

How to Update your Information for the Post-Tenure Review Report Note: You <u>must</u> update your information before downloading the report.

- 1. Log in by visiting <u>https://feas.fsu.edu</u> using your FSUID and password.
- 2. Update your courses, graduate committees, and/or contracts and grants that appear in the FEAS CV by clicking on "Import," "Import from FSU Sources," then each drop-down item in turn. *Note: You will need to repeat this step to check each FSU source for updates.*

Import from FSU Sources ()
✓ Update Courses Taught (From Student Central)
Update Funded Grants (From OMNI Grants)
Update Graduate Committees (From GST)
taught summary citations which must be created for new course numbers, and updates to Last Taught for summary citations. Click the "Analyze Updates" button to review anticipated changes. Click "Import Updates" to import all updates.
Go Back Analyze Updates Import Updates

3. Update your citations by clicking on "Import," then "Import ORCID." If you do not have an ORCID account, proceed to step 4. For assistance with ORCID, visit <u>https://orcid.fsu.edu</u>.

●●●	0	🔒 feas.fsu.edu			ŵ + C
Florida State University	(Step 2	Step 3	Hi Tif	
Home	Impo	ort	+ ×		Enable tips 🔽
Add/Edit Entries	Build	Sont PSU Sources Import Pub Pile	Gene Ben	erate	
- Favorite Reports and CV Formats					View More
		No favorite reports or CVs for	ind.		
✓ Most Recent Entries					View More
		No recent entries found.			
© Florida State University Tallahassee, Fl 32306	FEAS+ Questions or Com Privacy Policy Copyright	ments Office of 850-644-6	faculty Development and Advancement 376	f 🛛 🎔 ដ in	•

4. Update any remaining citations and service work manually by clicking on "Add/Edit Entries."

myFSU	Florida State University	Hi Tiffany Meru⊟
倄 Home	FEASt Fact	ancement System
	Build Add/Edit Entries Import Publish	Generate CV Report Export

- Review each tab to ensure all citations are saved under the Completed section. Entries under Imported, Needs Review, or Finish Later will result in "Draft" being printed at the top of the Post-Tenure Review Report. For more information, visit <u>https://servicecenter.fsu.edu/s/article/Howdo-I-get-rid-of-DRAFT</u>.
- 6. Return to the Home screen and click on Publish.

How to Download the Post-Tenure Review Report

- 1. Return to the <u>Home</u> screen.
- 2. Click on the "Report" button.

					Monu
Home		EAS Faculty E	xpertise and ment System	Hi lift	Enable tips
Add/Edi	Build I Entries Import Publish	h	CV R	eport Export	
✓ Favorite Reports and CV	Formats				View More
		No favorite reports or CV:	s found.		
✓ Most Recent Entries					View More
		No recent entries fou	nd.		
© Florida State University Tallahassee, Fl 32306	FEAS+ Questions or Privacy Policy	Comments Office 850-6	of Faculty Development and Advancement 14-6876	f 💿 У 🛗 in	+

3. Click on the option "Post-Tenure Review."



- 4. Click on the "Generate Post Tenure Report" button. Note: the date cannot be changed; it is a 5-year time period based on Board of Governors Regulation <u>10.003 Post-Tenure Faculty Review</u>.
- 5. FEAS+ will automatically generate an RTF file that compiles a 5-year CV, SPCI Report, and AOR table.

Note: the RTF file must be opened and saved with Microsoft Word.

Other questions about FEAS+? Contact Tiffany Phillips at <u>tphillips@fsu.edu</u>. Additional help information may be found at <u>https://fda.fsu.edu/FEAS</u>.