

COS TIP Workshop

2/2/18

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Agenda

- General TIP Information
- Application Contents
- Tips on TIPS
 - General Advice
 - Committee Trends
- System Navigation
- Q & A

General TIP Information

- Teaching Incentive Program
 - Recognizes teaching productivity and excellence
- Resources:
 - UCF Faculty Excellence website: (schedule, application contents, etc.)
 - <https://facultyexcellence.ucf.edu/recognition/teaching-incentive-program-tip-2/>
 - COS Faculty Affairs website: (past workshop slideshows, past winners, etc.)
 - <https://sciences.ucf.edu/facultyaffairs/awards/teaching-incentive-program/>
- For 2017-18 COS may award up to 15 TIP awards
- Approximately 50 people have stated intent to apply
- Electronic application system open 2/2
- Application deadline 2/16, 11:59pm
- You must inform Zack that you intend to apply

Application Contents

http://facultyexcellence.ucf.edu/files/2017/12/TIP-System-Documentation-2017-18_rev-12-20-17.pdf

- More concise application than in previous years
- **Application Sections: Text Boxes**
 - **Teaching and Learning Philosophy Statement:** (500 words)
 - Text box with highest word count. It may be the best place utilize space
 - Your philosophies, how you implement them, effectiveness/impact
 - **Summary of Instructional Activities:** (300 words)
 - Talk about activities and why they are important
 - **Impact of Instruction, Including Evidence of Student Learning:** (300 words)
 - Demonstrate impact

The three text boxes are probably the most important part of the application. They are the first thing that the committee members will read. Provide what is expected in each box but also use them to make your case.

Application (2)

- **Application Sections: Attachments**
 - **Current Curriculum Vitae**
 - Tailor your CV for the award
 - This is the one section that doesn't have any restrictions
 - **Annual Assignments**
 - AA-46 form (FTE in research, teaching, service)
 - Single PDF, last 4 years in descending order (2016-17 through 2013-14)
 - Include cover page with summary table and any needed explanation
 - Some units provide an AA-46 every semester some do it once per year
 - Ask your department HR person if you need copies
 - **Annual Evaluations**
 - AA-17 form (yearly chair eval. Rating teaching, research, service)
 - Same instructions as above for annual assignments
 - Include the whole document. You do not need to redact anything

Application (3)

- **Application Sections: Attachments**
 - **Course Assignments**
 - List of all courses taught 2016-17 through 2013-14
 - Can access through Pegasus Mine Portal (Faculty Courses or TIP Report)
 - May want to make your own table (perhaps also include official printout)
 - **Student Evaluations (SPIs)**
 - Include 1-2 page summary with table and any needed explanation
 - Single PDF, summaries of each course last 4 years in descending order (2016-17 through 2013-14)
 - Comments optional, but if you want to include comments for a course include all comments for that course.
 - Ask your department HR person if you need copies

Application (4)

- **Application Sections: Attachments**

- **Supporting Materials (Max 3 attachments)**

- Examples should be from the last 4 years
- Should provide evidence for things you have stated in the application
- Examples (syllabi, teaching tools, documentation of awards/recognition, evidence of student learning/gains, etc.)
- Can combine like items and include as a single attachment (strategically)
- Can include a cover page explaining what is in the attachment and its importance
- For longer documents utilize bookmarks, table of contents, links, etc.

Tips on TIPS

General Advice

- Follow the guidelines/criteria
- Put yourself in the committee members' shoes
- What sets you apart? Find your niche. Focus on strengths/advantages
- Contextualization/Presentation
 - Clear, concise, organized, readable / convenient visuals / provide explanation
- Cross discipline appeal/understanding
- What have you done to improve student learning/teaching
- Provide evidence
- Learn from not winning / use feedback
- Project your enthusiasm for teaching
- Tailor your CV for the award
- Utilize colleagues – 2nd set of eyes / past winners / former committee members
- Always be thinking about it – Keep a file update it continuously

Positive Committee Feedback

- Articulate, organized, detailed (80)
 - Commitment to teaching (78)
 - Effort to improve (self/others) (implementation/Impact) (66)
 - Mentoring, advising, leadership (student/faculty) (57)
 - Development (course, curriculum, textbooks, grants, training materials) (41)
 - Innovative teaching techniques (28)
 - Publishing, presenting with students (22)
 - Excellent SPIs (scores, comments, context, improvement) (18)
 - Involving students in field work, research, travel, study abroad (16)
 - Outreach & work with students outside the classroom (14)
 - Excellent comments from others (chair evals, SPIs, letters of support) (13)
 - Recognition, awards (own or student) (13)
 - Consistent excellence in large/difficult/diverse courses (10)
 - Strong abstracts (8)
- *Numbers in parenthesis indicate how many times the topic was mentioned among feedback of folders in the past 5 cycles. (2012-13 - 2016-17)

Constructive Feedback

- Contextualization of evals or grade dist. (63)
- Effort to improve (self/others) (implementation/impact) (52)
- Clearer abstract / evidence of accomplishments / exceptionality (44)
- Organization, clarity, presentation (38)
- Explanation of activities, roles, results (35)
- Demonstration of mentoring/advising activities (14)
- Course materials (greater examples, more info) (14)
- Focus on or make clearer years of award period (13)
- Adhere to dossier criteria/guidelines (11)
- Evals- SPI and Chair (low scores, inconsistency, concerning comments) (10)
- Activities/efforts outside of classroom (more, better demonstration) (8)
- Excess materials in folder (6)
- Mark items solicited or unsolicited (3)

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Walkthrough of Electronic System

Applicant Training Manual

http://facultyexcellence.ucf.edu/files/2018/01/TIP_Candidate_Training-Manual-REV-01-03-18-.pdf

Questions?

