

**College of Arts and Humanities
2021-2022 CPE Guidelines
Tenured Associate Professor**

CPEs must be submitted to your Chair or Director, who will then submit an electronic copy to the Dean, Jeffrey.Moore@ucf.edu, and Cc his Executive Assistant, Eileen.Ryan@ucf.edu. CPE can also be submitted in a flash drive. CPEs' are a smaller version of the P&T dossier. CPE must follow the specific CPE guideless.

1. COVER PAGE

2. TABLE OF CONTENT

3. FACULTY INFORMATION FORM

- Distributed with CPE documents,
- Also found in the Faculty Excellence website and in the CAH share drive under the Faculty Development folder.

4. 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).

5. CURRICULUM VITA

- The CV 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, but feel free to add other information that gives a better description of your career.
 - Education history
 - Relevant employment history
 - Professional recognitions, honors, and/or awards (e.g., TIP, RIA, honors from professional societies, etc.)
 - 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
 - Publications
 - Arrange by category of work (e.g. journal articles, books, etc.)
 - Sorted by date of publication with the most recent shown first
 - Presentations at meetings or conferences
 - Indicate invited, refereed, or contributed as appropriate

- Grants and contracts awarded
- Service
 - Indicate the year and any special contribution (e.g. committee chair)

6. COPY OF THE DEPARTMENT/SCHOOL'S CRITERIA/GUIDELINES FOR PROMOTION

7. CUMULATIVE PROGRESS EVALUATIONS (IF ANY) POST TENURE

- Optional – the candidate can choose to include any post tenure CPEs

8. TEACHING ACTIVITIES SUMMARY AND EVIDENCE

- One- to two-page summary of your teaching philosophy and instructional activities
- SPOI reports
- All student evaluation summaries
- Any other material that you deem relevant, e.g., evidence of student learning

9. RESEARCH ACTIVITIES SUMMARY AND EVIDENCE

- One- to three-page summary of your research activities and accomplishments
- Future research plans
- All other information that you deem relevant

10. SERVICE ACTIVITIES SUMMARY AND EVIDENCE

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