



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

**POST-TENURE REVIEW GUIDELINES
FOR COLLEGES WITH DEPARTMENTS/SCHOOLS
SPRING 2024**

Materials for these colleges with departments/schools noted below are due to the Office of Faculty Development by **March 22, 2024. Departments/Schools and Colleges will set internal deadlines.**

- College of Business
- College of Communication and Information
- College of Education, Health, and Human Sciences
- College of Engineering
- College of Fine Arts
- College of Medicine

Materials for these colleges with departments/schools noted below are due to the Office of Faculty Development by **April 5, 2024. Departments/Schools and Colleges will set internal deadlines.**

- College of Arts and Sciences
- College of Social Sciences and Public Policy

Step 1: Department Chairs and School Directors (with appropriate assistance from staff):

1. Coversheet

- This is the first page of the materials. Do not include any additional title page. Please use only the [Post-Tenure Review Coversheets](#) posted to the Office of the Vice President for Faculty Development and Advancement website.
- Department Chairs and School Directors are responsible for completing their section.

2. Department Chair/School Director Performance Assessment Letter & Other Relevant Records

- The Department Chair or School Director must review all materials submitted by the Post-Tenure Review participant. They will insert annual evaluations (form and narrative) and any findings of an inquiry or investigation of non-compliance with applicable laws or regulations within the scope of their University employment that resulted in disciplinary action issued by the University. The Office of Faculty Development and Advancement will provide any record of disciplinary action to department chairs/school directors.
- The Department Chair or School Director will prepare and add to the materials a letter assessing the performance of the Post-Tenure Review participant for the

review period (incorporating any feedback provided by a faculty evaluation committee), and certifying that any documentation of disciplinary action, academic responsibilities, or performance for the review period have been included in the letter.

3. Faculty Response (optional)

- Department chairs/school directors must provide a copy of the materials, including their letter, to the Post-Tenure Review participant and allow them 5 working days to respond.
- If a response is submitted, it must be added to the materials that will be sent to the dean.

4. Submit materials to the Dean. Departments/Schools and Colleges will set internal deadlines.

Step 2: Deans add the following:

1. Coversheet

- Deans are responsible for completing their section.

2. Dean's Performance Rating Recommendation Letter

- All Deans write a brief letter to the Provost that assesses the level of performance of the Post-Tenure Review participant and recommends a performance rating. The letter may include input from a college advisory committee, if requested by the dean. Evidence to support the recommended rating must be based on the eligible faculty member's level of achievement as documented in the submitted materials. The assessment and recommended rating must also include any comments about any disciplinary reports during the review period.
- Performance Rating Scale:
 - i. Exceeds expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit. Evidence of awards, honors, and other criteria identified by academic units as meritorious performance is expected if assigning this rating.
 - ii. Meets expectations: expected level of accomplishment compared to faculty across the faculty member's discipline and unit.
 - iii. Does not meet expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement.
 - iv. Unsatisfactory: failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable university regulations and policies. Evidence of prior

feedback of performance problems with an opportunity to remediate those problems is expected if assigning this rating.

3. Faculty Response (optional)

- Deans must provide a copy of the materials, including letter and rating, to the post-tenure review participant and allow them 5 working days to respond.
- If a response is submitted, it must be added to the materials that will be sent to the provost.

Step 3: Submit materials to the Provost by the deadline specified on page 1.

How to Submit PTR Materials

Colleges should submit the following materials to the Office of Faculty Development and Advancement for Provost review in 1 PDF file per faculty member in the below order. Materials are to be submitted to fda-faculty@fsu.edu via [FSU NiFTy](#) by the deadline specified on page 1.

1. Coversheet
2. Dean's Performance Rating Recommendation Letter
 - a. All deans submit a performance rating recommendation.
3. Faculty Response to Review by the Dean (if applicable)
4. Department Chair's/School Director's Performance Assessment Letter and Other Relevant Records
5. Faculty Response to Performance Assessment Letter and Additional Materials provided by the chair/director (if applicable)
6. Post-Tenure Review Report (FEAS+)
7. Summary of Major Accomplishments (one-page limit)
8. Other Evidence or Context (optional, three-page limit)