



Faculty Excellence

Promotion Dossier Contents Instructors and Lecturers Academic Year 2022-23

OVERVIEW

This document presents a list of the documents needed for instructors and lecturers to upload into the Promotion System.

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Important:

- Please do not use Adobe Portfolio, use standard pdf.
- File size maximum for each uploaded attachment is 40 MB.
- The filename should be no more than 40 characters, including spaces.
- Recommend naming your file to match attachment name.
- Each attachment item is a single pdf.
- No changes can be made the original materials once the dossier is submitted, however, additions to your dossier are allowed at any time after submission, up until Provost review process begins.
- Items indicated by an asterisk (*) are required.
- Promotion system is accessed through [MyUCF](#).
- Promotion system Candidate Navigation Manual is located under "[Resources](#)."
- Starting and Updating Your P&T Dossier is available within "[Video Tutorials](#)."

Candidate Information (Automatically Populated)

Note: Candidates must certify contents by selecting corresponding statements for the accuracy of reported publications, contracts, and grants.

Dossier Attachments

1. Impact Statement*

A **one-page** summary that highlights the *impact* of your teaching to include classroom innovations, teaching philosophy, and contributions to curriculum development.

If applicable, faculty with research, creative activity, and administrative assignments are encouraged to include related impacts within this statement.

Note: Please make sure your statement is clear and concise for all reviewers.

COVID Impact Statements are uploaded within "Other."

2. Curriculum Vitae*

Include your **most current vita as of the day you submit your dossier**. The vita should be thorough, concise, organized, and complete. Throughout the CV, please spell out acronyms prior to their use.

Note: *Candidates are encouraged to work with their department chair, director, or unit head on crafting their CV.*

While there is no one template or model for crafting a CV, the types of information that may be important to consider including in your CV are the following:

- Educational background
- Employment history
- Honors and awards:
 - Separate internal awards and honors (e.g., incentive and excellence awards) from external awards and honors (e.g., received from professional associations).

- External awards: provide brief details to assist the reviewers in understanding the significance of the honor (e.g., “Selection for this award is based on teaching impact over a three-year period. One recipient, from a membership base of 10,000 scholars, is selected each year.”)
- Research and creative activity (if applicable)
 - Publications
 - Present in accepted bibliographic style of your academic discipline with complete citations.
 - Provide a statement to assist reviewers that explains author order in works that include multiple authors, e.g., first author indicates greatest importance of contribution, student authors are listed first in publications, publications are presented in alphabetical order).
 - Denote student authors by asterisk, underline, or other reference.
 - Publications should be organized by category of work (e.g., refereed publications, non-refereed publications, books, proceedings, reviews, notes, letters), and sorted by date of publication beginning with the most recent work.
 - Peer-reviewed publications should be presented separately from non-refereed publications.
 - Specify work that is accepted and in press, with estimated date of publication.
 - Awarded contracts and grants
 - Include source of grant, role (e.g., Principal Investigator, Co-Principal Investigator, senior personnel), percentage of credit (not indirect credit) assigned within UCF, funded amount of the grant or contract, and timeframe of funding distribution.

- Presentations
 - Separate presentations by type (e.g., invited, international, national, regional, state).
- Other research and creative activity as appropriate.
- Teaching activity
 - List of courses taught and additional information that may help in contextualizing your instructional activity (e.g., formats taught—online, hybrid, face-to-face).
 - Theses and dissertations directed.
 - Other teaching and instructional activity as appropriate.
- Service activity
 - College, professional, university, and community service (including relevant service to public schools).
- Other information as applicable to your discipline.

3. College Criteria*

Approved College criteria are available [here](#).

Note: If you do not have approved college criteria, please upload a blank page indicating N/A.

4. Department Criteria*

Approved Department criteria are available [here](#).

Note: If you do not have approved department criteria, please upload a blank page indicating N/A.

5. Annual Assignments*

Single pdf of the following:

- Summary table (example in Appendix)
- Assignments by year for all teaching, research, service, and administrative duties (if applicable).
- Associate instructors and lecturers: Please provide all annual assignments since last promotion, or since hire.

6. Annual Evaluations*

Single pdf of the following:

- Summary table (example table in Appendix) of overall rating (e.g., outstanding, above satisfactory) in each area of assignment,
- Complete, signed, final versions of annual evaluations since arriving at UCF or last promotion.

7. Philosophy of Teaching*

Include a **one to two-page** summary of your teaching philosophy.

8. Classes Taught*

Include a summary of classes taught in the last five years. This information is located in the Pegasus Portal at: [Pegasus Portal](#)

Once logged in, on the left-hand column select “Course Info,” then “Faculty Courses” followed by college and department. Select the semester, then select “View report.”

9. Student Perception of Instruction Reports*

Summary table for Student Perception of Instruction (SPol) (example table in Appendix) that lists the overall mean for each evaluation period for the department, the college, and yourself.

The table is followed by the last five years of student perception of instruction (SPol) reports.

✓ If student comments are cited from a course, all comments from the course must be included.

10. Evidence of Innovation in Teaching and Learning*

Upload a **one to two-page** summary of your teaching and learning innovations, along with relevant materials (e.g., syllabi, learning activities).

11. Evidence of Service*

Provide a **one to two-page** summary of your service activities that includes, service to the college, university, profession, and community, and any other information you deem relevant (e.g., email, invitation letter, thank you letter).

12. Evidence of Professional Development*

Include a **one to two-page** summary of your professional development for the last five years, along with any relevant materials.

✓ If not applicable, please upload a blank page indicating N/A.

13. Evidence Related to Performance of Other Assigned Duties*

Include a **one to two-page** summary statement of other assigned duties (e.g., an administrative assignment, if applicable).

Note: If you do not have other assigned duties, please upload a blank page indicating N/A.

14. Evidence of Research/Scholarship*

Include a **one to two-page** summary of your research/scholarship accomplishments, if applicable. Please include Aurora report; directions are available in the Appendix.

Note: It is not necessary to upload an entire book, article, audio or video recording. You may link to an external source to support your activities (e.g., SoundCloud, YouTube, Vimeo, OneDrive). If you link to an external source, place the link in the pdf document and *include the following statement* for reviewers: "Please copy and paste each link into your web browser to view the external source."

Note: If you do not have evidence of research/scholarship accomplishments, please upload a blank page indicating N/A.

15. Teaching and Learning Grants*

Include a **one to two-page** summary of your grant activity, if applicable, along with relevant materials.

Note: If you do not have grant activity, please upload a blank page indicating N/A.

16. Summary Statement of Advising and Mentoring*

Include a **one to two-page** summary statement of your advising and mentoring activities for the last five years, if applicable, along with relevant materials.

Note: If you do not have advising and mentoring activities, please upload a blank page indicating N/A.

17. Other (Optional)

Use this section to upload a single PDF of information unrelated to attachments 1 (*Summary Statement*) through 16 (*Summary Statement of Advising and Mentoring*).

18. Additions to Dossier (Optional)

Additions to the dossier are allowed until the provost, or designee begins review.

Please use the corresponding section(s) for new activity (e.g., new awards, publications, recent professional recognition). The sections will not appear until the dossier is submitted.

2a. Curriculum Vitae

New accomplishment text should be **highlighted**.

3a. College Criteria

4a. Department Criteria

5a. Annual Assignments

6a. Annual Evaluations

10a. Evidence of Innovation in Teaching and Learning

Student Perception of Instruction

| Evaluation Period | Department | Rating | | Comments* |
|-------------------|------------|---------|--|-----------|
| | | College | | |
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* If student comments are cited from a course, all comments from the course must be included.

AURORA Quick Access Guide

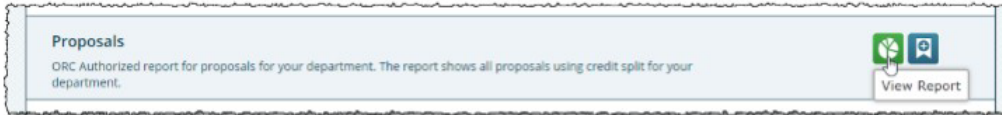
Faculty on contracts and grants please include may use the following report

Follow the steps below to run a report:

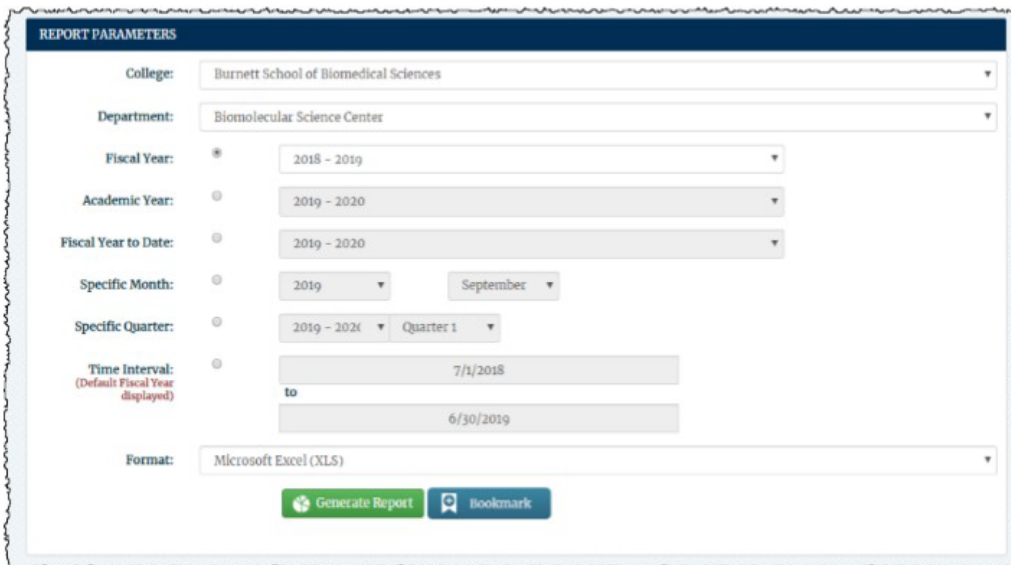
1. Select a reports tab (Individual, Department, College, or University) to define at what level to run the report.
2. Locate the report by searching for key words or navigating through the list of available reports.

Note: Not all reports are available at all reporting levels. For example, deliverable reports are not available at the university level.

3. When you have located the report, click on the green **View Report** button.



4. On the *Report Parameters* window, select the level and date parameters you wish to search by. Please note the parameter options displayed may differ based on the report.
 - a. **College** – UCF College for which the report will be run.
 - b. **Department** – UCF Department for which the report will be run.
 - c. **Fiscal Year** – Reports from July 1st to June 20th of the selected year.
 - d. **Academic Year** – Reports from May 8th to May 7th of the selected year.
 - e. **Fiscal Year to Date** – Reports from July 1st of the selected year to the current day of the selected year.
For example, if this report is run on September 1, 2018 for the Fiscal Year 2019, the report generated will range from July 1st, 2018 to September 1, 2018.
 - f. **Specific Month** – Reports on the specific month and year selected.
 - g. **Specific Quarter** – Reports on the specific quarter and year selected.
 - i. Quarter 1: July to September
 - ii. Quarter 2: October to December
 - iii. Quarter 3: January to March
 - iv. Quarter 4: April to June
 - h. **Time Interval** – Reports on the custom date range entered.
 - i. **Format** – Select the report format of Excel or PDF.

A screenshot of the 'REPORT PARAMETERS' window. The window has a dark blue header with the text 'REPORT PARAMETERS'. Below the header are several dropdown menus and input fields. The 'College' dropdown is set to 'Burnett School of Biomedical Sciences'. The 'Department' dropdown is set to 'Biomolecular Science Center'. The 'Fiscal Year' dropdown is set to '2018 - 2019'. The 'Academic Year' dropdown is set to '2019 - 2020'. The 'Fiscal Year to Date' dropdown is set to '2019 - 2020'. The 'Specific Month' dropdown is set to '2019' and the 'Specific Month' dropdown is set to 'September'. The 'Specific Quarter' dropdown is set to '2019 - 2020' and the 'Specific Quarter' dropdown is set to 'Quarter 1'. The 'Time Interval' section has a 'to' field set to '7/1/2018' and a 'to' field set to '6/30/2019'. The 'Format' dropdown is set to 'Microsoft Excel (XLS)'. At the bottom of the window are two buttons: 'Generate Report' (green) and 'Bookmark' (blue).

5. After the parameters are selected, click the **Generate Report** button.
6. The report is downloaded locally to your computer. The report displays parameters selected for future reference.