



## Promotion and Tenure Dossier Requirements Assistant Professors and Associate Professors 2026-27

### 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](#).
- 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.



## **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 your current rank 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. WAIVER FORM – REQUIRED

**Upload** the Waiver of Right to View Letters from External Reviewers.

### 4. COLLEGE CRITERIA – REQUIRED

- If your college does not have criteria, please upload a blank page indicating “N/A.”
- **Approved criteria only.**
- Criteria are available on the [promotion and tenure criteria webpage](#).

### 5. DEPARTMENT/SCHOOL CRITERIA – REQUIRED

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



## 6. ASSIGNMENTS TABLE – REQUIRED

Upload a **summary table** of annual assignments (example table in [APPENDIX A](#)).

- **Tenure-earning faculty:** 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:** Annual assignments for the last five years.

## 7. 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 A](#)).

- **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.

## 8. 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.

**Upload each evaluation individually** with the following naming convention:

*Academic Year - Academic Year, AA, Last Name, First Name (e.g., 2025-26, Annual Evaluation, Knight, Alex)*

## 9. 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 A](#)).

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



## 10. 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., 2025-26, 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.*

## 11. 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.

## 12. RESEARCH/CREATIVE ACTIVITIES EVIDENCE – 1+REQUIRED

**Upload research and creative activity documents** with the following naming convention:

*AY-AY, Research P&T (e.g., 2025-26, 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).

## 13. 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.”

#### 14. 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.

#### 15. 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., 2025-26, Instructional Activity, Knight, Alex).*

**Note:** Your courses will be automatically imported through Faculty Vita.

#### 16. STUDENT PERCEPTION OF INSTRUCTION (SPOI) SUMMARY TABLE – REQUIRED

**Upload a summary table** (example table in [APPENDIX A](#)) 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.



### **17. 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).

### **18. SERVICE ACTIVITIES EVIDENCE – 1+REQUIRED**

**Upload evidence** to support your service activities (e.g., email, invitation letter, thank you letter).

### **19. OTHER ASSIGNED DUTIES (OPTIONAL)**

**Upload information** regarding other assigned duties (e.g., program coordinator).

### **20. 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

*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

### 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



## Cumulative Progress Evaluation Summary

- Assistant professors list CPEs since hire.

RATINGS			
Evaluation Period	Committee	Chair/Director/ Unit Head	Dean

## 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>2025, Fall</i>	<i>ABC 123</i>	<i>4.0</i>	<i>4.5</i>	<i>2.0</i>