# **2025-2026 Post Tenure Review Overview Document**

This document is intended to provide a template or guideline for explaining the context of materials uploaded for your post-tenure review (PTR) dossier. While it is not necessary to duplicate information, it might be helpful to summarize your accomplishments below to provide a meaningful context.

The PTR period for someone undergoing PTR during the academic year 2025-26 includes **May 8, 2020, to present.**

**Contents**

[**2025-2026 Post Tenure Review Overview Document** 1](#_Toc198284996)

[**Table 1. Differences between the PTR clock and the PTR five-year review period.** 1](#_Toc198284997)

[**A.** **Annual Assignments of Duties:** 2](#_Toc198284998)

[**Table 2. Annual assignments of duties (assigned FTE) template for the PTR period.** 2](#_Toc198284999)

[**B.** **Approved Leaves:** 2](#_Toc198285000)

[**Table 3. Approved leave during the PTR period.** 2](#_Toc198285001)

[**C.** **Annual Evaluation Ratings:** 2](#_Toc198285002)

[**Table 4. Annual evaluation ratings during the PTR period (e.g., Outstanding, Above Satisfactory, Satisfactory, etc.)** 2](#_Toc198285003)

[**D.** **Instructional Activities Statement / Narrative:** 3](#_Toc198285004)

[**Table 5. Student perceptions of instruction for courses taught during the PTR period. *Add more rows if needed.*** 3](#_Toc198285005)

[**E.** **Research and Creative Activities Statement / Narrative:** 3](#_Toc198285006)

[**F.** **Service Statement / Narrative:** 3](#_Toc198285007)

[**Table 6. Institutional, professional, and/or community service accomplishments during the PTR review period. *Add rows if needed.*** 4](#_Toc198285008)

[**G.** **Other Statement / Narrative:** 4](#_Toc198285009)

### **Table 1. Differences between the PTR clock and the PTR five-year review period.**

|  |  |  |
| --- | --- | --- |
| **Academic Year** | **Count PTR Clock** | **PTR five-year review period** |
| 2020-21 | Most recent comprehensive review | 1 |
| 2021-22 | 1 | 2 |
| 2022-23 | 2 | 3 |
| 2023-24 | 3 | 4 |
| 2024-25 | 4 | 5 |
| 2025-26 | 5 (PTR clock year) | PTR Year |

## **Annual Assignments of Duties:**

### **Table 2. Annual assignments of duties (assigned FTE) template for the PTR period.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *AY Year* | *2024-25* | *2023-24* | *2022-23* | *2021-22* | *2020-21* |
| Instructional Activities |  |  |  |  |  |
| Research & Creative Activities [E&G] |  |  |  |  |  |
| Research & Creative Activities [C&G] |  |  |  |  |  |
| Clinical Activities |  |  |  |  |  |
| Librarianship or Instructional Design Activities |  |  |  |  |  |
| Service |  |  |  |  |  |
| Other Assigned Duties |  |  |  |  |  |
| Leave of Absence with Pay |  |  |  |  |  |
| Released Time for UFF Activities |  |  |  |  |  |
| OVERALL ACTIVITIES (≤ 100% or 1.00) |  |  |  |  |  |

## **Approved Leaves:**

If you are unsure which semester you took leave, please reach out to your HR business center or to UCF Leave Administration (loaandworkcomp@ucf.edu).

### **Table 3. Approved leave during the PTR period.**

|  |  |
| --- | --- |
|  | Leave Taken during Semester(s) and Year(s) – *example, Fall 2024* |
| Parental Leave |  |
| FMLA (≥ 160 hours) |  |
| Other approved leave (specify type, ≥ 160 hours) |  |

## **Annual Evaluation Ratings:**

### **Table 4. Annual evaluation ratings during the PTR period (e.g., Outstanding, Above Satisfactory, Satisfactory, etc.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *AY Year* | *2024-25* | *2023-24* | *2022-23* | *2021-22* | *2020-21* |
| Instructional Activities |  |  |  |  |  |
| Research & Creative Activities  |  |  |  |  |  |
| Clinical Activities |  |  |  |  |  |
| Librarianship or Instructional Design Activities |  |  |  |  |  |
| Service |  |  |  |  |  |
| Other Assigned Duties |  |  |  |  |  |
| OVERALL EVALUATION RATING |  |  |  |  |  |

## **Instructional Activities Statement / Narrative:**

Consider writing a brief narrative (approximately 500 – 1000 words) that explains the quality and impact of your teaching during the PTR period. Questions to address in your narrative may include:

1. How do you innovate in teaching, and why is your teaching innovation important in your field and at UCF?
2. How have you refined your teaching? What evidence do you collect on student learning and how have you used it to improve your teaching?

### **Table 5. Student perceptions of instruction for courses taught during the PTR period. *Add more rows if needed.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course | Term | #StudentsEnrolled | #Responding to Q9 | InstructorAvg Q9 | DeptAvg Q9 | CollegeAvg Q9 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## **Research and Creative Activities Statement / Narrative:**

Consider writing a brief narrative (approximately 500 – 1000 words) that explains the quality and impact of your research and creative activities during the PTR period. Questions to address in your narrative may include:

1. Within the context of your field, what are the most significant research and/or creative contributions you have made?
2. What evidence exists to support the significance of your contributions?

## **Service Statement / Narrative:**

Consider writing a brief narrative (approximately 500 – 1000 words) that explains the quality and impact of your service (institutional, professional, and/or community service) during the PTR period. Questions to address in your narrative may include:

1. What are the most significant service contributions you have made, and what leadership roles did you provide?
2. What evidence exists to support the significance of your service contributions?

### **Table 6. Institutional, professional, and/or community service accomplishments during the PTR review period. *Add rows if needed.***

|  |  |  |  |
| --- | --- | --- | --- |
| Service Term (Month, year – month, year) | Level (dept, college, university, state, federal, etc.) | Committee / Activity | Role (member, chair, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Other Statement / Narrative:**

Consider including a brief narrative explaining the quality and impact of any additional items/activities during the PTR period that you believe are important but have not been included elsewhere.