

MEMORANDUM

TO: COS Faculty, Chairs, and Directors
FROM: Kerstin Hamann, Senior Associate Dean
SUBJECT: 2025-2026 Cumulative Progress Evaluations
DATE: December 8, 2025

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 the [Faculty Excellence website](#).

Cumulative Progress Evaluation Deadlines:

Item	Due Date
Candidate(s) submit CPE dossier to the chair/director	January 26 (Monday)
Chair/Director checks dossiers and works with the candidates on revisions	January 27-February 2
Chair/Director delivers CPE dossiers to promotion committee	February 2 (Monday)
Promotion committee review and portion of evaluation form completed	February 2-February 20
Chair/Director review and portion of evaluation form completed. CPE dossier should be uploaded to the department One Drive folder (access issued by COS).	March 13 (Friday)
Dean evaluation completed. Results shared with faculty candidates	April 20 (Monday)
Faculty candidates sign official copy of CPE form	April 27 (Monday)

cc: Interim Dean, Josh Colwell