



Promotion and Tenure Dossier Requirements Assistant Professors and Associate Professors

Please Read:

- *You will receive login information when your case is available in Interfolio.*
- *Please do not use Adobe Portfolio.*
- **Interfolio – P&T Dossier Preparation** directions are available at the Faculty Excellence Promotion [webpage](#).
- Documents containing digital signatures, must be printed to PDF then saved individually for upload (please see [APPENDIX A](#) for directions). Please note that “Printing to PDF” is different from saving a document to PDF.
- All PDFs should have the same title as the required document material name below.
- No changes can be made to original materials once the dossier is submitted.
- Required documents are indicated by “required.”
 - In instances when multiple supporting documents can be uploaded for a requirement, “1+ Required” or “1+ Optional” will be displayed at the end of the name of the requirement.



DOSSIER MATERIALS TO UPLOAD

MATERIALS FOR EXTERNAL REVIEWERS

- A. CURRICULUM VITAE (CV) FOR EXTERNAL REVIEWERS - REQUIRED
- B. EXAMPLES OF RESEARCH/CREATIVE ACTIVITIES FOR EXTERNAL REVIEWERS –
1+REQUIRED
- C. COLLEGE CRITERIA - REQUIRED

If you do not have college criteria, please upload a blank page indicating “N/A.”

Approved criteria only.

Criteria are available [here](#).

- D. DEPARTMENT/SCHOOL CRITERIA - REQUIRED

Approved criteria only.

Criteria are available [here](#).

- E. OTHER (Optional)

Other materials required by your college.

FORM – FE: P&T – WAIVER OF RIGHT TO VIEW LETTERS FROM EXTERNAL REVIEWERS - REQUIRED

Do you waive your right to view external review letters?

- Yes - I waive my right to view external review letters.
- No - I want to view external review letters.



DOSSIER CONTENTS

1. IMPACT STATEMENT - REQUIRED

Upload a one-page summary that highlights the *impact* of your major accomplishments and summarizes your teaching, research and creative activities, service, and administrative assignments (if applicable). The summary should provide an overview of the most significant aspects of your work since joining UCF (include current and future impact). Relate the work to the mission of the department, college, and university.

Note:

- **Use one-inch margins and at least 11-point font.**
- If hired with tenure-credit, include number of years credited.
- Please provide clear and concise statements.

2. CURRICULUM VITAE (CV) - REQUIRED

Upload your current CV on the day you submit your dossier, which may have additional items since sending to external reviewers. The CV should be thorough, concise, organized, complete and accurate. Please spell out acronyms prior to their use.

3. ANNUAL ASSIGNMENTS – 1+REQUIRED

Tenure-earning faculty: Upload all annual assignments received while in a tenure-earning position. If hired with tenure credit, please include annual assignments from the previous institution for the credited years.

All other faculty: Upload annual assignments for the last five years.

Upload each assignment individually with the following naming convention:

Academic Year-Academic Year or semester, Assignment, Last Name, First Name (e.g., 2023-24, Assignment, Knight, Alex, or Fall 2023, Assignment, Knight, Alex,)

Annual assignments with digital signatures, must be printed to PDF then saved individually for upload (please see [APPENDIX A](#) for directions).



4. ANNUAL EVALUATION TABLE - REQUIRED

Upload a summary table of overall rating (e.g., outstanding, above satisfactory) in each area of assignment (example table in [APPENDIX B](#)).

5. ANNUAL EVALUATIONS - 1+REQUIRED

Complete, signed, final annual evaluation.

Tenure-earning faculty: Upload all annual evaluations received while in a tenure-earning position. If hired with tenure credit, please include annual evaluations received from the previous institution for the credited years.

All other faculty: Upload all annual evaluations received for the last five years.

Upload each evaluation individually with the following naming convention:

Academic Year - Academic Year, AA, Last Name, First Name (e.g., 2023-24, Annual Evaluation, Knight, Alex)

Annual evaluations with digital signatures, must be printed to PDF then saved individually for upload (please see [APPENDIX A](#) for directions).

6. CUMULATIVE PROGRESS EVALUATION TABLE - REQUIRED

Upload summary table that includes all years evaluated by level (i.e., committee, chair/director, dean) (example table in [APPENDIX B](#)).

7. CUMULATIVE PROGRESS EVALUATIONS - 1+REQUIRED

Complete, signed, final cumulative progress evaluations (CPE) required.

Upload each CPE individually with the following naming convention:

Academic Year – Academic Year, CPE, Last Name, First Name (e.g., 2023-24, CPE, Knight, Alex)

Tenure-earning faculty: A CPE should have been conducted for each year since second year of employment. If you were hired with tenure credit, CPEs should have been conducted beginning in first year of employment.



CPEs with digital signatures, must be printed to PDF then saved individually for upload (please see [APPENDIX A](#) for directions).

8. RESEARCH/CREATIVE ACTIVITIES SUMMARY – REQUIRED

Upload the following: Within the context of your field, briefly (2-3 pages) describe the relevance and importance of your contributions of research/creative activity. Focus on your tenure earning period or time since last promotion. Please include future research/creative activity plans, and any other information you deem relevant.

- If you include citation numbers and other impact metrics, please provide information of how these metrics are used in your discipline.

9. RESEARCH/CREATIVE ACTIVITIES EVIDENCE - 1+REQUIRED

Upload research and creative activity documents with the following naming convention:

AY-AY, Research P&T, Last Name, First Name (e.g., 2023-24, Research P&T, Knight, Alex).

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

10. RESEARCH FUNDING REPORT – 1+REQUIRED

Upload [official research funding report](#).

Note: If you do not have research funding to report, please upload a blank page indicating N/A. Please name the document “N/A Research Funding Report.”

11. INSTRUCTIONAL ACTIVITIES SUMMARY - REQUIRED

Upload the following: a two to three-page summary of your teaching activities focusing on excellence and impact. You may discuss teaching methodology, pedagogical techniques, and any other information related to excellence in instruction since joining UCF or your last promotion.



12. INSTRUCTIONAL ACTIVITIES EVIDENCE – 1+REQUIRED

Upload evidence of your teaching excellence since joining UCF or your last promotion (e.g., syllabi demonstrating innovations, de-identified examples of assignments, assessments of instruction documenting achievement of student learning outcomes, DFW rates). Additional

information or documentation to contextualize your instructional impact (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities) may be included in this section.

Upload instructional activities with the following naming convention:

AY-AY, Instructional Activity, Last Name, First Name (e.g., 2023-24, Instructional Activity, Knight, Alex).

Note: Your courses will be automatically imported through Faculty Vita.

13. STUDENT PERCEPTION OF INSTRUCTION (SPOI) SUMMARY TABLE - REQUIRED

Upload a summary table (example table in [APPENDIX B](#)) that lists faculty information for each course taught by:

- Year, term, course name, overall effectiveness, overall dept/school mean, and overall college/unit mean. Include the candidate, department and college overall effectiveness mean for each individual course.

14. SERVICE ACTIVITIES SUMMARY - REQUIRED

Upload a one to two-page summary of your service activities that includes service to the college, university, profession, and community, including your specific role (e.g., member, chair).

15. SERVICE ACTIVITIES EVIDENCE – 1+REQUIRED

Upload evidence to support your service activities (e.g., email, invitation letter, thank you letter).

16. OTHER ASSIGNED DUTIES (OPTIONAL)

Upload information regarding other assigned duties (e.g., program coordinator).



17. OTHER (OPTIONAL)

Upload additional information that does not belong in other document requirements.

- May include optional COVID Impact Statement here.

P&T CANDIDATE CERTIFICATION - REQUIRED

Form:

Question One: I certify, all contracts and grants awarded, contained, and mentioned in this dossier accurately reflect my contribution.

- Yes – I Certify

Question Two: I certify, all publications, creative and scholarly work contained and mentioned in this dossier are cited correctly and represent my original contribution.

- Yes – I Certify

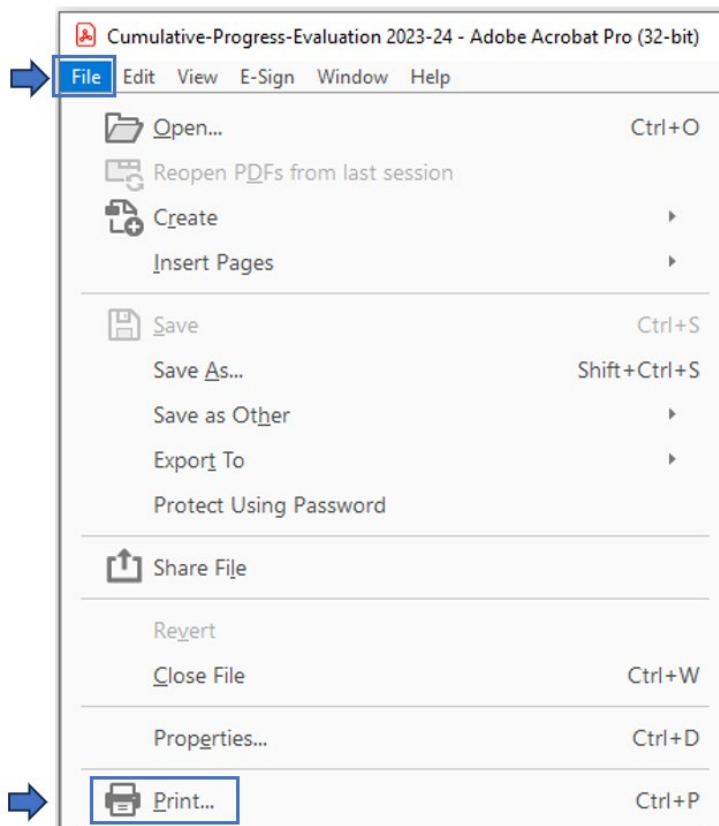


APPENDIX A

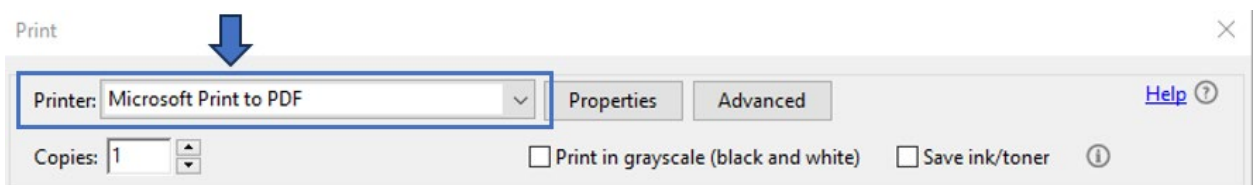
Printing to PDF: A Tutorial

These steps are taken to preserve an electronic signature on a document before uploading it.

1. Open the PDF document that contains the electronic signature.
2. Select “File” at the top left of the document you want to print, then select “print.”

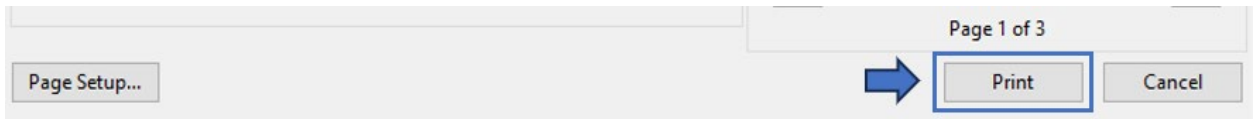


3. Select “Microsoft Print to PDF” as the printer option.

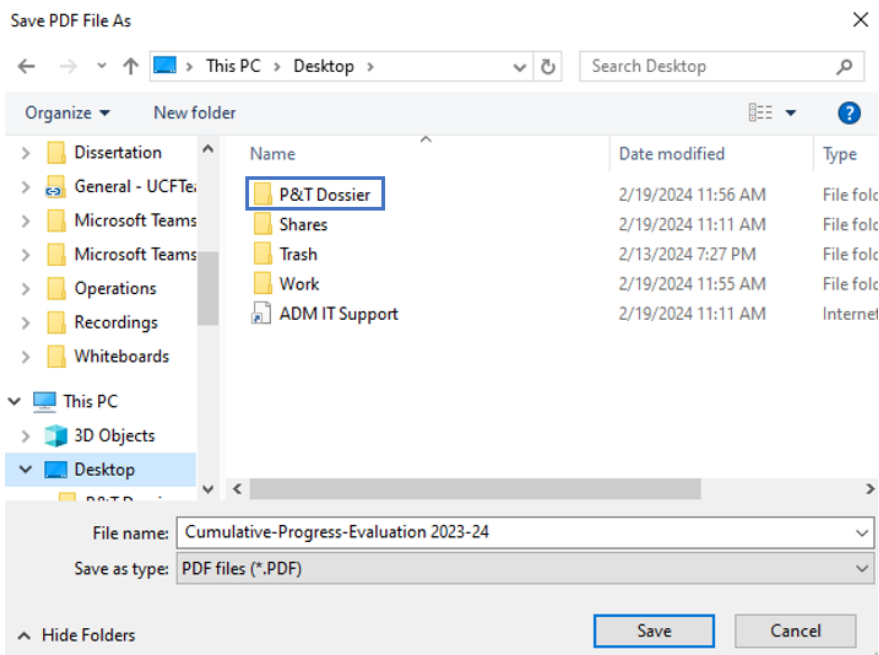




4. Select "Print" at the bottom of the window.



5. In the save dialogue box that pops up, choose where to save the file and select "Save."



Your electronic signature is retained, and your document is ready to be uploaded.



APPENDIX B

The following tables are examples of how to present data; exact formatting is not necessary.

Annual Assignments Summary

% FTE ASSIGNMENT				
Year & Semester	Teaching	Research	Service	Other

Annual Evaluations Summary

RATINGS					
Evaluation Year	Teaching	Research	Service	Other	Overall Rating



Cumulative Progress Evaluation Summary

RATINGS			
Evaluation Period	Committee	Chair/Director/ Unit Head	Dean

Student Perception of Instruction^[1]

Effectiveness of Instructor				
Term	Course Prefix Course Number	Overall Effectiveness	Overall Dept/School/Unit Mean	Overall College/Unit Mean
<i>2023, Fall</i>	<i>ABC 123</i>	<i>4.0</i>	<i>4.5</i>	<i>2.0</i>

^[1] If student comments are cited from a course, all comments from the same course must be included.