



DOSSIER CONTENTS – ASSISTANT AND ASSOCIATE PROFESSORS

IMPORTANT:

- *File size maximum for each uploaded attachment is 40 MB.*
- *No changes are allowed once the dossier is submitted. Additions to dossier are allowed at any time up until provost review.*

CANDIDATE INFORMATION

Within the promotion and tenure system, the candidate completes the required fields, indicated by an asterisk (*), on the candidate information page. Each candidate selects the application type: “promotion & tenure,” “promotion only,” or “tenure only.”

Within the promotion and tenure system, the candidate also electronically certifies the accuracy of reported publications, contracts, and grants.

DOSSIER ATTACHMENTS

1. Impact Statement

Include a one-page summary that highlights your major accomplishments and summarizes your future research and creative activities, teaching, and service plans. You may bullet, bold, italicize, and highlight statements within the summary. The summary should provide a complete overview of your work since joining UCF. When possible, relate this work to the university’s strategic plan ([Collective Impact](#)). Please make sure your statement is clear and concise for reviewers.

2. Curriculum Vitae

Include your ***most current vita as of the day you submit your dossier***. This will be an updated vita relative to the one that was submitted to external reviewers and which is uploaded in step 3. The vita should be thorough but concise, organized, and complete. Throughout the CV, please spell out acronyms prior to their use. *Candidates are encouraged to work with their department chair, director, or unit head on crafting their CV.* While there is no one template or model for crafting a CV, the types of information that may be important to consider including in your CV are the following:

- **Educational background.**
- **Employment history.**



- **Honors and awards.**
 - Separate internal awards and honors (i.e., awarded from UCF, such as incentive and excellence awards) from external awards and honors (e.g., received from professional associations).
 - For external awards, provide brief details to assist the reviewer in understanding the significance of the honor (e.g., *“Selection for this award is based on level of research productivity, quality of contributions, and sustained performance over a three-year period. One recipient, from a membership base of 10,000 scholars, is selected each year”*)
- **Research and creative activity.**
 - Publications.
 - Present in accepted bibliographic style of your academic discipline.
 - Publications should be organized by category of work (e.g., refereed publications, non-refereed publications, books, proceedings, reviews, notes, letters), then sorted by date of publication beginning with the most recent work.
 - List refereed or peer-reviewed publications separately from non-refereed publications.
 - Include a statement to assist reviewers in understanding the sequence of contributor’s names in research and creative works that include multiple authors. For example, *“First author and/or corresponding author indicate greatest importance of contribution. Subsequent authors are based on level of contribution with second author providing a higher level of contribution than the third author.”*
 - Specify work that is accepted and in press, with estimated date of publication. Denote student authors by asterisk, underline, or some other differentiation.
 - Awarded contracts and grants.
 - Include source of grant, your role (e.g., PI, Co-PI, senior personnel), your percentage of credit (not IDC) assigned within UCF, funded amount of the grant or contract, and timeframe of funding distribution.
 - Presentations.
 - Separate presentations by type (e.g., invited, international, national, regional, state).
 - Other research and creative activity as appropriate.
- **Teaching activity.**
 - List of courses taught and additional information that make help in contextualizing your instructional activity (e.g., formats taught—online, hybrid, face-to-face).
 - Theses and dissertations directed.
 - Other teaching and instructional activity as appropriate.
- **Service activity.**
 - Professional, university, and community service (including relevant service to public schools).
- **Other information as applicable to your discipline.**



3. Curriculum Vitae Sent to External Reviewers

Include the curriculum vitae that was sent to external reviewers. Watermarks or footnote (“Outside Review”) indicating such are recommended.

4. College Guidelines (where applicable)

5. Department Guidelines (where applicable)

6. Annual Assignments

Upload a single PDF of the past five years (or since arriving at UCF, if less than five years) of your UCF annual assignments in chronologically descending order (i.e., most recent assignment first). **Faculty who are applying in the 2017-2018 cycle should include annual assignments from 2016-17, 2015-16, 2014-15, 2013-14, and 2012-13, in that order.**

The first page of this file should include a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., research, teaching, service). *See appendix for example.*

7. Annual Evaluations

Upload a single PDF of the past five years, (or since arriving at UCF, if less than five years) of your UCF annual evaluations in chronologically descending order (i.e., most recent evaluation first). **Faculty who are applying in the 2017-2018 cycle should include annual evaluations from 2016-17, 2015-16, 2014-15, 2013-14, and 2012-13, in that order.**

The first page of this file should include a table that provides, by year, the overall ranking (e.g., outstanding, above satisfactory, etc.) for all categories for which you were ranked (e.g., research, teaching, service). *See appendix for example.*

8. Cumulative Progress Evaluations (required for faculty seeking tenure; optional for associate professors seeking promotion)

Upload a single PDF that includes all of your cumulative progress evaluations in chronologically descending order (i.e., most recent assignment first). The first page of this file should be a table that provides, by evaluation period, the overall rating (e.g., above expectation, at expectation, or below expectation) for all raters (e.g., department, department chair, dean). *See appendix for example.*



9. Research Funding Reports

Upload a single PDF to include all of the following, as applicable:

- Office of Research and Commercialization (ORC) funding report, if applicable. This report should include all active grants and/or contracts *while in current rank*. (See appendix for instructions on running this report.)
- If you have received external funding not routed through ORC, please document each grant.
- If you have received in-house funding, please document each grant.

If none of the above are applicable, please upload a blank page.

10. External Reviewers' Letters and Credentials

Upload a single PDF that includes all external reviewer letters and a short summary of the qualifications of each reviewer. For each summary, specify who prepared the summary and/or the source (e.g., provided by the reviewer, copied from the reviewer's public information online, or written by the candidate based on online [e.g., vita] or other information).

11. Research & Creative Activities Summary and Evidence

Include a two to three page summary of your research and creative activities. In addition to the summary, please include the following supporting materials:

- Research accomplishments.
- Future research plans.
- All other information you deem relevant (e.g., evidence to support research and creative activities).
- If you include citation numbers and other impact metrics, include and provide brief rationale for their sources.

Note: It is not necessary to upload an entire book, article, audio or video recording. You may link to an external source to support your activities (e.g., SoundCloud, YouTube, Vimeo).

The research and creative activities section should be uploaded as one single PDF and may not exceed the 40 MB file size limit.



12. Teaching Activities Summary and Evidence

Include a one to two page summary of your teaching philosophy and instructional activities. In addition to the summary, include the following.

- Last five years of student evaluation summaries at UCF (i.e., student perceptions of instruction, SPI), in chronologically descending order (i.e., most recent year first). **Faculty who are applying in the 2017-2018 cycle should include annual evaluations from 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.** Should comment pages from students evaluations be included, you must include all comment pages.
- All other information you deem relevant (e.g., evidence of student learning and other evidence to support teaching activities).

The teaching section must be uploaded as one single PDF.

13. Service Activities Summary and Evidence

Include a one to two page summary of your service activities. Include, in particular, service that indicates recognition or reputation. In addition to the summary, include the following:

- All other information you deem relevant (e.g., evidence to support service activities).

The service activities section must be uploaded as one single PDF.

14. Other Assigned Duties

Upload a single pdf that includes other assigned duties and applicable supporting materials/evidence.

15. Additions to Dossier

Use this section to upload a single PDF of each new accomplishment that happens *after* the dossier has been submitted (e.g., new awards, publications, recent professional recognition). Additions can be submitted until the Provost and Executive Vice President makes the final decision.

16. Other

Use this section to upload a single PDF of information unrelated to sections 1 (Impact Statement) through 15 (Additions to Dossier).



Annual Assignments Summary

Semester & Year	% FTE ASSIGNMENT			
	Research	Teaching	Service	Other



Annual Evaluations Summary

Evaluation Period	RATING			Overall Rating
	Research	Teaching	Service	



Cumulative Progress Evaluation Summary

Evaluation Period	Rating		
	Committee	Dept. Chair/Unit Head	Dean



UNIVERSITY OF CENTRAL FLORIDA

RESEARCH & COMMERCIALIZATION

How to Run Award Reports

The following web application is used to generate research individual reports as well as reports for the colleges/centers and departments at the University of Central Florida. **Note: Candidates will generate only the individual award reports.**

AURORA (A University Resources Online Reporting Application)

<https://reports.research.ucf.edu/>

To log into AURORA you will use your NID and NID password (Single Sign-On credentials)

To run Department award reports (applicable to department chairs/directors):

1. Click on the Department Tab in AURORA.
2. Click on the 'Awards' link in the 'ORC Authorized Reports' section.
3. Select the college and corresponding department.
4. Choose the Fiscal Year radio button. Use the dropdown arrow to select the year.
5. Choose excel or PDF.
6. Finally, click generate report.

To run Individual award reports (applicable to candidates):

1. Click on the Individual Tab in AURORA.
2. Click on the 'Awards' link in the 'ORC Authorized Reports' section.
3. Type in the name of the researcher.
4. Choose the Fiscal Year radio button. Use the dropdown arrow to select the year.
5. Choose excel or PDF.
6. Finally, click generate report.

*The award reports are shown with credit split.

Please contact Jason Kuhns for any questions or concerns at Jason.Kuhns@ucf.edu