A picture containing graphical user interface

Description automatically generated

**Annual Review Dossier Template**

*\*\*THIS SHOULD ONLY BE USED TO ASSIST IN DRAFTING OF FACULTY DOSSIER\*\**

*Created by the Office of Faculty Affairs*

*November 2023*

This document list all the items you will discover in your annual review. You may use this document to draft your summaries before submitting your annual review in FPT. If you run into any issues, please contact your [FPT College Liaisons](https://www.utrgv.edu/academicaffairs/faculty-resources/faculty-portfolio-tool/fpt-college-liaisons/index.htm) or the Office of Faculty Affairs at [FPT@utrgv.edu](mailto:FPT@utrgv.edu).

**Faculty Review Electronic Dossier – Annual Review**

Title Page

[Generate Report]

1. **Basic Information**
   1. Approved College/Department/School Guidelines and Criteria

[*upload file*]

* 1. Curriculum Vitae

[Generate Report]

Faculty CV Upload- Optional [*upload file*]

**2. Summary Statement of Professional Goals** – *optional for faculty in the ranks of Full Professor, Senior Lecturer, Clinical Full Professor, and Full Professor of Practice.*

[Respond here]

3.Previous Years’ Evaluations

[Generate Report]

4.Workload Document Report

[Generate Report]

**5. Teaching**

5.1 Tabular Summary of Teaching Evaluations

[Generate Report]

Did you have a Teaching Assistant for any of your courses listed in the Tabular Summary of Teaching Evaluations?

[Text box to list courses taught by a Teaching Assistant]

5.2 Summary of Professional Accomplishments in Teaching

Please summarize your professional accomplishments in teaching during the review period.

[Respond Here]

5.3 Peer Observations of Teaching

*[Upload file]*

**6. Research/ Scholarship**

6.1 Summary of Professional Accomplishments in Research/Scholarship

Please summarize your professional accomplishments in research/scholarship during the review period.

[Respond Here]

**7. Service**

7.1 Summary of Professional Accomplishments in Service

Please summarize your professional accomplishments in service by category (department, college, university, community, and professional) during the review period.

[Respond Here]

**8. Supporting Documents**

8.1 Teaching Supporting Documents

*[Upload file]*

8.2 Research/ Scholarship Supporting Documents

*[Upload file]*

8.3 Service Supporting Documents

*[upload file]*

**Color Code**

1. Green- Generate Report
2. Orange- Upload Document(s)
3. Highlight- Response Required