



Faculty Excellence

OVERVIEW

This content manual presents a list of the documents required for instructors and lecturers to upload into the Promotion System.

**Promotion
Dossier Contents
Instructors and Lecturers**
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](#)."
- Starting and Updating Your P&T Dossier is 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 or provost's designee'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 beginning with most recent document.

Candidate Information

- Automatically populated.
- Items indicated by an asterisk (*) are required.
- Candidates applying to senior instructor or senior lecturer may include materials from the year they applied to associate instructor or associate lecturer.

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. If applicable, faculty with research, creative activity, and administrative assignments are encouraged to include related impacts within this statement.

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.
- 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** as of the day you submit your dossier.

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. College Criteria*

Approved College criteria are available [here](#).

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.”

4. Department Criteria*

Approved Department criteria are available [here](#).

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

5. Annual Assignments*

Single pdf of the following:

Please do not use Adobe Portfolio.

- Summary table (example in Appendix)
- Annual assignment documents by year for all teaching, research, service, and administrative duties (if applicable).
- Associate instructors and lecturers: Please provide all annual assignments since last promotion, or since hire.

6. 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.

7. Philosophy of Teaching

Include a **one to two-page** summary of your teaching philosophy. Resources to assist you are available on the Faculty Center for Teaching and Learning (FCTL) webpage (<https://fctl.ucf.edu/teaching-resources/teaching-portfolios/>).

8. Classes Taught*

Include a summary of classes taught in the last five years. This information is located in the Pegasus Portal at: [Pegasus Portal](#)

Once logged in, on the left-hand column select “Course Info,” then “Faculty Courses” followed by college and department. Select the semester, then select “View report.”

9. Student Perception of Instruction Reports*

Summary table for Student Perception of Instruction (SPoI) (example table 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 followed by the last five years of student perception of instruction (SPoI) reports.

Note: Please make sure that a SPoI is included for each course taught.

Note: If student comments are cited from a course, all comments from the course must be included.

10. Evidence of Innovation in Teaching and Learning*

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). Please do not cut and past from other sections of your dossier.

- **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).

11. Evidence of Service*

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).

12. Evidence of Professional Development*

Please do not use Adobe Portfolio.

Provide a **one to two-page** summary of your professional development for the last five years, along with any appropriate documentation.

Note: If you do not have professional development, please upload a blank page indicating N/A. It is helpful to name the document “N/A Professional Development.”

13. Evidence Related to Performance of Other Assigned Duties*

Provide a **one to two-page** summary statement of other assigned duties (e.g., an administrative assignment, if applicable).

Note: If you do not have other assigned duties, please upload a blank page indicating N/A. It is helpful to name the document “N/A Other Assigned Duties.”

14. Evidence of Research/Scholarship*

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

Note: If you do not have research activity to report, please upload a blank page indicating “N/A Research/Scholarship.”

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 you link to an external source, place the link in the pdfdocument and include the following statement for reviewers: “Please copy and paste each link into your web browser to view the external source.”

15. Teaching and Learning Grants*

Provide a **one to two-page** summary of your grant activity, if applicable, along with relevant materials/documentation.

Note: If you do not have grant activity, please upload a blank page indicating “N/A Teaching and Learning Grants.”

16. Summary Statement of Advising and Mentoring*

Provide a **one to two-page** summary statement of your advising and mentoring activities for the last five years, if applicable, along with relevant materials/documentation.

Note: If you do not have advising and mentoring activities, please upload a blank page indicating N/A.

17. Other (Optional)

Use this section to upload a single PDF of information unrelated to attachments 1 (*Impact Statement*) through 16 (*Summary Statement of Advising and Mentoring*).

18. Additions to Dossier (Optional)

Additions to the dossier are allowed at any time prior to the provost, or designee recommendation.

Please use the corresponding section(s) for new activity (e.g., new awards, publications, recent professional recognition). The sections will not appear until the dossier is submitted.

2a. Curriculum Vitae

New accomplishment text should be highlighted.

3a. College Criteria

4a. Department Criteria

5a. Annual Assignments

6a. Annual Evaluations

10a. Evidence of Innovation in Teaching and Learning

