



Faculty Excellence

OVERVIEW

This content manual presents a list of the documents needed for assistant and associate professors to upload into the Promotion and Tenure System.

**Promotion and Tenure
Dossier Contents
Assistant and Associate Professors**
Academic Year 2023-24

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Important:

- *Please do not use Adobe Portfolio.*
- Access promotion system through [MyUCF](#)
- Candidate Navigation Manual is located under “[Resources](#).”
- Resources for Starting and Updating Your P&T Dossier are available within “[Video Tutorials](#).”
- Maximum file size for each uploaded attachment is 40 MB.
- The filename should be no more than 40 characters, including spaces.
- Each attachment item is a single pdf.
 - When combining pdfs that contain digital signatures, you must print to pdf and save each document individually then combine as one.
 - Name pdfs the same name as the system “Attachment Name.”
- No changes can be made to the original materials once the dossier is submitted, however, additions to your dossier are allowed at any time after submission, prior to the provost’s recommendation.
- Be consistent with year order for all supporting materials (e.g., chronological), including tables. Summary tables (e.g., annual evaluations) allow reviewers to see all years immediately. Recommend to begin with most recent document.

Candidate Information

- Candidates must select the application type: “promotion & tenure,” “promotion only,” or “tenure only.”
- Items indicated by an asterisk (*) are required.
- Candidates applying for professor shall include supporting materials since last promotion, including teaching, scholarship and service that occurred during the year of application. If hired as associate professor, include materials since hire.

Note: Candidates must certify contents by selecting corresponding statements for the accuracy of reported publications, contracts, and grants.

Dossier Attachments

1. Impact Statement*

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, describing why it's important and why it matters. Relate this work to the mission of the department, college, and university.

Note:

- Use Microsoft Word default font Calibri or Times new Roman and font size 11 or 12 point. Don't use small font sizes or narrow margins.
- If hired with tenure-credit, please include the appropriate information for years credited.
- It is helpful to reviewers when your statement is clear and concise.

COVID Impact Statements are uploaded within "Other."

2. Curriculum Vitae*

Provide your **most current vita** on the day you submit your dossier, which may have additional items since sending to external reviewers (item 3). The vita should be thorough, concise, organized, complete and accurate. Please spell out acronyms prior to their use.

Note: Candidates are encouraged to work with their department chair, director, or unit head when writing their CV.

While there is no one template or model for a CV, it should be professional. Information that may be important to consider:

- Employment History

- Educational Background
- Honors and Awards
 - UCF awards and honors (e.g., incentive and excellence awards) should be presented separately with headings.
 - External awards: these awards and honors should be presented separately with headings (e.g., professional associations, national). Provide brief details to assist reviewers 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 discipline specific, accepted bibliographic style.
 - Provide a statement to assist reviewers that explains author order in works that include multiple authors (e.g., first author indicates greatest importance of contribution, student authors are listed first in publications, publications are presented in alphabetical order).
 - Denote student authors by asterisk, underline, or other reference.
 - Publications should be organized by category of work (e.g., refereed publications, non-refereed publications, books, proceedings, reviews, notes, letters), and sorted by date of publication beginning with the most recent work.
 - Peer-reviewed publications should be presented separately with headings from non-refereed publications.

- Specify work that has been accepted and in press, with estimated date of publication.
- Contracts and Grants
 - Present by funded and pending.
 - Include source of grant, role (e.g., PI, Co-PI, senior personnel), percentage of credit (not indirect credit) assigned within UCF, funded amount of the grant or contract, and timeframe of funding distribution.
- Presentations
 - Separate and distinguish presentations by type (e.g., invited, international, national, regional, state).
- Other research, scholarly and creative activity as appropriate (e.g., patents, licenses, performances).
- Teaching activity
 - List of courses taught and additional information that may help in contextualizing your instructional activity (e.g., course modality).
 - Theses and dissertations directed.
 - Other teaching and instructional activity as appropriate.
- Service activity
 - Professional, university, and community service (e.g., service to public schools, chairing professional association, editorial boards).
- Other information as applicable to your discipline.

3. Curriculum Vitae Sent to External Reviewers*

Provide the curriculum vitae that was sent to external reviewers. A watermark or footnote (“External Review”) to clarify is recommended.

4. External Reviewers’ Letters and Credentials*

Provide external reviewer letters along with 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, written by the candidate based on online information).

5. College Criteria (If available)

Approved College criteria are available [here](#). Some colleges do not have criteria.

Note: If you do not have college criteria, please upload a blank page indicating N/A. It is helpful to name the document “N/A College Criteria.”

6. Department Criteria*

Approved criteria (must be marked approved by Faculty Excellence) are available [here](#).

Note: *If you do not have research activity to report, please upload a blank page indicating N/A. It is helpful to name the document “N/A Research Funding Reports.”*

Unapproved criteria must not be uploaded.

7. Annual Assignments*

Single pdf of the following:

Please do not use Adobe Portfolio.

- Summary table (example table in Appendix)
- Annual assignment documents by year for all teaching, research, service, and administrative duties (if applicable).

- Assistant professors and tenure-earning faculty: Please provide annual assignments since hire.

Associate professors: Please provide all annual assignments since last promotion, or since hire.

8. Annual Evaluations*

Single pdf of the following:

Please do not use Adobe Portfolio.

- Summary table (example table in Appendix) of overall rating (e.g., outstanding, above satisfactory, etc.) in each area of assignment.
- Complete, signed, final versions of annual evaluations since arriving at UCF or last promotion.

9. Cumulative Progress Evaluations*

Single pdf of the following:

Please do not use Adobe Portfolio.

- Summary table (example table in Appendix), and
- Cumulative progress evaluations along with complete, signed, final versions of the evaluations, that includes evaluation period, overall rating (e.g., above expectation, at expectation, or below expectation) for all review levels (e.g., department, department chair, dean) with most recent evaluation at the beginning.

10. Research/Creative Activities Summary and Evidence*

Single pdf of the following:

Please do not use Adobe Portfolio.

- A **two to three-page** summary of your research and creative activities. Please state your research accomplishments, future research plans, and any other information you deem relevant. The summary is followed by evidence of your research and activity since joining UCF or your last promotion.
- If you include citation numbers and other impact metrics, provide a 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). If you link to an external source, place the link in the pdf document and include the following statement for reviewers: “Please copy and paste each link into your web browser to view the external source.”

Note: If you do not have research activity to report, please upload a blank page indicating N/A. It is helpful to name the document “N/A Research/Creative Activities.”

11. Research Funding Reports*

Official [Office of Research funding report](#). This report should include all active grants and/or contracts *while in current rank*.

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, OneDrive). If provide a hyperlink, place the link in the document and ***include the following statement*** for reviewers: “Please copy and paste each link into your web browser to view the external source.”

Note: If you do not have research activity to report, please upload a blank page indicating N/A. It is helpful to name the document “N/A Research Funding Reports.”

12. Teaching Activities Summary and Evidence*

Single pdf of the following:

Please do not use Adobe Portfolio.

- A **two to three-page** summary of your teaching activities focusing on excellence and impact. You may include teaching methodology, pedagogical techniques, and any other information you deem relevant to support excellence in instruction since joining UCF or your last promotion. The summary is followed by 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).
- **Summary table** of Student Perception of Instruction (SPol) reports for each course (example in Appendix). The table should list each course taught by year/semester – and include the candidate, department and college overall effectiveness mean for each individual course.
 - The table is then followed with supporting pdfs of the last five years of student perception of instruction (SPol) reports for each course taught.
 - If student comments are cited from a course, all comments from the course must be included.
- Other information/documentation you deem relevant (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities).

13. Service Activities Summary and Evidence*

Please do not use Adobe Portfolio.

Provide 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, etc.) and any other documentation you deem relevant (e.g., email, invitation letter, thank you letter).

14. Other Assigned Duties (Optional)

Provide assigned duties and related supporting materials/evidence.

15. Other (Optional)

Information unrelated to sections 1 (Impact Statement) through 14 (Other Assigned Duties).

Additions to Dossier After Submission (Optional)

Use this section to upload a single PDF of each new accomplishment that happens *after* the dossier has been submitted. The sections will not appear until the dossier is submitted.

Additions to your dossier are allowed at any time prior to the provost's recommendation.

Please use the corresponding section(s) for the new activity (e.g., new awards, publications, recent professional recognition):

2a. Curriculum Vitae

New accomplishment text included in CV should be highlighted.

4a. External Reviewers' Letters and Credentials

6a. Department Criteria

7a. Annual Assignments

8a. Annual Evaluations

9a. Cumulative Progress Evaluations

10a. Research/Creative Activities Add'l Evidence

11a. Research Funding Reports

12a. Teaching Activities Add'l Evidence

13a. Service Activities Add'l Evidence

14a. Other Assigned Duties

APPENDIX

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

Annual Assignments Summary

% FTE ASSIGNMENT				
Semester & Year	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	Dean

Student Perception of Instruction¹

RATINGS (Mean)				
Term	Course Name	Faculty	Dept/School/Unit	College/Unit
<i>e.g., Fall YYYY</i>	<i>XXX NNN</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.