

Faculty Dossier for Promotion and/or Reappointment

Guidelines: **Replace the purple text** and submit the dossier as an easy-to-navigate pdf.
Letters of support from students and/or Florida Poly faculty are strongly discouraged.
Use appropriate judgment & creativity within the framework to demonstrate your achievements.

Note: Items obtained via Institutional Research or Performance Reviews as mandated by the CBA do not require notification to faculty as supplemental materials and may be available to the committee upon request

Name: **type your name here**

Rank: **(instructor, senior instructor, distinguished instructor; assistant, associate, full professor)**

Department: **identify your current department**

Initial hire date: **month/year or semester/year (e.g., August 2024 or Fall 2024)**

Candidate for: reappointment promotion to the rank of **RANK (e.g., Associate Professor)**

Performance Period: **Identify the time period under review (e.g., Fall 2022 through Fall 2024)**

By signing, I represent that the contents of this dossier are accurately presented to the best of my knowledge.

Signature: _____

Date: _____

1. Professional Statement

Limit: 4 pages (12-point font, one-inch margins).

This statement should provide the evaluators an overview of a faculty member and their contributions to the university. This statement should address how your contributions align with the criteria for reappointment and/or promotion.

2. Instruction

2a. Courses and labs taught in this performance period.

Complete the table to identify each course and lab taught in this performance period.

Course #	Course Name	Term	Level	Type	Coordination
CRN 1234	Course Name	FA, SP, SU A/B/C	UG or GR	newly developed, 1 st time taught, significant redesign, or repeated offering?	Single section, Multi-section, or Coordinated?
	(add rows as necessary)				

Course # = Prefix & course number (e.g., MAP 2301)
Course Name = Title (e.g., Differential Equations)
Term = Semester taught (Fall, Spring, Summer A/B/C)
Level = Primarily undergraduate (UG) or graduate (GR)?

Type = When taught, was this course: newly developed, taught for the first time, significantly redesigned, or a repeated offering?
Coordination = When taught, was this a: single-section, multi-section, or coordinated course?

2b. Teaching Narrative.

Limit: 3 pages (12-point font, one-inch margins).

Provide a single integrated narrative addressing your teaching accomplishments, practice, instructional development, and course/content contributions during the review period. Focus on impact, growth, context, and future direction. Supporting evidence (syllabi, assignments, course assessments, Canvas materials, improvement memos, etc.) should be cited by reference to the appendix rather than reproduced inline. Annual Faculty Activity Reports for the review period are attached in the Appendix and may be referenced here in lieu of repeating documented activity lists.

3. Scholarly Activity & Research

3a. Scholarly Activities (grants and projects)

In the table, list all grant- and project-related scholarly activities conducted during the evaluation period. For each activity, check the relevant box to identify the research objective.

Activity	Role	Agency	Amount	Status	Check the relevant box(es) to identify the research objective					
					Scholarly Productivity	Applied & Industry-Integrated Research	Funding & Resource Development	Student Research Engagement	Research Visibility & Dissemination	Collaboration & Leadership
				(add rows as necessary)						

Activity = Brief description of the activity Role = Examples: author, co-author, PI, co-PI Agency, Amount = Info on funding requested
Status = Indicate if the activity is **actively funded, recently expired, submitted grant, unfunded research project, or planned for grant submission**

3b. Scholarly Output.

List all scholarly output produced during the evaluation period and categorize each output.

For each output, check the relevant box to identify the research objective.

Please provide a means for evaluators to review all items on the list (e.g. weblink *and* DOI # when available).

Output	Category	Check the relevant box(es) to identify the research objective					
		Scholarly Productivity	Applied & Industry-Integrated Research	Funding & Resource Development	Student Research Engagement	Research Visibility & Dissemination	Collaboration & Leadership
Example: Publication of a journal paper							
(add rows as necessary)							

Category = Examples include: Peer-Reviewed Publications, Presentations, Patents, and Other Works (non-peer reviewed, submitted, in-progress)

3c. Research Narrative.

Limit: 3 pages (12-point font, one-inch margins).

Briefly introduce major activities, students involved, awards and honors, etc. focusing on the overall impact of the activities and how/why they meet departmental expectations. Additionally, include a research plan indicating expected future work, its relation to existing work, and concrete future goals.

4. Service

4a. Service Activities

In the table, list service activities conducted during the evaluation period.
 For each activity, check the relevant box to classify each service activity.

Service Activity	Check the relevant box(es) to identify the research objective				
	Departmental	University	Student Research Engagement	Discipline or Profession	Community & Industry Engagement
Enter a brief description of each service activity. Focus on your contributions.					
(add rows as necessary)					

4b. Service Narrative

Please provide a brief description of major service activities (students involved, awards and honors, etc.), focusing on the overall impact of the activities and how/why those activities meet expectations.

5. Appendices

5a. Full Curriculum Vita

Attach an updated CV to then end of this dossier.

Please ensure your CV is reasonably inclusive but also **terse**.

5b. Annual Performance Reviews from Florida Poly

Attach annual performance reviews to cover the performance period.

5c. Institutional Research Packet

If not made available online to evaluators, attach the Institutional Research Packet.

5c. Additional information the candidate chooses to supply

When you have completed your dossier, submit it to provost@floridapoly.edu
