

College of Arts and Humanities
2021-2022 CPE Guidelines
Tenure-Earning

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. Current Curriculum Vitae

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)

5. Overall Statement

- A summary of your major accomplishments and future plans.

6. Annual Evaluations and Assignments

7. Past CPEs

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

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