Dossier Contents
Instructional Designers and Librarians

Important Requirements:
- File size maximum for each individual file upload is 40 MB.
- The filename must 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 the Provost (or designee) review.
- Each item below must be uploaded as one single pdf.
- Unless otherwise stated, each attachment item below is required. If not applicable, upload a statement saying the item is not applicable.

Candidate Information (Automatically Populated)

Within the electronic promotion system, the candidate completes the required fields, indicated by an asterisk (*), on the candidate information page. The candidate selects the application type: "Promotion only". Then, the candidate will electronically certify the accuracy of reported assignments, evaluations, and activities.

Dossier Attachments (1-14)

1. Impact Statement (Required)

Include a **one-page summary** that highlights major accomplishments, addressing impact, and describing research, scholarly, and assigned responsibilities; service; and other university duties, if applicable. You may bullet, bold, italicize, and highlight statements within the summary. The summary should provide a complete overview of your work since joining UCF. *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.*** 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 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/Professional responsibility**
  - Examples include caseload assignments, acquisitions, cataloging, circulation, curricular development and related assistance, digital initiatives, special collections, etc.

- **Professional development activities**
  - Examples include professional development experiences that involved leadership/supervision, certifications awarded, courses completed, degrees awarded, etc.

- **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"*).

- **Scholarship**
  If you include an asterisk or symbol to highlight an activity, please include a statement, key, or table that details their meaning.
  - Publications
    - Present in accepted bibliographic style of your academic discipline.
    - Include a statement to assist reviewers in understanding the sequence of contributors' 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."
    - Acceptance Rate of Journals
    - 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 (if applicable)
    - 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.

- o Presentations
  - Separate presentations by type (e.g., invited, international, national, regional, state).
- o Conferences attended
  - Separate conferences attended by type (e.g. internal to UCF, regional, national, international)

- **Teaching activity**
  - o If applicable, list of courses taught and additional information that may help contextualize your instructional activity (e.g., formats taught—online, mixed mode, face-to-face).
  - o Development of webinars, face-to-face workshops, independent instruction
  - o Other teaching and instructional activity as appropriate.

- **Service activity**
  - o Unit, division, professional, university, and community service.

- **Other information as applicable to your discipline.**

3. Unit Criteria (If Available)

4. Annual Assignments (Required)

Upload a table that lists annual assignments by year for all categories for which you had assigned duties (e.g., professional responsibilities, scholarship and professional development, service) followed by 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). *See appendix for example.*

Faculty who are applying in the 2019-2020 cycle must include annual assignments from 2018-19, 2017-18, 2016-17, 2015-16, and 2014-15, in that order.

5. Annual Evaluations (Required)

Upload a table that provides, by year, the overall rating (e.g., outstanding, above satisfactory, etc.) for all categories for which you were rated (e.g., professional responsibilities, scholarship and professional development, service) followed by 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). *See appendix for example.*

Faculty who are applying in the 2019-2020 cycle must include annual evaluations from 2018-19, 2017-18, 2016-17, 2015-16, and 2014-15, in that order.

6. Professional Responsibilities (Required)

Upload a **one-page summary** of the impact your assigned instructional design or librarianship professional responsibilities had on the mission of the university accompanied by relevant supporting materials, e.g., number of faculty assigned as caseload, administrative responsibilities, special projects.

7. Teaching and Learning Innovation (If applicable, for Librarians)

Upload a **one-page summary** statement identifying the impact your assistance or instruction had on teaching and learning innovations, accompanied by relevant supporting materials (e.g., activity supporting faculty in instructional development, how your instruction had an impact on the delivered course).

8. Service (Required)

Upload a **one-page summary** statement of your service activities to the division, unit, university, profession, and community, accompanied by relevant supporting materials.

9. Professional Development (Required)

Include a **one-page summary** statement of your professional development for the last five years, accompanied by relevant supporting materials.

10. Other Assigned Duties (If Applicable)

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

11. Research/Scholarship (If Applicable)

Include a **one-page summary** of your research/scholarship accomplishments, if applicable, accompanied by relevant supporting materials.

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, Learning, or Research Grants (If Applicable)

Include a **one-page summary** of any grants, if applicable, accompanied by relevant supporting materials.

13. Other (Optional)

Use this section to upload a **one-page summary** statement of other information deemed relevant unrelated to attachments 1 (Impact Statement, Required) through 12 (Teaching, Learning, or Research Grants, If Applicable) accompanied by supporting materials, (e.g., news story, media story, "solicited" letters). All solicited letters must be marked as "solicited" at the top of each document prior to uploading.

14. Additions to Dossier (Optional)

Use this section to upload each new accomplishment that happens after the dossier has been submitted (e.g., new awards, publications, recent professional recognition, etc.). Additions may be submitted until the Provost (or designee) makes the final decision.

APPENDIX

Annual Assignments Summary

Semester & Year	% FTE ASSIGNMENT			
	Professional Responsibility	Professional Development	Service	Other

Upload as a single PDF, the summary table followed by the actual documents for the past five years.

Annual Evaluations Summary

Evaluation Period	RATING			
	Professional Responsibility	Professional Development	Service	Overall Rating

Upload as a single PDF, the summary table followed by the actual documents for the past five years.