



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

**POST-TENURE REVIEW GUIDELINES FOR STAFF
SPRING 2024**

Electronic Post-Tenure Review (PTR) packets are due to the Office of Faculty Development and Advancement on the following dates, based on college. Departments/Schools and Colleges should set internal deadlines.

March 1, 2024	Criminology & Criminal Justice, Entrepreneurship, Hospitality, Law, Motion Picture Arts, Music, Nursing, Social Work
March 22, 2024	Business, Communication & Information, Education, Health, & Human Sciences, Engineering, Fine Arts, Medicine
April 5, 2024	Arts & Sciences, Social Sciences & Public Policy

Organization of the Materials

The packet of materials must be in the order you see below. Please do not use coversheets in between the sections.

1. Coversheet
 - Use the coversheets available on FDA's [PTR website](#).
 - Do not include an additional title page.
2. Dean's Letter
 - All deans submit a performance rating recommendation.
 - Letter must be signed by the Dean.
3. Faculty Response to Review by the Dean (if applicable)
 - The faculty member must be afforded 5 working days to submit a response to the Dean's Letter.
4. Department Chair's/School Director's Performance Assessment Letter (if college has departments)
 - Must be signed by the Department Chair or School Director.
5. Faculty Response to Performance Assessment by the Chair/Director (if applicable)
 - The faculty member must be afforded 5 working days to submit a response to the Department Chair's/School Director's Letter.
6. Other Relevant Records from the Department Chair/School Director or Dean
 - Annual Evaluations (form and narrative) from calendar years 2022, 2021, 2020, 2019, 2018 placed in order from most recent to oldest. The forms must be signed by the faculty member, the reviewer, and the Dean (or VP for FDA if the Dean is the reviewer).

- Progress Towards Promotion letters may also be included as well (optional).
7. Post-Tenure Review Report
 - Faculty must update information in FEAS before generating the report in FEAS.
 8. Major Accomplishments
 - One-page maximum
 - May only include accomplishments from the five-year review period.
 9. Other Evidence (optional)
 - Three-page maximum
 - No student comments from any source allowed.
 - May only include accomplishments from the five-year review period.

Submission of PTR Materials

Colleges should submit the materials to the Office of Faculty Development and Advancement for Provost review in one 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.

Faculty members should be given 5 working days each to respond to the Department Chair's or School Director's letter and the Dean's letter. The college should then include the responses in the packet of materials submitted to the Office of Faculty Development and Advancement. If the Dean's performance rating recommendation letter is not shown to the faculty member before the college submits the materials to FDA, a faculty member may send their response to fda-faculty@fsu.edu within five working days of receiving it and FDA staff will add the response to their packet of materials before forwarding to the Provost.

Format Instructions for all .pdf Files

The .pdf file is **required** to be properly bookmarked before it is turned in to the Office of Faculty Development and Advancement.

1. File → Properties → Initial View Tab
2. Make sure "bookmarks panel and page" and "fit width" are chosen.
3. Save the pdf file with these settings.

Bookmarks

- Coversheet
- Dean's Letter
- Faculty Response (if applicable)
- Department Chair's/School Director's Letter (if college has departments)
- Faculty Response (if applicable)
- Other Relevant Records
 - Annual Evaluation forms and narratives
 - Could also include Progress Towards Promotion letters (optional)
- Post-Tenure Review Report
- Major Accomplishments
- Other Evidence (optional)