

2024-25 CPE Dossier: *Tenured Associate Professors*

The following constitute a CPE dossier for a Tenured Associate Professor:

1. Faculty Information Form:

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

2. Summary Statement

- Include a one-page summary that highlights your major accomplishments and their impact and summarizes your future research and creative activities, teaching, and service plans. (Items showing leadership and national or international reputation in research, excellence in teaching, and leadership in service are of particular importance for faculty considering promotion to full professor.)

3. Curriculum Vita

- The version of your CV appropriate for this purpose is probably different from one that you would use 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.
- See the CPE Dossier Criteria Document for Tenure-Earning faculty for format, organization, and contents recommendations.

4. Student Perception of Instruction (SPI) evaluation summaries

- Summary table of SPI overall mean ratings by semester over the past 5 years or since last promotion.
- Copies of SPI evaluation summaries for each of the past 5 years or since last promotion.
 - Inclusion of SPI comments is optional. If student comments are included from a course section, all comments from that course section must be included

5. *Optional: Teaching/Research/Service/Other assigned duties Summaries

- May include a one-page summary of accomplishments for each area of assigned duties.

6. *Optional: Copies of previous Cumulative Progress Evaluations (if any) post tenure

7. Copy of the Department/School's Criteria/Guidelines for Promotion