



ACADEMIC PROGRAM REVIEW

Contributing Faculty Activity Worksheet Instructions

Purpose

The Contributing Faculty Activity Worksheet (CFAW) is a supplement to the unit self-study that is completed at the time of program review.

1. It provides internal reviewers (e.g., Program Review Council, college dean) and external reviewers (program review consultants, when applicable) an at-a-glance look at the contributing faculty program participation.
2. In accordance with College of Graduate Studies' policy, graduate faculty and graduate faculty scholar status is reviewed at the time of the applicable program review. The CFAW, along with other required information (e.g., renomination forms, CVs), is used by the Graduate Council to inform those reviews.

Instructions for Completing the CFAW

List all active full-time and part-time (adjunct) faculty members, as well as graduate faculty scholars, who contribute to the program(s) under review in the unit and provide the information requested for each person unless otherwise noted.

- Adjunct faculty members should be considered active if they had an active employment contract with the university during academic year 2020–21 or are expected to reenter active employment status with the university within the next two years.
- Do not include graduate students in this table *unless* their primary relationship with the university is as a full-time faculty member.
- List emeritus faculty members only if they continue to contribute to the programs under review and/or if they are graduate faculty scholars.
- You do not need to list former full-time faculty members that are no longer employed at UCF. However, if you believe it is important to list them to “tell your unit’s story,” that is fine, but please indicate that they are no longer employed by the university in the “additional information” section and be consistent in how you report former employees (i.e., if you report one former faculty member, you likely should report all from that same time frame).
- You may list new hires who were not contributing faculty in the 2020–21 academic year. Please do not submit their nomination for graduate faculty along with the renominations since they will need to be reviewed for the first time via the regular process. For more information, please contact Emily Stettner in the College of Graduate Studies.

Faculty Member General Information

Fill in the information requested in this section using the codes provide below, as applicable.

- **Primary Home Unit (most recent):** If primary home unit is outside of the department or school under review, please write "Other" in this space and specify their affiliation in the Additional Information or Clarification section
- **Appointment Type:** regular = **R**; visiting = **V**; emeritus = **E**; post-doctoral associate = **PDA**; adjunct = **A**; affiliated clinical = **AFF**; volunteer clinical = **VOL** other volunteer/courtesy = **C**
- **Rank:** professor = **P**; associate professor = **Assoc**; assistant professor = **Asst**; lecturer = **L**; lecturer = **Assoc-L**; lecturer = **Asst-L**; instructor = **I**; instructor = **Assoc-I**; instructor = **Asst-I**; not applicable = **N/A**
Rank: professor = **P**; associate professor = **Assoc**; assistant professor = **Asst**; lecturer = **L**; Associate lecturer = **Assoc-L**; Assistant lecturer = **Asst-L**; instructor = **I**; Associate instructor = **Assoc-I**; Assistant instructor = **Asst-I**; not applicable = **N/A**
- **Tenure Status:** tenured = **T**; tenure earning = **TE**; multi-year = **MULTI**; non-tenure earning = **NTE**
- **Other Faculty Appointment Modifier:** clinical faculty = **C**; research faculty (e.g., research assoc., scientist) = **R**; other = **O** (describe in Additional Information section)
- **Graduate Faculty or Scholar Status:** graduate faculty = **GF**; graduate faculty scholar = **GS**; not applicable = N/A

Contributing Faculty Program Participation

Mark each program listed to which the faculty member contributes.