College of Medicine Procedures for Cumulative Performance Evaluations (CPE)

Background:

Tenure-track faculty eligible for consideration for promotion and award of tenure shall be assessed annually on their progress toward this goal by the unit tenured faculty, the Department Chair/Director or unit head, and the Dean. These Cumulative Progress Evaluations (CPEs) shall be included in the annual evaluation for assistant professors and retained in the faculty evaluation file.

Tenured faculty eligible for consideration for promotion shall be assessed at least once on their progress toward this goal by the unit tenured full professors, the Department Chair or unit head, and the Dean before applying for promotion. These CPEs shall be included in the annual evaluation for associate professors and retained in the faculty evaluation file.

Procedure:

Review Process- CPEs will be reviewed by the department Promotion and Tenure Committees (P&T). Per the UCF regulations, the same department P&T Committee will review both the CPE and promotion for tenured faculty. Departments who do not have sufficient tenured faculty to serve, may utilize faculty from other departments or colleges. Department Chairs will be notified by November 1 of the list of faculty members in their departments for whom a CPE is required. CPE reviews should be conducted by the P & T committee by the third week of January, the chair/director review conducted by the first week of February, and the Dean's review conducted by the third week of February. Departmental committee review, Department Chair review, and Dean review of CPEs must be distributed to faculty by the first week of May.

Frequency of CPE review:

Tenure-track Assistant Professor- Faculty at the rank of Assistant Professor are required to undergo CPE review annually, which will become part of the faculty annual evaluation. During the tenure clock, starting the 2nd year of employment, an annual CPE will be performed. The 4th year of employment will include an annual and cumulative CPE. Annual CPE will also apply to tenure-track faculty at the rank of Associate or full Professor planning to apply for tenure. For tenure-track faculty receiving tenure credit, CPE will begin after the 1st year of employment.

Tenured Associate Professor- Faculty at the rank of tenured Associate Professor who are preparing for promotion to full Professor are recommended to undergo biennial CPE evaluations, however these faculty are required to have a minimum of at least one CPE that should occur the year prior to the cycle in which they plan to apply for promotion.

Preparation:

All faculty who are preparing for CPE review should meet with their chair to discuss any specific departmental processes. In addition, guidance on preparation of a CV can be found here:

Preparation of the CPE dossier is an important step in building a dossier for promotion and tenure. Guidance for the preparation of such can be found here:

CV template instructions

This template is meant to streamline the CPE evaluation process. A standardized format for the organization of the CV should simplify the review process and enable better feedback in CPE evaluations. Materials submitted for the CPE evaluation will include (i) your CV and (ii) a comprehensive binder. The CV will provide an overview of your accomplishments that can be sent electronically to CPE committee members for preliminary review. The binder will contain all supplementary information to support the activities listed in your CV. Please provide a hard copy of your CV in the CPE binder and an electronic copy of your CV to the CPE committee chair.

The CPE CV should be cumulative for your time at UCF and any credited years of service. Activities completed in the current year of evaluation should be presented in blue font. Cumulative activities from previous years should be in black font. If you have years of credited service from a previous position, activities from those credited years should be presented in green font. .

CPE evaluations are based on activities in the previous year, with the exception of the third year cumulative review. You are asked to provide a cumulative CV so the committee can track the trajectory of your year-to-year performance, including your responsiveness to previous CPE evaluations. Maintaining a cumulative CV also benefits the candidate, as you will not need to compile your entire dossier at once for the third year review and the tenure/promotion application. Faculty are encouraged to update their CV and binder as soon as an applicable event has occurred (i.e., committee assignments, student awards, accepted manuscript, invited talk, etc.).

All activities in the CV should be listed in reverse chronological order. Because of the delay between teaching evaluation (SPIs, etc.) reports and the deadline for submission of the CPE dossier, the CPE committee will review teaching assignments for the current year (fall semester) and will likely review teaching reports from the spring semester of the previous year.

Candidates should provide a hard copy of the CV in their binder as well as an electronic copy of the CV to the CPE committee chair. If you have questions about the organization or content for the CPE CV, contact the committee chair.

University of Central Florida College of Medicine
CURRICULUM VITAE TEMPLATE

Date of Preparation_____

CURRICULUM VITAE

NAME:
ADDRESS:
EMAIL:
PHONE:

CURRENT POSITION:

EDUCATION:

  Postgraduate:
  Residency:
  Internship:
  Graduate/Medical School:
          College or school attended (inclusive months, years:
          e.g., July, 2004-June,2008), degree, date of degree (month, year)
  Undergraduate:
          College attended, dates (month, year), degree, date of degree
  For each of above training levels: Type, location(s), dates (inclusive months, years)

 UNIVERSITY APPOINTMENTS:

  Reverse Chronological, from most recent to earliest—type and rank of appointment, include types of
  teaching activities, University name, location, dates (inclusive months, years)

 HOSPITAL APPOINTMENTS:

  Reverse Chronological, from most recent to earliest—name of hospital, type of
  appointment (active, consultant) offices held

 HONORS:

  Phi Beta Kappa, AOA, Sigma Xi, etc., institutional, local, regional, national and international awards

 MILITARY SERVICE:

  Branch, dates served, training in service, current status

 BOARD CERTIFICATION:

  Board name, date of certification

 MEDICAL LICENSURE:

  State, number, date issued, status

 SOCIETY MEMBERSHIPS:

 TEACHING EXPERIENCE: (Actual student contact hours and number of students in class)

 PRACTICE (PROFESSIONAL) EXPERIENCE:

  For those at any time in administration or in practice of medicine (not as a faculty member) list
  chronologically from most recent to earliest.

VISITING PROFESSORSHIPS AND INVITED LECTURES: List dates and locations

EDITORIAL APPOINTMENTS:
   Journals, Books, Name of journal, publisher, dates of appointment (or date of publication if single volume)

COMMITTEES AND OFFICES HELD (include dates served):
   Include departmental and institutional committees, grant advisory committees, study sections, journal review assignments, offices held in organizations, regional and national committees and offices, consultant appointments and board examiner or member appointments. Note: Criteria for different ranks include local, regional and national reputation and leadership experiences.

FELLOWS/GRADUATE STUDENTS TRAINED:
   Name, degree, inclusive dates, degree awarded, if any, as a result of this training

RESEARCH AND OTHER EXTERNAL SUPPORT:
   List agency from which support derived, title of project or program, dollar amount and inclusive dates. Include past and current

PUBLICATIONS (BOOKS AND BOOK CHAPTERS)
   Contributions numbered in chronological sequence; authors in exact order listed; title of paper; name of publication; editors; location of publisher; date of publications; inclusive pages

PUBLICATIONS (JOURNALS)
   Papers numbered in chronological sequence; authors in exact order listed; title of paper; name of journal; volume; inclusive pages, date of publication (month, day, year); note if letter

PUBLICATIONS (Innovative Interactive Educational Media and Technologies; e.g.,
   multimedia, CAI, Internet, electronic media)

BOOK REVIEWS:
   Numbered in chronological sequence
   Your name; review of—name of item reviewed; author(s) or editor(s); publisher; location of publisher; name of publication in which review appeared; volume; inclusive pages; date of publication of review (month, day, year)

AD HOC REVIEWS:
   Journal, date of appointment

ABSTRACTS PRESENTED AND PUBLISHED:
   Authors in exact order listed; title of abstract; where presented (i.e. society or organization); abstract published in—name of publication, volume, inclusive pages, date of publication.

ABSTRACTS PUBLISHED, BUT NOT PRESENTED:
   Authors in exact order listed; title; abstract published in—name of publication, volume, inclusive pages, and date of publication

OTHER PROFESSIONAL SERVICE ACTIVITIES

Name
Rank

start date at UCF:

XXX years of service at UCF
xxx years of credited service

xxx year evaluation (e.g. 1st, 2nd, 3rd …)

RESEARCH

Publications

 List all authors for each publication

Designate your name in **bold;** Designate co-first authors with two asterisks (**).
Designate UCF graduate student authors with red font; UCF undergraduate authors with green font;
high school students with orange font.

Book Chapters

List all authors for each publication; Use same coding system under "Publications".

Invited Talks

Provide the name of the meeting; the title of the talk; and the date and location of the meeting.

Poster Presentations

List all authors for the presentation; the title of the poster; the name of the meeting; and the date and location of the meeting; Use same coding system under "Publications".

Funded Grants

List the funding agency, grant number, and time frame of the grant
List the total costs as well as the direct costs *to your lab*
List your role on the grant and the title of the grant
If you are not PI on the grant, list your percent effort

Grants funded in the previous year should be in blue font; all other current or completed awards should be in either black or green font.

Submitted Grants

List the same parameters as described under "Funded Grants".
If the grant has been reviewed, provide the score

Patents

Designate the status of the application (provisional, awarded, etc.), the title of the application, and all inventors. Use the coding system under "Publications".

Research Honors and Awards

List the name and date of the research-related award (UCF RIA, etc.)

TEACHING

Courses

List the semester, course number, course title and number of students.
Note if the course was team taught, and your effort for team-taught classes

Voluntary teaching assignments should be denoted with the course number in **bold**
New courses you developed should be denoted with two asterisks (**) for the first class offering

Mentoring: Medical, Ph.D. or Master's Students

List the name of the student; Current year of the student; Title of scholarly work; Awards or honors won by the student; Ph.D. or Master student rotations;

Mentoring: Medical, Undergraduate, Graduate, Residents

List the name of the student; any UCF programs the student is involved with;
If the student has graduated, list his/her next position after graduation;
Awards or honors won by the student;

Mentoring: Other Students or categories

This section can include mentoring activities involving high school students or functions other than the standard one student-one mentor model. List the type of mentoring activity and the names of participating students if applicable. This section can also include post-doctoral fellows and visiting scholars.

Thesis/Dissertation Committees

List each student, the type of student (Ph.D., M.S., or undergraduate HIM) and if the student has graduated.

<u>Other Teaching / Scholarship of Teaching and Learning (SoTL) Activities:</u>

List teaching-related publications; attendance or participation in teaching conferences. Include your role at the conference; name of the presentation (if applicable) and name of conference, dates and location

<u>Teaching Honors and Awards</u>

List teaching and mentoring awards (TIP, etc.)

SERVICE

<u>Professional and/or Clinical</u>

Grant reviews; membership on grant review panels; Ad hoc journal reviews (provide the name of each journal); Journal editorial boards; Conference organization; Executive board membership.

Clinical role and responsibilities.

<u>University Service</u>

Activities performed for the benefit of UCF as a whole

<u>College / School / Department Service</u>

Committee assignments; other

<u>Community Service</u>

Outreach activities off-campus

Dossier for CPE Process

College of Medicine

The following guide was created to give tenured/tenure-track faculty a high-level overview of the contents to be included in the annual cumulative progress evaluation (CPE). It is formatted similar to the UCF P&T dossier to allow faculty the option of moving materials from the CPE process to their dossiers for promotion and/or tenure.

CPE dossier sections/attachments

1. Impact Statement
2. Curriculum Vitae
3. College Criteria
4. Department Criteria
5. Annual Assignments
6. Annual Evaluations
7. Previous Cumulative Progress Evaluations
8. Research/Creative Activities Summary and Evidence
9. Reach Funding Reports
10. Teaching Activities Summary and Evidence
11. Service Activities Summary and Evidence
12. Other Assigned Duties (optional)

Description of CPE sections/attachments

1. Impact Statement
    A one-page summary that highlights the impact of your major accomplishments and summarizes your teaching, research and creative activities, service, and administrative assignments (if applicable). The summary should provide an overview of the most significant aspects of your work since your last CPE (or more comprehensive in year 4) providing a roadmap of your dossier. When possible, relate this work to the mission of the department, college, and university. You may also include a COVID impact statement if you deem important for the committee.

Note: If hired with tenure-credit, please include the appropriate information for years credited.

2. Curriculum Vitae
    Use the COM CV CPE template available here under the cumulative progress evaluations section

3. College Criteria – attach the COM criteria

4. Department Criteria – attach the departmental criteria [found here](#)

5. Annual Assignments
    Copy of most recent annual assignment (or all annual assignments if completing the comprehensive review in year 4).

6. Annual Evaluations
    Copy of most recent annual evaluation (or all annual evaluations if completing the comprehensive review in year 4).

7. Cumulative Progress Evaluations
    Single pdf of the following:
    All CPEs to date along with complete, signed, final versions of the evaluations, that includes evaluation period, overall rating (e.g. above expectation, at expectation, or below expectation) for all review levels (e.g., department, department chair, dean).

8. Research/Creative Activities Summary and Evidence
    A two to three-page summary of your research and creative activities. Please state your research accomplishments, future research plans, and any other information you deem relevant. The summary is followed by evidence of your research and activity since the last CPE.

    If you include citation numbers and other impact metrics, provide a brief rationale for their sources.

Note: It is not necessary to upload an entire book, article, audio or video recording. You may link to an external source to support your activities (e.g., SoundCloud, YouTube, Vimeo). If you link to an external source, place the link in the pdf document and include the following statement for reviewers: "Please copy and paste each link into your web browser to view the external source."

If you do not have research activity to report, please upload a blank page indicating N/A.

9. Research Funding Reports
    Office of Research funding report. This report should include all active grants and/or contracts while in current rank.

Note: If you do not have research activity to report, please upload a blank page indicating N/A.

10. Teaching Activities Summary and Evidence
    A two to three-page summary of your teaching activities. Please include the impact of your teaching philosophy and instructions. You may include teaching methodology, future pedagogical plans, and any other information you deem relevant to support teaching since your last CPE (or since your first

CPE if this is your comprehensive review in year 4). The summary is followed by evidence of your teaching research and activity since joining UCF or your last promotion:

- Summary table for Student Perception of Instruction (SPoI) that lists the overall mean for each evaluation period for the department, the college, and yourself. The table is followed by the last year of student perception of instruction (SPoI) reports (or all SPoIs since your first CPE if this is your comprehensive review in year 4).
- Any other information you deem relevant (e.g., evidence of discovery, learning, and engagement and other evidence to support teaching activities).
- If student comments are cited from a course, all comments from the course must be included.

11. Service Activities Summary and Evidence

Provide a one to two-page summary of your service activities that includes, service to the college, university, profession, and community, and any other information you deem relevant (e.g., email, invitation letter, thank you letter).

12. Other Assigned Duties (Optional)

Provide assigned duties and related supporting materials/evidence.