

## MEMORANDUM

TO: COS Faculty, Chairs, and Directors  
FROM: Zachary Knauer, COS Manager of Faculty Affairs  
SUBJECT: 2023-24 Cumulative Progress Evaluations  
DATE: December 15, 2023

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Cumulative Progress Evaluations (CPEs) are required for tenure-earning faculty beginning in their second year (or in their first year, if hired with credit toward tenure). Tenure-earning faculty must submit a CPE dossier – an abbreviated version of a Promotion & Tenure application – to the unit chair/director. The dossier must follow the format explained in the CPE dossier guidelines document (attached).

Associate Professors considering promotion may request a CPE and must have at least one CPE completed before applying for promotion to Professor. The dossier must follow the format explained in the Tenured Associate Professors CPE dossier guidelines document (attached).

Instructors/Lecturers, Research/Clinical, and other faculty types, may request a CPE, though one is not required. Employees in these positions should follow the standard CPE dossier guidelines as applicable to their assignment.

Please be sure to schedule the P&T Committee's meeting(s) sufficiently in advance of the due date, allowing time for their work on the CPE and for the chair/director's subsequent addition to the CPE. For tenure-earning faculty, the P&T Committee consists of all tenured faculty. For any tenured associate professors seeking a CPE, the P&T Committee consists of all tenured (full) professors. For non-tenure-earning faculty the composition of the CPE committee shall reflect that of the promotion committee for the specific position. The CPE evaluation form is available on-line:

<https://facultyexcellence.ucf.edu/document/cumulative-progress-evaluation/>

### **Cumulative Progress Evaluation Deadlines:**

<b>Item</b>	<b>Due Date</b>
Candidate(s) submit CPE dossier to the chair/director	February 2 (Friday)
Chair/Director checks dossiers and works with the candidates on revisions	
Chair/Director delivers CPE dossiers to promotion committee	February 9 (Friday)
Promotion committee review and portion of evaluation form completed	February 23 (Friday)
Chair/Director review and portion of evaluation form completed. CPE dossiers and forms delivered to the COS Dean's Office c/o Zachary Knauer, Zachary.Knauer@ucf.edu	March 15 (Friday)
Dean evaluation completed. Results shared with faculty candidates	April 19 (Friday)
Faculty candidates sign official copy of CPE form	April 29 (Monday)

cc: Dean, Maggy Tomova