



UNIVERSITY OF CENTRAL FLORIDA

Faculty Excellence

4365 Andromeda Loop, North
Suite 331
Orlando, FL 32816

April 1, 2026

Dear Dr. {FirstName} {LastName},

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 tenured faculty member required to submit a PTR dossier in the fall of 2026.

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

- [2026-27 Schedule - Post-Tenure Review](#)
- [2026-27 Dossier Contents - Post-Tenure Review](#)
- [2026-27 Frequently Asked Questions – Post-Tenure Review](#)

It may be helpful to start gathering required materials. This includes an updated curriculum vita, annual assignments of duties, annual evaluations, and other accomplishments earned between **May 8, 2021**, and **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}
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