



How to Update your Information for the Post-Tenure Review Report

*Note: You **must** update your information before downloading the report.*

1. Log in by visiting <https://feas.fsu.edu> 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.

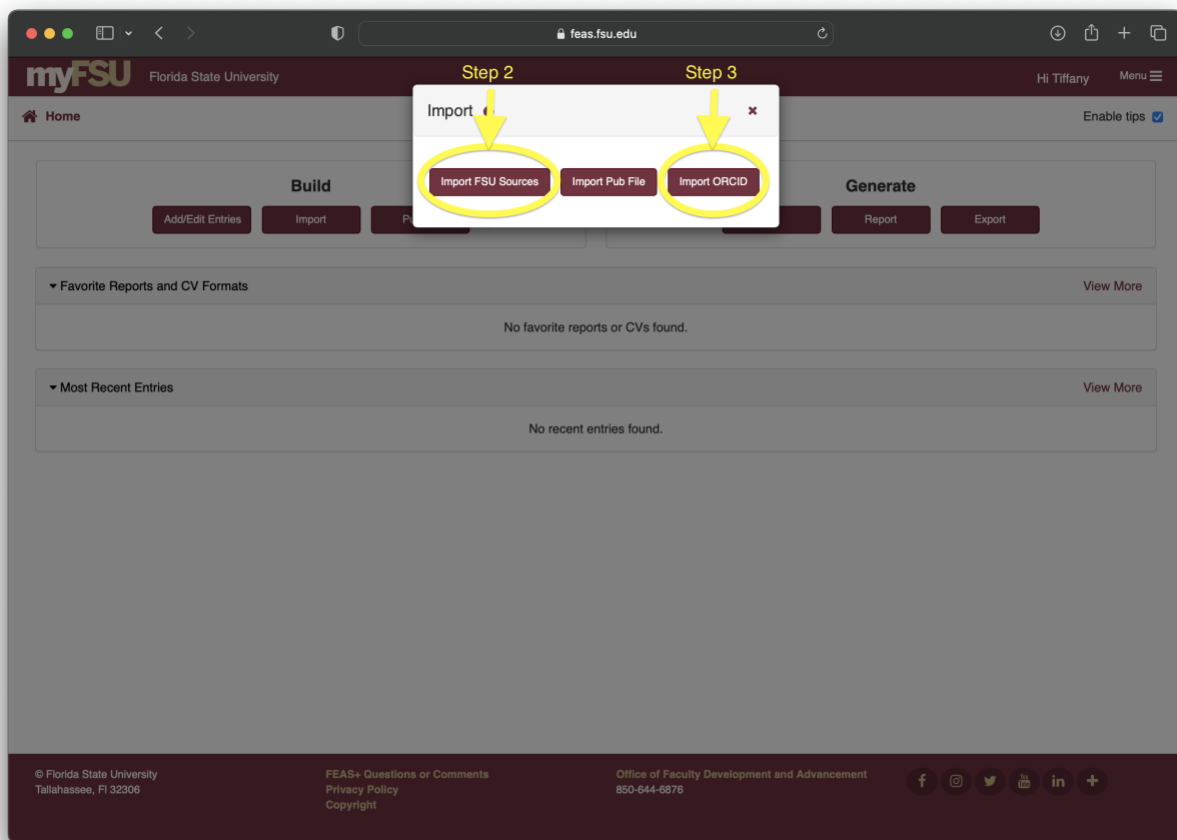
Import from FSU Sources i x

- ✓ Update Courses Taught (From Student Central)
- Update Pending Grants (From RAMP Grants)
- Update Funded Grants (From OMNI Grants)
- Update Graduate Committees (From GST)

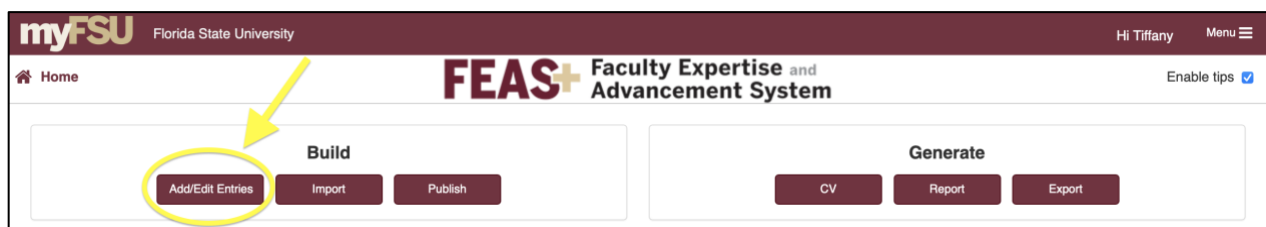
taught summary citations which must be created for new course numbers, and updates to Last Taught for summary citations. Click the "Analyze Updates" button to review anticipated changes. Click "Import Updates" to import all updates.

[Go Back](#) [Analyze Updates](#) [Import Updates](#)

- 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 <https://orcid.fsu.edu>.



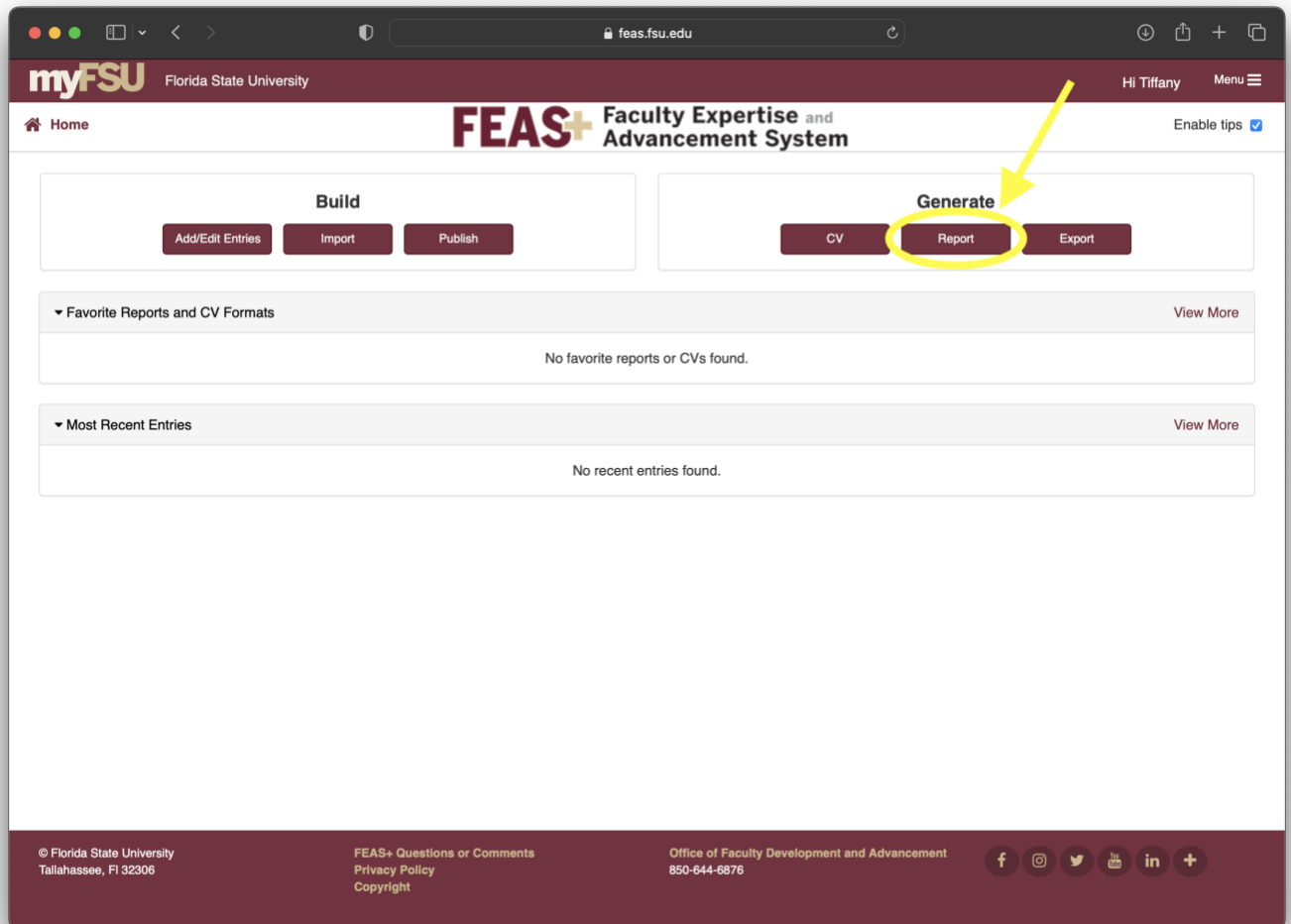
- Update any remaining citations and service work manually by clicking on “Add/Edit Entries.”



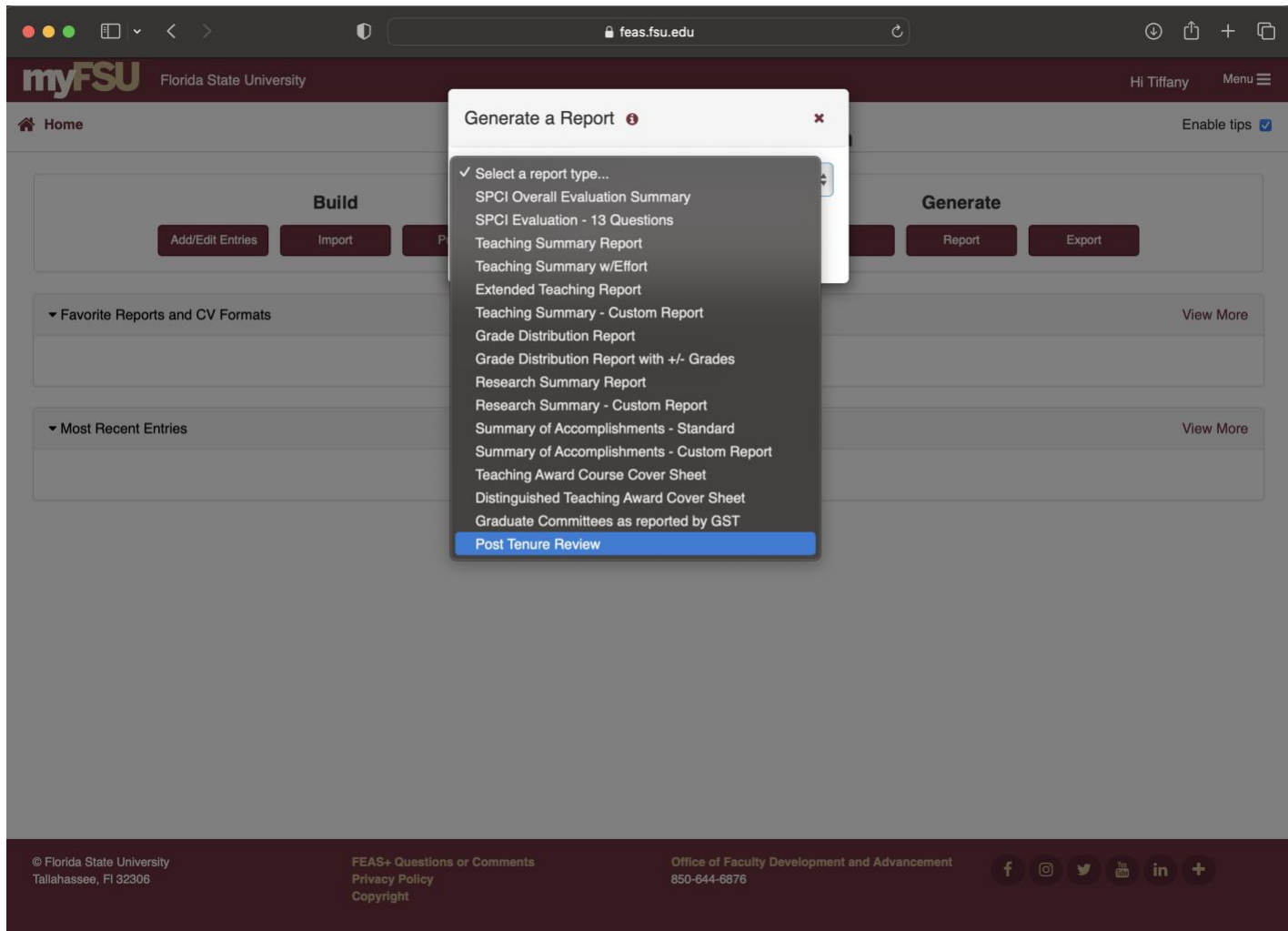
- Review each tab to ensure all citations are saved under the Completed section. Entries under Imported, Needs Review, or Finish Later will result in “Draft” being printed at the top of the Post-Tenure Review Report. For more information, visit <https://servicecenter.fsu.edu/s/article/How-do-I-get-rid-of-DRAFT>.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

How to Download the Post-Tenure Review Report

1. Return to the [Home](#) screen.
2. Click on the “Report” button.



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 [10.003 Post-Tenure Faculty Review](#).
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 tphillips@fsu.edu.
Additional help information may be found at <https://fda.fsu.edu/FEAS>.