



**Promotion and Tenure
Dossier Requirements
Assistant Professors and Associate Professors
2025-26**

Please Read:

- *You will receive login information when your case is available in Interfolio.*
- ***HARD DEADLINE** for dossier submission. Please refer to [P&T calendar](#).*
- *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 on the [promotion and tenure criteria webpage](#).

D. DEPARTMENT/SCHOOL CRITERIA - REQUIRED

- **Approved criteria only.**
- Criteria are available on the [promotion and tenure criteria webpage](#).

E. OTHER (Optional) MATERIALS FOR EXTERNAL REVIEWERS

- 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.

FORM – FE: CANDIDATE INFORMATION FORM

Applying for:

- Promotion and Tenure
- Promotion Only
- Tenure Only



Do you have a Clinical Assignment?

- Yes
- No

How many years have you been in current position? (at UCF)

Additional Information Helpful for Reviewers.



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 the 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 it to external reviewers. The CV should be thorough, concise, organized, complete, and accurate. Please spell out acronyms prior to their use.

3. 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 (e.g., 2024-25, Assignment for Fall 2024, Assignment)

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



Note: Assignments for Summer 2024, Fall 2024, and Spring 2025 will be auto-loaded in the Faculty Activity Reporting Vita; all other assignments must be uploaded as PDFs.

4. ANNUAL EVALUATION TABLE - REQUIRED

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

- Tenure-earning faculty list annual evaluations since hire. If hired with tenure credit, list annual evaluations received from the previous institution for credited years.
- All other faculty list annual evaluations received for the last five years.

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. Please see your college dean's office for previous evaluations.

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

Only employees seeking promotion to Associate Professor are required to include their cumulative progress evaluations in the promotion file.

Upload each evaluation individually with the following naming convention:

Academic Year - Academic Year, AA, Last Name, First Name (e.g., 2024-25, 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).

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](#)).



- Assistant professors list CPEs since hire.
- Associate Professors are not required to upload cumulative progress evaluations.

7. CUMULATIVE PROGRESS EVALUATIONS - 1+REQUIRED

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

Upload each CPE individually with the following naming convention:

- *Assistant professors upload CPEs since hire.*
- *Associate professors are not required to upload cumulative progress evaluations.*

Academic Year – Academic Year, CPE (e.g., 2024-25, CPE)

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 your 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 (e.g., 2024-25, Research P&T).



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., 2024-25, 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.
- Tenure-earning assistant professors list all tenure-earning years.
- Clinical and research assistant professors list five years.
- Associate professors list five years.

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.

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

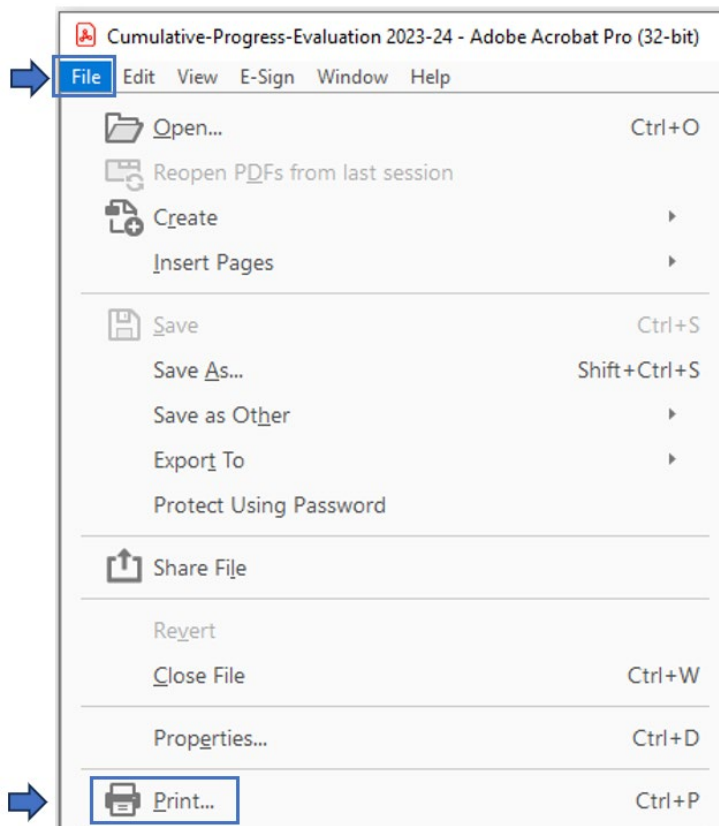


APPENDIX A

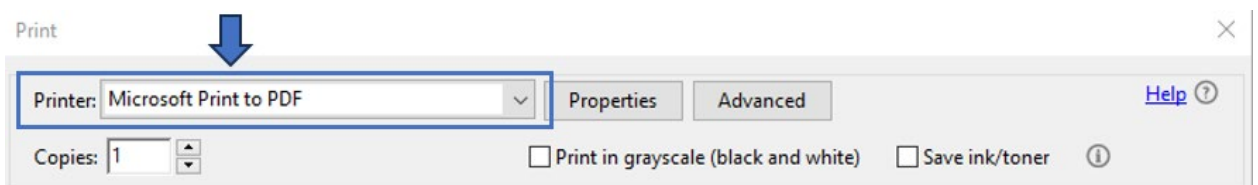
Printing to PDF: A Tutorial

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.”

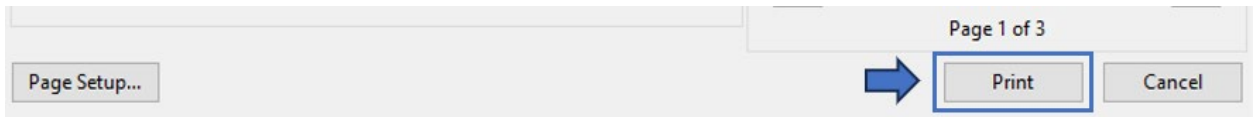


3. Select “Microsoft Print to PDF” as the printer option.

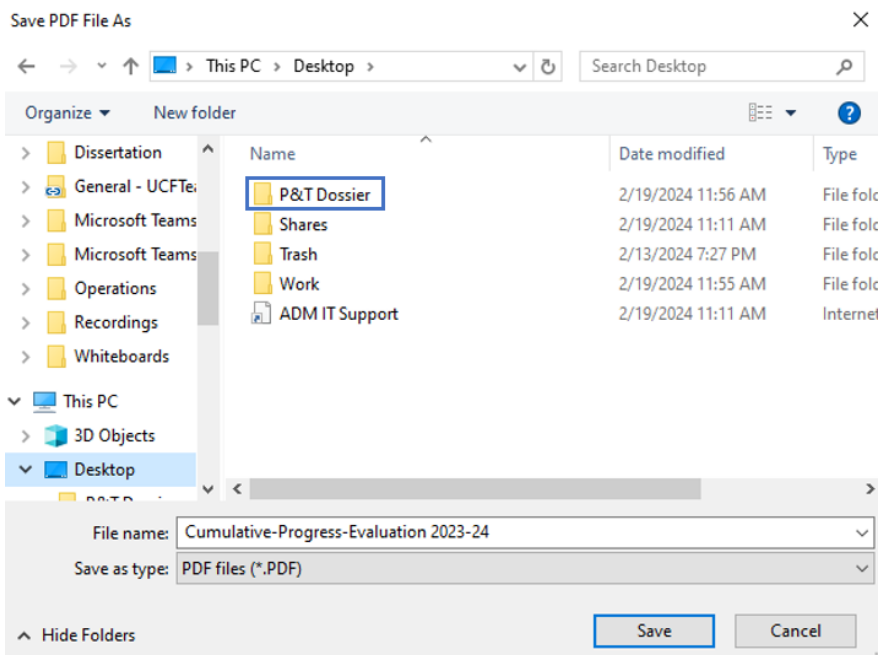




4. Select "Print" at the bottom of the window.



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 |
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Annual Evaluations Summary

- Tenure-earning faculty list annual evaluations since hire. If hired with tenure credit, list annual evaluations received from the previous institution for credited years.
- All other faculty list annual evaluations received for the last five years.

RATINGS

| Evaluation Year | Teaching | Research | Service | Other | Overall Rating |
|-----------------|----------|----------|---------|-------|----------------|
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Cumulative Progress Evaluation Summary

- Assistant professors list CPEs since hire.

| RATINGS | | | |
|-------------------|-----------|------------------------------|------|
| Evaluation Period | Committee | Chair/Director/ Unit Head | Dean |
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Student Perception of Instruction

- Assistant professors list all tenure-earning years.
- All other faculty list five years.

| Effectiveness of Instructor | | | | |
|-----------------------------|--------------------------------|--------------------------|-------------------------------------|---------------------------------|
| Term | Course Prefix Course Number | Overall Effectiveness | Overall Dept/School/Unit Mean | Overall College/Unit Mean |
| <i>2024, Fall</i> | <i>ABC 123</i> | <i>4.0</i> | <i>4.5</i> | <i>2.0</i> |
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