



Promotion Dossier Requirements Instructional Designers and Librarians 2024-25

Please Read:

- ***You will receive login information when your case is available in [Interfolio](#).***
- ***Please do not use Adobe Portfolio.***
- Interfolio – [Promotion Guide](#) is available on the Faculty Excellence Promotion webpage.
- Documents containing digital signatures must be printed to PDF and 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 documents should have the same title as the required document material name below.
- No changes can be made to the 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.



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, 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 one-inch margins and at least 11-point font.
- It is helpful to reviewers when your statement is clear and concise.

2. CV (Required)

Upload your CV on the day you submit your dossier. The CV 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.

3. UNIT CRITERIA (Required)

Upload unit criteria

[Approved criteria only.](#)

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



4. ANNUAL ASSIGNMENTS (Required)

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 and then saved individually for upload (please see [APPENDIX A](#) for directions).

5. 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](#)).

6. ANNUAL EVALUATIONS (Required)

Complete, signed, final annual evaluations.

Upload all annual evaluations received for the last five years.

Upload each evaluation individually with the following naming

convention:

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

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



7. PROFESSIONAL RESPONSIBILITIES (Required)

Upload a 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).

8. INNOVATION IN TEACHING AND LEARNING SUMMARY (Required)

Upload 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.

9. EVIDENCE OF INNOVATION IN TEACHING AND LEARNING (Required)

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

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

Note: Please do not cut and paste from other sections of your dossier.

10. SERVICE SUMMARY AND EVIDENCE (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, etc.) and any other documentation you deem relevant



(e.g., email, invitation letter, thank you letter).

Note: Please do not use Adobe Portfolio.

11. PROFESSIONAL DEVELOPMENT SUMMARY AND EVIDENCE

(Required)

Upload 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.”

12. PERFORMANCE OF OTHER ASSIGNED DUTIES SUMMARY AND EVIDENCE (Required)

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

13. RESEARCH/CREATIVE ACTIVITIES SUMMARY AND EVIDENCE (Required)

Upload a one to two-page summary of research/creative activities followed by evidence.

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).



14. RESEARCH FUNDING REPORT (Optional)

OPTIONAL - Upload [official research funding report](#).

15. TEACHING AND LEARNING GRANTS SUMMARY AND EVIDENCE (Required)

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

16. OTHER (Optional)

Upload information unrelated to requirements above.

17. ADDITIONS TO DOSSIER (Optional)

Materials added after submission of dossier. Please contact Faculty Excellence to assist with the upload.

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

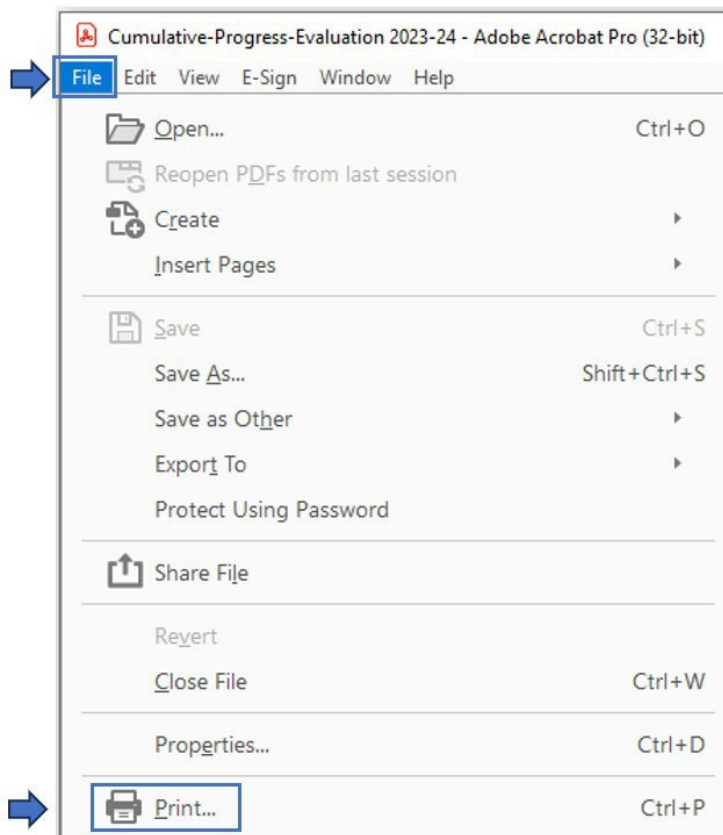


APPENDIX A

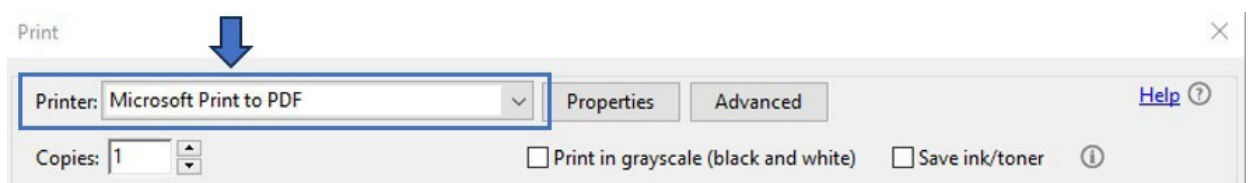
Printing to PDF: A Tutorial

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.”

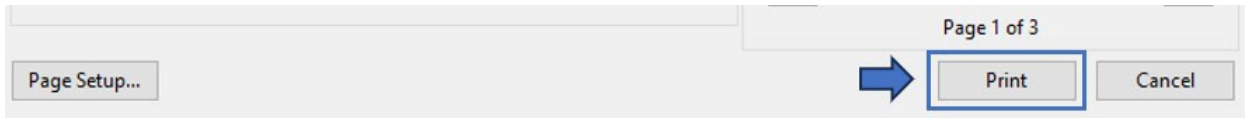


3. Select “Microsoft Print to PDF” as the printer option.

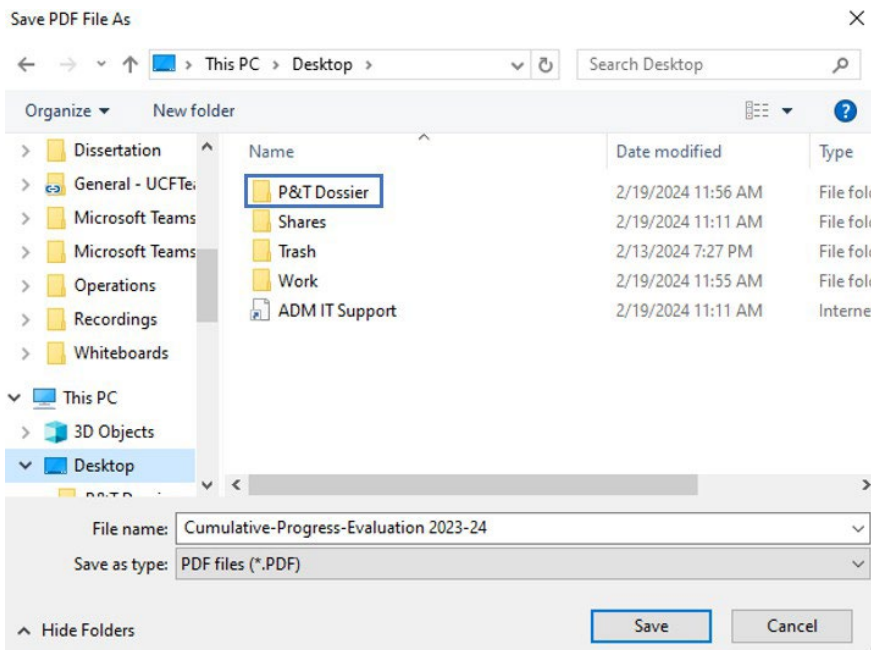




4. Select "Print" at the bottom of the window.



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				
Semester & Year	Professional Responsibility	Professional Development	Service	Other

Annual Evaluations Summary

RATING				
Evaluation Year	Professional Responsibility	Professional Development	Service	Overall Rating