



Faculty Excellence

OVERVIEW

This document presents a list of the documents needed for assistant and associate professors to upload into the Promotion and Tenure System.

**Promotion and Tenure
Dossier Contents
Assistant and Associate Professors**
Academic Year 2022-23

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Important:

- Please do not use Adobe Portfolio.
- 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 begins to review.
- Promotion system Candidate Navigation Manual is located under "[Resources](#)."
- Starting and Updating Your P&T Dossier is available within "[Video Tutorials](#)."

Candidate Information

- Candidates must select the application type: "promotion & tenure," "promotion only," or "tenure only."
- Items indicated by an asterisk (*) are required.

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 major accomplishments and provides context to your teaching, research and creative activities, service, and administrative assignments (if applicable). Rather than addressing workload or summary scores, the statement should provide a narrative of the most SIGNIFICANT aspects of your work since joining UCF. How have you made a difference? When possible, relate this work to the mission of the department, college, and university.

Note: If hired with tenure-credit, please include the appropriate information for years credited.

- ✓ It is helpful to reviewers when your statement is clear and concise.

COVID Impact Statements are uploaded within "Other."

2. Curriculum Vitae*

Include your **most current vita** on the day you submit your dossier, which may have additional items since sending to external reviewers (item 3). The vita should be thorough, concise, organized, complete and accurate. Please spell out acronyms prior to their use.

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

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

- Employment history
- Educational background
- Honors and awards:

- UCF awards and honors (e.g., incentive and excellence awards) external awards and honors (e.g., received from professional associations) should be presented separately.
- External awards: provide brief details to assist reviewers in understanding the significance of the honor (e.g., “Selection for this award is based on level of research productivity, quality of contributions, and sustained performance over a three-year period, one recipient, from a membership base of 10,000 scholars, is selected each year”)
- Research and creative activity
- Publications
 - Present in discipline specific, accepted bibliographic style 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 has been accepted and in press, with estimated date of publication.

- Awarded contracts and grants
 - Include source of grant, role (e.g., PI, Co-PI, 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, scholarly and creative activity as appropriate (e.g., patents, licenses).
- Teaching activity
 - List of courses taught and additional information that may help in contextualizing your instructional activity (e.g., course modality).
 - Theses and dissertations directed.
 - Other teaching and instructional activity as appropriate.
- Service activity
 - Professional, university, and community service (e.g., service to public schools).
- Other information as applicable to your discipline.

3. Curriculum Vitae Sent to External Reviewers*

Include the curriculum vitae that was sent to external reviewers. A watermark or footnote (“External Review”) indicating such is recommended.

4. External Reviewers' Letters and Credentials*

Provide external reviewer letters along with a short summary of the qualifications of each reviewer. For each summary, specify who prepared the summary and/or the source, e.g., provided by the reviewer, copied from the reviewer's public information online, written by the candidate based on online information).

5. College Criteria (If available)

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

6. Department Criteria*

Approved criteria (marked approved by Faculty Excellence) available [here](#) .

Non-approved criteria must not be uploaded in the dossier.

7. Annual Assignments*

Single pdf of the following:

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

8. Annual Evaluations*

Single pdf of the following:

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

9. Cumulative Progress Evaluations*

Single pdf of the following:

- Summary table (example table in Appendix), and
- Cumulative progress evaluations (CPE) along with complete, signed, final versions of the evaluations, that includes evaluation period, overall rating (e.g., above expectation, at expectation, or below expectation) for all review levels (e.g., department, department chair, dean).
- Associate Professors are not required to upload a CPE. Please upload a page with the statement “Not Required.”

10. Research/Creative Activities Summary and Evidence*

A **two to three-page** summary of your research and creative activities. Please state your research accomplishments, future research plans, and any other information you deem relevant. The summary is followed by evidence of your research and activity since joining UCF or your last promotion.

- ✓ If you include citation numbers and other impact metrics, provide a brief rationale for their sources.

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). 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.”

If you do not have research activity to report, please upload a blank page indicating N/A.

11. Research Funding Reports*

Office of Research funding report. This report should include all active grants and/or contracts *while in current rank*. (See appendix for instructions on running this report.)

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

12. Teaching Activities Summary and Evidence*

A **two to three-page** summary of your teaching activities. Please include the impact of your teaching philosophy and instructions. You may include teaching methodology, future pedagogical plans, and any other information you deem relevant to support teaching since joining UCF or your last promotion. The summary is followed by evidence of your teaching research and activity since joining UCF or your last promotion:

- **Summary table** for Student Perception of Instruction (SPoI) table (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 (SPoI) reports.
 - Any other information you deem relevant (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities).
- ✓ If student comments are cited from a course, all comments from the course must be included.

13. Service Activities Summary and Evidence*

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).

14. Other Assigned Duties (Optional)

Provide assigned duties and related supporting materials/evidence.

15. Other (Optional)

Information unrelated to sections 1 (Impact Statement) through 14 (Other Assigned Duties) (e.g., COVID statement).

Additions to Dossier (Optional)

Use this section to upload a single PDF of each new accomplishment that happens *after* the dossier has been submitted.

Additions to dossier are allowed at any time up until the Provost begins to review.

Please use the corresponding section(s) for the new activity (e.g., new awards, publications, recent professional recognition):

2a. Curriculum Vitae

New accomplishment text should be **highlighted**

4a. External Reviewers' Letters and Credentials

6a. Department Criteria

7a. Annual Assignments

8a. Annual Evaluations

9a. Cumulative Progress Evaluations

10a. Research/Creative Activities Add'l Evidence

11a. Research Funding Reports

12a. Teaching Activities Add'l Evidence

13a. Service Activities Add'l Evidence

14a. Other Assigned Duties

APPENDIX

Annual Assignments Summary

% FTE ASSIGNMENT				
Semester & Year	Teaching	Research	Service	Other

Annual Evaluations Summary

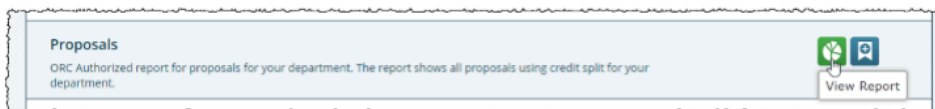
Ratings				
Evaluation Period	Teaching	Research	Service	Overall Rating

AURORA Quick Access Guide

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, there are several fields for selecting parameters. 'College' is set to 'Burnett School of Biomedical Sciences'. 'Department' is set to 'Biomolecular Science Center'. 'Fiscal Year' is set to '2018 - 2019'. 'Academic Year' is set to '2019 - 2020'. 'Fiscal Year to Date' is set to '2019 - 2020'. 'Specific Month' is set to '2019' and 'September'. 'Specific Quarter' is set to '2019 - 2020' and 'Quarter 1'. 'Time Interval' is set to '7/1/2018' to '6/30/2019'. 'Format' is set to 'Microsoft Excel (XLS)'. At the bottom, there are two buttons: a green 'Generate Report' button and a blue 'Bookmark' button.

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.

For more information, please visit <https://reports.research.ucf.edu/help/AURORA%20Reference%20Guide.pdf>

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