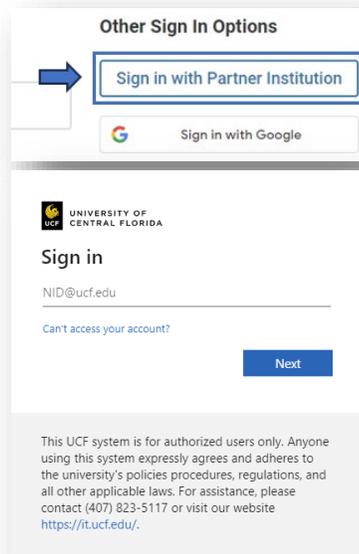
LOGIN TO INTERFOLIO

You can access Interfolio one of two ways:

1. Follow the link you receive in your initial email notification, select University of Central Florida, then enter your NID@ucf.edu and password.



2. Go to Interfolio.com, select “Login,” select “Sign in with Partner Institution,” enter “University of Central Florida,” then enter your NID@ucf.edu and password.



Within “My Tasks,” you will find cases requiring your attention.

Please contact FacultyExcellence@ucf.edu for additional assistance.



Step 1: Select the Name of the first case you want to review.

Title	Due Date
Step 1	
Knightro Gordon	
College of Business Administration Other Award: 2023-24 Excellence in Undergraduate Teaching CBA- In-Unit	
Nitrous Oxide	
College of Sciences Other Award: 2023-24 Excellence in Undergraduate Teaching COS - In-Unit	

Step 2: To review the case, select “Read Case.”

University of Central Florida > Cases >

Abigail Test-Nitrous

Send Case ▾ Case Options ▾

Unit
University of Central Florida

Template
Award: 2023-24 Excellence in Undergraduate Teaching ORIGINAL - In-Unit

Status
● TRAINING CASE change

Case Materials Case Details

Search case materials by title

Step 2

Read Case

Expand All Collapse All Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Excellence in Undergraduate Teaching Application **Locked** **Unlock**

Teaching Impact (previous three years) 1 required **Add File**

Title	Details	Actions
<input type="checkbox"/> Teaching Impact 2023	Submitted by Abigail Test-Nitrous Oct 13, 2023	Edit

Step 3: After reading the case packet, the **Committee Manager** is required to complete the following:

1. *Committee Recommendation:*
 - Not Recommended for Award
 - Recommended for Award

Please contact FacultyExcellence@ucf.edu for additional assistance.



Committee Recommendation *

The Committee Manager is required to enter the recommendation of the committee.

Not Recommended for Award

Recommended for Award

2. *Committee Narrative*

Applicants not recommended for the award appreciate committee feedback on how they can make applications stronger in the future.

Committee Narrative *

Please provide a brief narrative of evaluation. Applicants not recommended for the award appreciate committee feedback on how to improve future applications. Information provided in this section may be used in a letter provided to applicants.

0 / 8000 characters

3. *Provide the names of those who participated in the decision.*

Committee Attendance *

The committee manager is responsible for entering the names of those who participated in the decision.

0 / 8000 characters

4. *Upload the ranked list of applicants deemed worthy of the award in the Required Documents section.*

Please contact FacultyExcellence@ucf.edu for additional assistance.



Add Required Document

Teaching Incentive Program (TIP) Ranked List

Upload the Teaching Incentive Program (TIP) ranked list of applicants deemed merit the award. The list should rank those deemed worthy of receiving the award. Those not deemed worthy, do not need to be ranked. Please see Collective Bargaining Agreement Article 23.5 for ranking directions.

Step 4: Send Case forward to next step in the review process. Uncheck the box next to “Send a message to the reviewers gaining access.”

University of Central Florida > Cases >

Abigail Test-Nitrous Step 4 **Send Case** Case Options

Unit University of Central Florida	Template Award: 2023-24 Excellence in Undergraduate Teaching ORIGINAL – In-Unit	Status ● TRAINING CASE change
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Send Case Forward



Great job! You’re sending the case forward to the next step, Faculty Excellence Review . The following reviewers will lose access to the case:

Award: 2023-24 Excellence in Instructional Design | 3 members

The following reviewers will gain access to the case:

Admin: Faculty Excellence | 4 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

This completes the Award Committee Review Process.