



Faculty Excellence

**Promotion
Dossier Contents
Instructional Designers and
Librarians**
Academic Year 2023-24

OVERVIEW

This content manual presents a list of the documents needed for instructional designers and librarians to upload into the Promotion System.

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Important:

- *Please do not use Adobe Portfolio.*
- Access promotion system through [MyUCF](#)
- Promotion system 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 beginning with most recent document.

Candidate Information

- Automatically populated.
- Items indicated by an asterisk (*) are required.

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*

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:

- 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. Unit Criteria*

Approved 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 Unit Criteria."*

4. 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 instructional designers and assistant librarians: Please provide annual assignments since hire.
- Associate instructional designers and associate librarians: Please provide all annual assignments since last promotion, or since hire.

5. 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.

6. Professional Responsibilities*

Single pdf of the following:

Please do not use Adobe Portfolio.

One-page summary of the impact your assigned instructional design or librarianship professional responsibilities had on the mission of the university accompanied by relevant supporting materials (e.g., number of faculty assigned as caseload, administrative responsibilities, special projects).

7. Teaching and Learning Innovation (If applicable, for Librarians)

Single pdf of the following:

Please do not use Adobe Portfolio.

- A **one-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 learning outcomes).
- Other information/documentation you deem relevant (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities).

8. Service*

Please do not use Adobe Portfolio.

One-page summary of your service activities that includes, service to the unit, 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).

9. Professional Development*

Please do not use Adobe Portfolio.

One-page summary statement of your professional development for the last five years, accompanied by any appropriate documentation.

10. Other Assigned Duties*

One-page summary statement of other assigned duties (e.g., an administrative assignment), if applicable.

11. Research/Scholarship*

Please do not use Adobe Portfolio.

One-page summary of your research/scholarship accomplishments, if applicable, accompanied by relevant supporting materials.

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 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/Scholarship.”*

12. Teaching, Learning or Research Grants*

Please do not use Adobe Portfolio.

One-page summary of any grants, if applicable, accompanied by relevant supporting materials/documentation.

Note: If you do not have teaching, learning or research grants, please upload a blank page indicating N/A. *It is helpful to name the document “N/A Teaching, Learning or Research Grants.”*

13. Awards (Optional)

One-page summary statement, provide awards separately with headings (e.g., UCF awards, external awards, professional associations, national) and 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”).

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

14. Other (Optional)

Please do not use Adobe Portfolio.

One-page summary statement (e.g., COVID Impact Statement) of other information deemed relevant unrelated to attachments 1 (Impact Statement, Required) through 12 (Teaching, Learning, or Research Grants, If Applicable) accompanied by supporting materials, (e.g., news story, media story, “solicited” letters). All solicited letters must be marked as “solicited” at the top of each document prior to uploading.

15. Additions to Dossier (Optional)

Use this section to upload each new accomplishment that happens after the dossier has been submitted (e.g., new awards, publications, recent professional recognition, etc.). Additions may be submitted until the provost (or designee) begins review.

