

**2024-25 CPE Dossier:
(All faculty except Tenured-Associate Professors)**

The CPE dossier required in the College of Sciences is an abbreviated version of the Promotion and/or Tenure dossier. Include and complete all fields applicable to your position/assignment.

1. FACULTY INFORMATION FORM

Distributed with CPE documents and also found on COS Faculty Affairs website

2. SUMMARY STATEMENT

One-page summary of your major accomplishments and future plans

3. CURRICULUM VITA

Please pay careful attention to the following recommendations. The style of CV appropriate for this purpose is different from one used for a job application.

The vita should be current and concise but complete. Make it easy for reviewers in other disciplines to understand your accomplishments. The CV should include the following (as applicable to assignment), but feel free to add other information that gives a better picture of your career.

- Higher education history: degrees, institutions, graduation years, dissertation title and advisor, and postdoctoral advisor if applicable
- Relevant employment history: positions, employers, years (e.g., 2015-2019)
- Honors and awards (e.g. UCF awards, honors from professional societies; but not grants)
- Teaching
 - Classes taught
 - Students supervised in theses, dissertations, Honors in the Major, etc. (list names, years, titles)
 - Teaching grants (not SOTL grants, which go under Research)
- Research/Creative Activities
(*for creative activities, order and content may differ as appropriate for the discipline)
 - Publications
 - Arrange by category of work (e.g. journal articles, books, etc.)
 - Sort by date of publication with the most recent shown first
 - Indicate which publications were refereed
 - Use your discipline's bibliographic style; however, list all authors in publication order
 - Indicate how author order was determined (e.g., first author had greatest contribution)
 - Presentations at meetings or conferences / Exhibitions
 - Do not mix these together with publications
 - Indicate invited, refereed, or contributed as appropriate
 - If there are many you may want to separate them by category
 - If appropriate for discipline you may also want to distinguish other factors such as international vs. regional, etc.

- Grants and contracts awarded
 - List PI and all co-PIs
 - Indicate your role (e.g., PI, co-PI, senior personnel)
 - List percentage credit assigned within UCF (not indirect split)
 - List agency, time period, etc.
- Service
 - If many activities you may want to list separately by type (university, professional, and if appropriate public service)
 - Indicate the year and any special contribution (e.g. committee chair)

4. CUMULATIVE PROGRESS EVALUATIONS

Include all previous Cumulative Progress Evaluations (AA-18b) since your arrival at UCF

- Order from most recent to earliest

5. TEACHING ACTIVITIES SUMMARY AND EVIDENCE

- A one to two page summary of your teaching philosophy and instructional activities
- All student evaluation summaries
- Any other material that you deem relevant (e.g. evidence of student learning)

6. RESEARCH & CREATIVE ACTIVITIES SUMMARY AND EVIDENCE

- A one to three page summary of your research and creative activities and accomplishments
- Future research/creative activities plans
- OR Funding Report. Funding, awards, proposals summary report as appropriate for your discipline. Consult with your unit's post award staff person if you need assistance
- All other information that you deem relevant

7. SERVICE ACTIVITIES SUMMARY AND EVIDENCE

- A one to two page summary of your service activities
- Any other information that you deem relevant

8. ANNUAL ASSIGNMENTS AND EVALUATIONS

Include your UCF Annual Assignments (AA-46) and Annual Evaluations (AA-17), since hire date or date of last promotion, plus a copy of your department/school's Annual Evaluation Standards & Procedures (AESP) document.

9. PROMOTION and/or TENURE CRITERIA DOCUMENTS

Include both the college and your department/school Promotion and/or Tenure criteria documents