

August 26, 1998 □ To: □ College Deans □

From: Elizabeth D. Capaldi, Provost □

Subject: Implementation of the 1998-99 Teaching Incentive Program and Professorial Excellence Program □

The 1998 legislature appropriated to the State University System \$2,100,000 for the Teaching Incentive Program (TIP) and \$2,100,000 for the Professorial Excellence Program (PEP). Each program provides award recipients with a \$5,000 increase in their base salary rate, whether on a nine- or twelve-month appointment, retroactive to the beginning of the recipients' 1998-99 employment contract. □

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Teaching Incentive Program (TIP) □

The Board of Regents allocated 74 TIP awards to the University of Florida and we have internally allocated 45 awards from previous UF recipients who are no longer at the University. We used the same method of allocation to colleges as used in the previous years of the program, using 1997-98 data to produce the following table that distributes awards to colleges. This method evenly balances total undergraduate and graduate classroom credit hours taught and total number of classes of thirty students or less. No college is required to participate, and if one of the colleges chooses not to participate for whatever reason, their awards will be distributed to the remaining colleges using the same methodology. □

Eligibility □

Full-time nine- and twelve-month employees who are appointed to ranks which are equivalent to professor, associate professor, or assistant professor, and instructors and lecturers are eligible for these awards. Eligible employees must have a continuing commitment to, and emphasis on, classroom instruction, and have demonstrated substantial teaching commitment during the past three academic years (1995-96 to 1997-98). The definition of substantial commitment may vary; however, in general it shall be based on an employee's assignment in classroom and/or laboratory instruction. Award recipients must have demonstrated teaching productivity when data are summed over the last six academic semesters (fall/spring) for nine-month employees or last nine semesters (summer/fall/spring) for 12-month employees that equals or exceeds college/school/department medians. No employee may be selected for a TIP award more than once every four years. A list of employees eligible to apply for a TIP award this year in your college is enclosed. Up to 20% of the awards in the University may be granted to faculty members whose teaching was solely at the graduate level. □

College	Undergraduate & Graduate Student Credit Hours	Fixed Credit undergraduate & Graduate Sections <30	Number of TIP Awards
Architecture	33,953	343	4
Business Administration	140,545	152	9
Dentistry	7,560	25	1
Education	48,883	427	5
Engineering	90,093	1,245	14
Fine Arts	39,552	671	7
Health & Human Perf.	55,385	226	5
Health Professions	10,812	85	1
Journalism	33,395	287	4
Law	26,927	88	2
Liberal Arts & Sciences	420,644	3,340	50
Medicine	16,866	96	2
Nursing	12,466	112	1
Pharmacy	15,852	194	2
Veterinary Medicine	7,826	71	1
IFAS	62,519	569	7
Total	1,023,258	7,931	119

In addition to productivity criteria for eligibility, measures of instructional quality must be considered. The Teaching Improvement Committee Report, the Teaching Improvement Pilot Project 1994 report, and the 1993 report on Teaching Portfolios identify a variety of mechanisms for assessing quality instruction including but not limited to student evaluations of teaching, peer-review, external reviews, alumni surveys and the like. Not everything is required or appropriate in every context, but at a minimum, a department's or college's portfolio system must include at least student evaluations and some form of peer review of teaching. The assessment of instructional quality may also include faculty contributions toward acquiring and maintaining national accreditation of programs and for delivering quality programs. Faculty should be involved in the selection of TIP recipients. Deans should inform eligible employees of the criteria and procedures for selection, including the schedule for completing the TIP process.

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Professorial Excellence Program (PEP)

The University of Florida was allocated 123 PEP awards. We have allocated PEP awards to colleges proportional to the number of eligible faculty members, producing the allocation to colleges shown in the table below.

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Agriculture	32
Architecture	2
Business Administration	4
Dentistry	2
Education	5
Engineering	11
Fine Arts	2
FMNH	2
Health and Human Performance	1
Health Professions	2
Journalism and Communications	2
Law	4
Libraries	1
Liberal Arts and Sciences	28
Medicine	19
Pharmacy	2
Vet Med (Includes IFAS)	3
	120

We have also allocated three awards for a University-wide pool. College Deans and Directors of any unit containing eligible faculty can forward nominees for the university awards to the Provost. The Academic Personnel Committee will recommend to the provost recipients for the university-wide PEP awards. Faculty members cannot receive both a university-level and college level PEP award. Colleges will be notified of the University level PEP awards in sufficient time for unsuccessful nominees to be included in the college consideration. Eligibility

Full-time nine- and twelve-month employees who have seven or more years of State University System service at the rank of Professor or equivalent are eligible. The University records do not tell us accurately if someone has been in the SUS as a Full Professor seven years because years of service at another university do not show in our files. Please let your faculty know that seven years of SUS service in rank is the eligibility criterion so they can let us know if they have years in service at their current rank at another SUS institution that makes them eligible. No employee may receive a PEP award more than once every seven years. A list of faculty members in your college who are eligible to apply for a PEP award is attached.

Criteria

Individual awards are to be based on the employee's accomplishments and continuing productivity since promotion to the rank of Professor. Evidence of sustained excellence and high merit in scholarship or creative achievement, teaching, service and extension since the last promotion is required for a recommendation for these increases. There must be a demonstration of additional merit and distinction beyond the performance on which advancement to the rank of professor was based. Mere length of service and continued good performance are not sufficient justification for this increase. Eligible employees who wish to be considered for an increase shall submit a request for consideration including a portfolio/file detailing their accomplishments since being granted promotion to professor.

Procedures

Recommendations for these awards shall be reviewed consistent with the manner in which recommendations for promotion are made in each of the colleges. The form that is used to submit nominations for tenure and promotion should be used to submit nominations to the dean except no departmental vote or chair's letter are required. Outside letters can be required at the college's discretion. There will be no university-wide committee for awards allocated to the colleges but a college-wide committee is required. This committee will recommend to the dean of the college faculty to receive awards.

If a college so desires, a single committee can be used for selection of TIP and PEP awardees.

TIMETABLE

August 31- Guidelines and lists of eligible faculty provided to the deans

September 14- Each college submits the committee structure and procedures to be followed for TIP and PEP award nominations in the college to the Provost. Copies of memos informing eligible faculty of criteria, procedures, and schedule for completing the TIP and PEP process are sent to the Provost.

November 1 -Nominees from deans for university-wide PEP awards due to Provost. Notification of the three individuals receiving these awards returned to deans by November 18.

December 4 -Deans make recommendations to provost and president for both TIP and PEP awards

December 9- President and Provost announce results.

cc:John V. Lombardi, President

Kenneth I. Berns, Interim Vice President

Joseph C. Joyce, Interim Vice President