



Dossier Contents

Instructors, Lecturers, Librarians, and Instructional Designers

Important:

- File size maximum for each upload is 40 MB.
- No changes are allowed once the dossier is submitted. Additions to dossier are allowed at any time up until vice provost of teaching and learning review.

Candidate Information

Within the electronic promotion and tenure system, the candidate completes the required fields, indicated by an asterisk (*), on the candidate information page. The candidate selects the application type: "Promotion only". Then, the candidate will electronically certify the accuracy of reported publications, contracts, and grants.

Dossier Attachments

Attachment 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.

Attachment 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 (if applicable)**
 - 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.**

Attachment 3: College Criteria (If Available)

Attachment 4: Department Criteria (If Available)

Attachment 5: 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*.

Attachment 6: 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., teaching, service, professional development). See *appendix for example*.

Attachment 7: Philosophy of Teaching Summary

Include a summary of your teaching philosophy.

Attachment 8: Classes Taught

Include a summary of classes taught in the last five years.

Attachment 9: Student Perception of Instruction Reports

Include Student Perception of Instruction reports for the last five years.

Attachment 10: Evidence of Innovation in Teaching and Learning

Upload a single PDF summary of your teaching and learning innovations, along with any relevant materials.

Attachment 11: Evidence of Service

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

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

Attachment 12: Evidence of Professional Development

Include a summary of your professional development for the last five years, along with any relevant materials.

Attachment 13: Evidence Related to Performance of Other Assigned Duties (If Applicable)

Include a summary statement, if applicable.

Attachment 14: Evidence of Research/Scholarship of Teaching and Learning (If Applicable)

Include a summary of your research/scholarship accomplishments, if applicable.

Attachment 15: Teaching and Learning Grants (If Applicable)

Include a summary of your grant activity, if applicable.

Attachment 16: Summary Statement of Advising and Mentoring (If Applicable)

Include a summary statement of your advising and mentoring activities for the last five years, if applicable.

Attachment 17: 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, etc.). Additions can be submitted until the Provost and Executive Vice President (or designee) makes the final decision.

Attachment 18: Other

Use this section to upload a single PDF of information unrelated to attachments 1 (*Summary Statement*) through 17 (*Additions to Dossier*).

