

Frequently Asked Questions (FAQs) Related to PTR at UCF

Note: These FAQs may change over time based on new or updated information. Contact facultyexcellence@ucf.edu for more information.

Q: What does PTR stand for?

- A. Post-Tenure Review

Q: Where is the policy or guiding language on PTR?

- A. There are three sources for guidance on PTR:
 - a. [Florida Board of Governors regulation 10.003 Post-Tenure Faculty Review](#)
 - b. [UCF Policy 4-410 on Comprehensive Post Tenure Review](#)
 - c. For in-unit faculty, the 2024-2027 [UCF Collective Bargaining Agreement](#), Article 10, Section 10.7.

Q: What does a notice for PTR look like?

- A. The Florida Board of Governors regulation [10.003 Post-Tenure Faculty Review](#) requires that tenured faculty undergo a comprehensive post-tenure review (PTR) every five years. [UCF Policy 4-410](#) describes the process for PTR at UCF.

You have been identified as a faculty member required to submit a PTR dossier in Fall 2026.

Although nothing is needed immediately, below are links to documents describing the timeline and materials required for your PTR dossier.

- [2026-27 Post-Tenure Review Schedule](#)
- [Post-Tenure Review Dossier Contents](#)
- 2026-27 PTR FAQs

It may be helpful to start gathering required materials. This includes an updated curriculum vita, annual assignments of duties, annual evaluations, and other materials accumulated from **May 8, 2021**, to **May 7, 2026**, to include the 2025-26 annual evaluation when it becomes available.

UCF will only accept PTR dossiers submitted through the faculty information system. This system will be available for uploading materials on or before **July 6, 2026**. You will receive an automated email from the faculty information system when the submission portal becomes available. The hard deadline for submitting your PTR dossier is **11:59 pm on Friday, September 11, 2026**.

Per [UCF Policy 4-410](#), faculty who believe they have special circumstances that may affect their PTR process will have 30 days from the date of this notification to communicate any concerns to Faculty Excellence. A one-year extension to the timing of post-tenure review may be granted by the Provost. **A request for an extension must be submitted through a [PTR Extension Request Form](#) (link).** Any

exceptions granted to tenured faculty members will be disclosed in the Provost's report to the President and Board of Trustees. Faculty will have 30 days from the date of this notification to submit a [PTR Extension Request Form \(link\)](#).

CC: Department Chair or School Director or Unit Leader
Dean

Q: What is the history of PTR at UCF?

- A. In response to BOG regulation 10.003, the first cycle of the updated PTR process was conducted during the academic year of 2023-24. The second cycle was 2024-25, the third cycle was 2025-26, and the fourth and upcoming cycle is 2026-27.

In 2023-24, 94 faculty members were reviewed. Of these, 30 were rated as *exceeds expectations*, 54 were rated as *meets expectations*, 8 were rated as *does not meet expectations*, and 2 were rated as *unsatisfactory*. Of the 2 who were rated as *unsatisfactory*, both left the university. Of the 8 who were rated as *does not meet expectations*, 2 left the university and 6 received performance improvement plans (PIPs). One faculty member of the 6 who received PIPs left the university during the PIP. Of the 5 completed PIPs, all met the requirements of the plan.

In 2024-25, 96 faculty members were reviewed. Of these, 46 were rated as *exceeds expectations*, 40 were rated as *meets expectations*, 10 were rated as *does not meet expectations*, and none were rated as *unsatisfactory*. Of the 10 who were rated as *does not meet expectations*, 3 left the university and 7 received PIPs. PIP outcomes will be reported at the June 2026 Board of Trustees meeting.

In 2025-26, 184 faculty members were selected. Of these, 25 were removed after careful review of information in Workday. There were 22 requests for extensions of which 20 were approved and 2 were denied. In total, there were 139 faculty members evaluated for PTR in 2025-26. Final outcomes of the 2025-26 PTR evaluations will be reported at the June 2026 Board of Trustees meeting.

In 2026-27, 122 faculty members were selected. In 2027-28, approximately 143 faculty members are scheduled. These numbers may change due to faculty who leave the university, administrative appointments, and other unforeseen circumstances.

See [UCF Policy 4-410](#) for details regarding extensions. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form \(link\)](#).

Q: How was I selected for PTR?

- A. The records used originated from Workday and were cross-referenced with previous years' lists and notes for PTR. Preliminary lists were sent to Deans and Associate Deans for checks of accuracy. The following inclusion/exclusion criteria were used:
 - a. A report of all active tenured faculty across UCF was generated.

- i. Dates within the Workday report were used as time since last review.
- b. Faculty members that had undergone the PTR process during 2023-24, 2024-25, or 2025-26 were excluded.
- c. Faculty members who had been promoted and/or tenured, returned to a faculty appointment from an administrator role, or hired with tenure in 2023 or since were excluded.
- d. Faculty members currently holding a permanent out-of-unit administrative position were excluded.
- e. Faculty members currently on a sabbatical or professional development program assignment were included.
- f. Faculty members that automatically qualified for PTR during 2026-27 were included:
 - i. Faculty members who had earned promotion and tenure, promotion, returned to a faculty appointment from an administrative role, or hired with tenure beginning in 2022 (most often 8/8/2022) automatically qualified for PTR.
 - 1. These were faculty currently in their 4th year but going into their 5th year (2026-27) following their most recent promotion and tenure review, promotion review, return from administrator role, or tenure-with-hire.
- g. All remaining faculty members currently in their 5th year or beyond were alphabetized by last name. This remaining list was considered *legacy* faculty members for whom their most recent promotion and/or tenure review, return from an administrator role, or hire with tenure was more than 4 years ago.
 - i. UCF had committed to conducting PTR for all legacy faculty members within the first 5 years of the new PTR process.
 - 1. Year 1, 2023-24 (done)
 - 2. Year 2, 2024-25 (done)
 - 3. Year 3, 2025-26 (outcomes to be reported in June 2026)
 - 4. Year 4, 2026-27 (next upcoming cycle)
 - 5. Year 5, 2027-28 (future)

Q: I underwent the promotion and/or tenure process during the academic year 2021-22, and I was awarded promotion and/or tenure as of August 2022. Am I eligible for PTR?

- A. Yes. According to the [UCF policy 4-410](#), “Each tenured faculty member will have a comprehensive post-tenure review of five years of performance in the fifth year following the last promotion or the last comprehensive post-tenure review, whichever is later.” (p. 2).

If a faculty member had been officially promoted and/or tenured on 8/8/2022, they would have gone through that review process during the 2021-22 academic year. They would have held their promoted rank and tenure during academic years 2022-23, 2023-24, 2024-25, and 2025-26. Therefore, at this point, they would be in their

4th year of “post-review”. They would undergo the PTR process during 2026-27, which would be their 5th year following their last review.

In addition, materials accumulated during the 2021-22 academic year (courses, SPols, annual evaluation, etc.) would not have been evaluated during their promotion and/or tenure review. Therefore, these materials would be evaluated as part of their PTR materials in 2026-27.

For a faculty member promoted and/or tenured on 8/8/2022, they are to submit all the required materials for the following academic years: 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26, which is a total of 5 years of materials. To be clear, all accomplishments included in the dossier that the faculty member has accumulated from May 8, 2021, to May 7, 2026, will be evaluated during the 2026-27 PTR process (*to include the 2025-26 annual evaluation when they become available*).

Below is a chart that may be helpful in understanding the differences between the PTR clock and the PTR five-year review period.

Academic Year	Count PTR Clock	PTR five-year review period
2021-22	Most recent comprehensive review	1
2022-23	1	2
2023-24	2	3
2024-25	3	4
2025-26	4	5
2026-27	5 (PTR clock year)	PTR Year

Q: I was selected for PTR during 2026-27, and I have never sought promotion to Professor in the past, but I am planning on seeking promotion to Professor during 2026-27. Must I complete both processes simultaneously?

- A. No. *This is a change from previous years.* UCF will usually not conduct a PTR and a promotion review simultaneously during the same academic year for the same person. While the Provost reserves the right to request a simultaneous PTR and promotion review, most faculty may choose one or the other (PTR or promotion).

To choose PTR (rather than promotion), you will simply submit your PTR dossier by the deadline. However, to choose promotion rather than PTR, you must request a 1-year PTR extension and submit a promotion dossier for consideration during the 2026-27 review cycle. The outcome of this request is contingent upon approval by the Provost. If you are granted a 1-year PTR extension for this reason, failure to

submit a complete promotion dossier by the 2026 deadline will automatically revoke the 1-year PTR extension, and you will be required to submit a PTR dossier by the 2026 deadline. See [UCF Policy 4-410](#) regarding failure to submit a PTR dossier by the deadline. Withdrawing a promotion dossier at any time during the 2026-27 evaluation process will trigger a mandatory PTR during the 2027-28 cycle. Not achieving promotion to Professor will also trigger a mandatory PTR during the 2027-28 cycle. See the Faculty Excellence website for deadlines, schedules, and information associated with [PTR](#) and/or [promotion](#).

Promotion to Professor will be considered a complete PTR. That is, the 5-year PTR clock will restart after either a complete PTR or promotion. However, any compensation associated with specific PTR outcomes will only be awarded to faculty who earn the PTR outcome by completing the PTR process. Any compensation associated with promotion will only be awarded to faculty who earn promotion by completing the promotion process.

Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form](#) ([link](#)).

Q: If a faculty member is appointed to an interim administrator position, does the 5-year clock restart?

- A. No. Interim administrator appointments do not restart the PTR clock, rather their PTR review is simply postponed for the duration of the interim appointment. In cases where the interim appointment is less than one year, there may not be any postponement of the PTR clock. The decision about extensions or postponement of the PTR process based on interim administrator appointments rests with the Provost. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form](#) ([link](#)).

Q: If a faculty member is hired into or appointed to a permanent administrator position, does the 5-year clock restart?

- A. Maybe. Permanent administrator appointments are typically 5 years in duration and are reviewed every 5 years to maintain the appointment, much like PTR. If an administrator serves as least five full years consecutively, the PTR clock is reset when they leave their administrative position. If a permanent administrator appointment does not complete a 5-year term, it is at the Provost's discretion whether or not to postpone the PTR clock for the duration of the appointment or restart the 5-year PTR clock after the appointment. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form](#) ([link](#)).

Q: If a faculty member who was selected for PTR is on a planned FMLA or parental leave starting sometime in August, would they still need to submit their PTR file? Or would the expectation be that they submit their file prior to going on leave?

- B. Maybe. The best option is to submit the PTR dossier prior to leave. A secondary option is to request an extension and then abide by the Provost's decision.

“Exceptions to the timing of the comprehensive post-tenure review may be granted by the provost for extenuating or unforeseen circumstances, including but not limited to, ... faculty spending more than 160 hours on approved leave during one semester within the five-year period of review.” [Policy 4-410](#), p. 2.

If an extension is granted, the PTR dossier would be delayed until the next consecutive PTR cycle. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form \(link\)](#).

Q: I stepped down from an administrative role in 2022, and I have served in a tenured faculty appointment starting in August 2022 to present. Am I eligible for PTR?

- A. Yes. Since you returned to a faculty position in 2022 and served in a faculty appointment in 2022-23, you are currently in your 4th year as a tenured faculty member after returning from an administrator position. This means that AY 2026-27 would be your 5th year as a tenured faculty member (post-administrator). Policy 4-410 says that you must undergo PTR during your 5th year. This also means that you would include your assignments, evaluations, and accomplishments in your PTR dossier from AY 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26. Alternatively, faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form \(link\)](#).

Q: I was hired with tenure at UCF in 2022, and I have served in a tenured faculty appointment from August 2022 to present. Am I eligible for PTR?

- A. Yes. Since you were hired into a faculty position in 2022 and served in a faculty appointment in 2022-23, you are currently in your 4th year as a tenured faculty member at UCF. This means that AY 2026-27 would be your 5th year as a tenured faculty member. Policy 4-410 says that you must undergo PTR during your 5th year. This also means that you would include your assignments, evaluations, and accomplishments in your PTR dossier from AY 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26. We understand that your assignments, evaluations, and accomplishments during 2021-22 were at your previous institution, and we ask that you include these in your PTR dossier to the best of your abilities in coordination with your unit leader (Department Chair/School Director). Alternatively, faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form \(link\)](#).

Q: I completed a cumulative progress evaluation (CPE) within the past four years. Am I eligible for PTR?

- A. Yes. The CPE process is handled entirely within the faculty member's college. CPEs are not considered comprehensive reviews that may result in employment actions,

as are promotion and/or tenure and PTR. While CPEs are important for guidance from your department/school and college about cumulative progress toward tenure, they do not necessarily result in direct decisions about employment.

Under the most recently revised CBA, tenured Associate Professors seeking promotion to Professor are not required to complete a CPE prior to submitting the promotion dossier. CPEs are now optional for that purpose (although perhaps a good idea). CPEs had been required (at least one) in the past, but that changed in the newest CBA.

Q: Is there a list of faculty members who are scheduled for PTR?

- A. Yes. Faculty Excellence maintains a master list of tenured faculty members that are scheduled for PTR during 2026-27 and 2027-28.

Q: Is it possible that the list contains errors?

- A. Yes. It is possible that errors could exist on the list that may have been caused by any number of different sources, including Workday or human error.

Q: How are errors corrected?

- A. Per [UCF Policy 4-410](#), faculty who believe there are errors or they have special circumstances that may affect their PTR process will have 30 days from the date of PTR notification to communicate any concerns to Faculty Excellence. A one-year extension to the timing of post-tenure review may be granted by the Provost. A request for an extension must be submitted through [this form](#). Any exceptions granted to tenured faculty members will be disclosed in the Provost's report to the President and Board of Trustees. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form](#) ([link](#)).

Q: May I request an extension?

- A. Yes. Faculty will have 30 days from the date of PTR notification to submit a [PTR Extension Request Form](#) ([link](#)). **A request for an extension must be submitted through a [PTR Extension Request Form](#) ([link](#)).** A one-year extension to the timing of post-tenure review may be granted by the Provost. Decisions made and communicated from Faculty Excellence on behalf of the Provost are final. Any exceptions granted to tenured faculty members will be disclosed in the Provost's report to the President and Board of Trustees.

Q: Which AESP should I upload in my PTR dossier?

- A. According to the [PTR policy](#), the university designated dossier will include the current approved Annual Evaluation Standards and Procedures (AESP). If there are questions during the PTR process, previous AESPs may be requested by the reviewers.

Q: What should I do if the signatures from previously signed PDF documents are removed when I upload them in my PTR dossier?

- A. When some PDFs are digitally signed, the upload process may remove or strip the digital signature when uploading. There is a workaround that involves printing the signed PDF as a new PDF, saving the new PDF with retained signatures, and uploading the printed version.

If this workaround is problematic, Faculty Excellence recommends uploading the signed PDF, even if the signature is removed/stripped. It is better to have an unsigned document than no document at all. If there are questions during the PTR process, a signed version of the PDF may be requested by the reviewers.