



APPLICATION FOR FACULTY MERIT-CREDIT Academic Year 2018-2019

Summary of Instructions

All applications should be addressed to the Faculty Merit-Credit Committee and must be received in the Office of Academic Affairs, ADM 228, no later than 5:00 p.m., Monday, March 25, 2019. Applications received after that time will not be accepted.

Check List of Items to Include:

All items in binder or folder with clips, clearly identified with applicant's name. Written items should be in 12 point font with 1" margins.

- Application Form
- Letter to committee (two page maximum)
 - Include the importance of the award to you and your justification for applying
 - Describe the impact that your meritorious work has had on constituencies (e.g., UCO - including students, faculty, departments, colleges, committees – and/or professional organizations, communities)
 - Please describe your teaching load between the Fall 2016 and Spring 2018 semesters, including whether or not you were granted any reassignment time and, if so, the amount and purpose.
- Description of how Merit-Credits will be used, including expected impact on constituencies (e.g., student, UCO, OKC metro, professional networks, national and/or international communities) (one page maximum)
- Philosophy Statement for category of application (two page maximum)
- Narrative for all checked items in the category of application (four page maximum)
- Supporting materials to document checked items. (August 1, 2016 through July 31, 2018). Arrange in reverse chronological order.

Note: All required items must be included. Incomplete applications will NOT be considered.

Eligibility

- Faculty may submit an application in only **one** category.
- If you received a Faculty Merit-Credit award last year, you are not eligible for an award this year *in the same category*. You may, however, apply in one of the other categories Merit-Credit will not be awarded twice for essentially the same specific activity.

Formatting

- All items should be in a binder or folder with clips, with the applicant's name clearly identified.
- Handwritten applications will not be considered.

- Written items should be in 12 point font with 1” margins.
- Only supporting materials that are evidence of achievement at UCO during the period of August 1, 2016 through July 31, 2018 may be submitted.

Application Form

Name: _____ Department: _____

Campus Extension: _____ E-mail: _____

Specific Activity Application is Based Upon: Check the category of application and all activities that apply within that category.

Teaching activities

Development of new or innovative programs, courses or workshops

Special recognition for teaching

Additional, uncompensated teaching loads

Guest lectures, in area(s) of expertise, to UCO classes

Initiatives to support transformative learning through teaching and learning

Other(s)

Research/Creative/Scholarly Activities

Published manuscripts

Creative activities

Presentations (oral or poster)

Internal/external funding

Initiatives to support transformative learning through RCSA activities or Scholarship of Teaching and Learning (SOTL grants)

Other(s)

Service Activities

Guest seminars, within the discipline and consistent with the University mission, to other institutions or organizations (remunerated consultation is not an eligible service activity)

Special recognition for service (related to expertise)

Sponsorship of student organization(s)

Leadership roles in professional organization(s)

Initiatives to support transformative learning through service learning

Other(s)

Applicant Authentication

I understand that the following apply:

- My award, if approved, must be based on performance or achievement at UCO during the period fall semester SY XX-XX through the summer term, SY XX-XX (e.g., August 1, 2016 through July 31, 2018).
- Items purchased with Faculty Merit-Credit must directly support the teaching, scholarly/creative activities, or service activities.
- Credits are not a salary bonus or merit pay; purchased items become the property of UCO and purchases are subject to audit.
- If Merit-Credit is awarded it is my responsibility to follow established guidelines to spend any of the award. Monies not spent by May 15, 2019 will be forfeited unless permission is otherwise obtained by the Office of Academic Affairs.
- If Merit-Credit is not awarded, I may re-submit no earlier than the next academic year, in either the original or a different application area.
- The decision of the Faculty Merit-Credit Committee is final. The Committee discussions are confidential. No written or verbal feedback is provided to applicants due to the inability to provide a blind-review of the materials.

Applicant's Signature

Date