

MEMORANDUM

TO: COS Faculty, Chairs, and Directors
FROM: Zachary Knauer, COS Manager of Faculty Affairs
SUBJECT: 2024-25 Cumulative Progress Evaluations
DATE: December 11, 2024

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 though it is not required. 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:

Item	Due Date
Candidate(s) submit CPE dossier to the chair/director	January 27 (Monday)
Chair/Director checks dossiers and works with the candidates on revisions	
Chair/Director delivers CPE dossiers to promotion committee	February 3 (Monday)
Promotion committee review and portion of evaluation form completed	February 21 (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 14 (Friday)
Dean evaluation completed. Results shared with faculty candidates	April 21 (Monday)
Faculty candidates sign official copy of CPE form	April 28 (Monday)

cc: Dean, Maggy Tomova