



Dossier Contents

Assistant and Associate Professors

Important:

- File size maximum for each uploaded attachment is 40 MB.
- The filename should be no more than 40 characters.
- No changes are allowed once the dossier is submitted. Additions to dossier are allowed at any time up until Provost review.

Candidate information

Within the promotion and tenure system, the candidate completes the required fields, indicated by an asterisk (*), on the candidate information page. Each candidate selects the application type: “promotion & tenure,” “promotion only,” or “tenure only.” The candidate also electronically certifies the accuracy of reported publications, contracts, and grants.

Dossier Attachments

1. Impact Statement (Required)

Include a **one-page summary** that highlights your major accomplishments and summarizes your research and creative activities, teaching, and service activities. You may bullet, bold, italicize, and highlight statements within the summary. The summary should provide a complete overview of your work since joining UCF. When possible, relate this work to the university’s strategic plan ([Collective Impact](#)). *Please make sure your statement is clear and concise for reviewers.*

2. Curriculum Vitae (Required)

Include your **most current vita as of the day you submit your dossier**. This will be an updated vita relative to the one that was submitted to external reviewers and which is uploaded in step 3. The vita should be thorough but concise, organized, and complete. Throughout the CV, please spell out acronyms prior to their use. *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 (i.e., awarded from UCF, such as incentive and excellence awards) from external awards and honors (e.g., received from professional associations).
 - For external awards, provide brief details to assist the reviewer 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 accepted bibliographic style of your academic discipline.
 - Include a statement to assist reviewers in understanding the sequence of contributor’s names in research and creative works that include multiple authors. For example, “First author and/or corresponding author indicate greatest importance of contribution. Subsequent authors are based on level of contribution with second author providing a higher level of contribution than the third author.”
 - Publications should be organized by category of work (e.g., refereed publications, non-refereed publications, books, proceedings, reviews, notes, letters), then sorted by date of publication beginning with the most recent work.
 - List refereed or peer-reviewed publications separately from non-refereed publications.
 - Specify work that is accepted and in press, with estimated date of publication. Denote student authors by asterisk, underline, or some other differentiation.
 - Awarded contracts and grants.
 - Include source of grant, your role (e.g., PI, Co-PI, senior personnel), your percentage of credit (not IDC) 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**
 - Professional, university, and community service (including relevant service to public schools).
- **Other information as applicable to your discipline.**

3. Curriculum Vitae Sent to External Reviewers (Required)

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

4. External Reviewers’ Letters and Credentials (Required)

Upload a single PDF that includes all external reviewer letters and 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, or written by the candidate based on online [e.g., vita] or other information).

5. College Criteria (As applicable)

6. Department Criteria (As applicable)

7. Annual Assignments (Required)

Upload a single PDF of the past five years (or since arriving at UCF, if less than five years) of your UCF annual assignments in chronologically descending order (i.e., most recent assignment first).

Faculty who are applying in the 2018-2019 cycle should include annual assignments from 2017-18, 2016-17, 2015-16, 2014-15, and 2013-14, in that order.

The first page of this file should include a one-page summary table that lists annual assignments by year for all categories for which you had assigned duties (e.g., research, teaching, service). See appendix for example.

8. Annual Evaluations (Required)

Upload a single PDF of the past five years, (or since arriving at UCF, if less than five years) of your UCF annual evaluations in chronologically descending order (i.e., most recent evaluation first).

Faculty who are applying in the 2018-2019 cycle should include annual evaluations from 2017-18, 2016-17, 2015-16, 2014-15, and 2013-14, in that order.

The first page of this file should include a table that provides, by year, the overall ranking (e.g., outstanding, above satisfactory, etc.) for all categories for which you were ranked (e.g., research, teaching, service). *See appendix for example.*

9. Cumulative Progress Evaluations (required for faculty seeking tenure; optional for all others)

Upload a single PDF that includes all of your cumulative progress evaluations in chronologically descending order (i.e., most recent assignment first). The first page of this file should be a table that provides, by evaluation period, the overall rating (e.g., above expectation, at expectation, or below expectation) for all raters (e.g., department, department chair, dean). *See appendix for example.*

10. Research Funding Reports (Required)

Upload a single PDF to include all of the following, as applicable:

- Office of Research and Commercialization (ORC) funding report, if applicable. This report should include all active grants and/or contracts *while in current rank.* (See appendix for instructions on running this report.)
- If you have received external funding not routed through ORC or UCF Foundation, please document each grant.
- If you have received UCF funding, please document each grant.

If none of the above are applicable, please upload a blank page indicating N/A.

11. Research & Creative Activities Summary and Evidence (Required)

Include a two to three page summary of your research and creative activities. In addition to the summary, please include the following supporting materials:

- Research accomplishments.
- Future research plans.
- All other information you deem relevant (e.g., evidence to support research and creative activities).
- If you include citation numbers and other impact metrics, include and provide 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, 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."

The research and creative activities section must be uploaded as one single PDF.

12. Teaching Activities Summary and Evidence (Required)

Include a one to two page summary of your teaching philosophy and instructional activities. In addition to the summary, include the following:

- Last five years of student evaluation summaries at UCF (i.e., student perceptions of instruction, SPI), in chronologically descending order (i.e., most recent year first). **Faculty who are applying in the 2018-2019 cycle should include annual evaluations from 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14.** If student comments are cited, all comments, from all students must be included.
- All other information you deem relevant (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities).

The teaching activities section must be uploaded as one single PDF.

13. Service Activities Summary and Evidence (Required)

Upload a one to two page summary of your service activities. Include, in particular, service to college, university, profession, and community. In addition to the summary, include the following:

- All other information you deem relevant (e.g., evidence to support service activities).

The service activities section must be uploaded as one single PDF.

14. Other Assigned Duties (Optional)

If applicable, upload a single pdf that includes other assigned duties and related supporting materials/evidence.

15. Other (Optional)

Use this section to upload a single PDF of information unrelated to sections 1 (Impact Statement) through 14 (Other Assigned Duties).

16. Additions to Dossier (Optional)

Use this section to upload a single PDF of each new accomplishment that happens *after* the dossier has been submitted (e.g., new awards, publications, recent professional recognition). Additions can be submitted until the Provost makes the final decision.

APPENDIX



Office of Research and Commercialization

UNIVERSITY OF CENTRAL FLORIDA

How to Run Award Reports

The following web application is used to generate research individual reports as well as reports for the colleges/centers and departments at the University of Central Florida. **Note: Candidates will generate only the individual award reports.**

AURORA (A University Resources Online Reporting Application)

<https://reports.research.ucf.edu/>

To log into AURORA you will use your NID and NID password (Single Sign-On credentials) To run Department award reports (applicable to department chairs/directors):

1. Click on the Department Tab in AURORA.
2. Click on the 'Awards' link in the 'ORC Authorized Reports' section.
3. Select the college and corresponding department.
4. Choose the Fiscal Year radio button. Use the dropdown arrow to select the year.
5. Choose excel or PDF.
6. Finally, click generate report.

To run Individual award reports (applicable to candidates):

1. Click on the Individual Tab in AURORA.
2. Click on the 'Awards' link in the 'ORC Authorized Reports' section.
3. Type in the name of the researcher.
4. Choose the Fiscal Year radio button. Use the dropdown arrow to select the year.
5. Choose excel or PDF.
6. Finally, click generate report.

*The award reports are shown with credit split.

Please contact Jason Kuhns for any questions or concerns at Jason.Kuhns@ucf.edu