

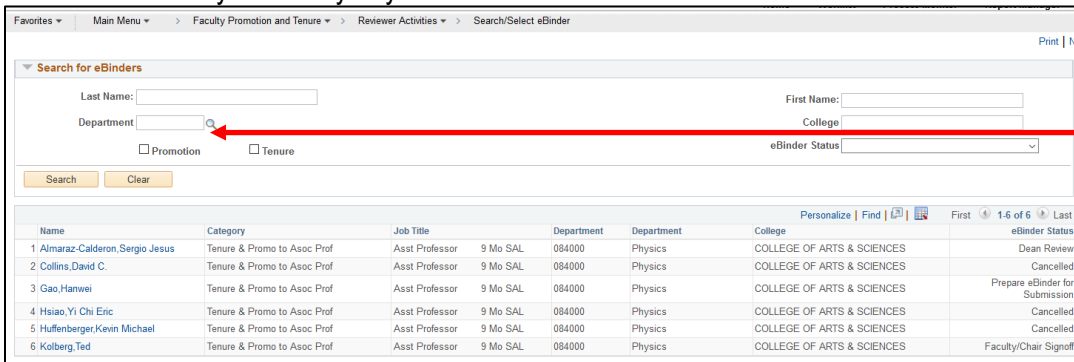
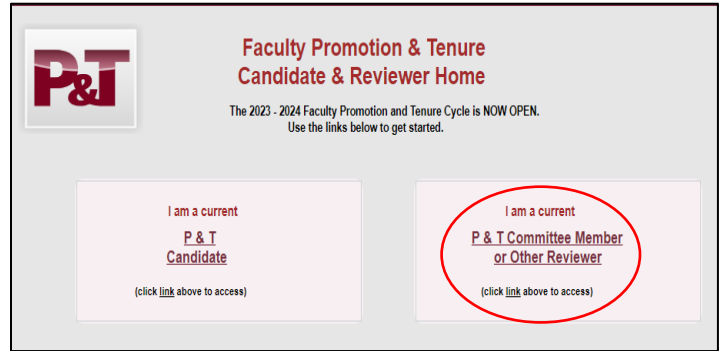


# Faculty Reviewer Promotion and Tenure Quick Guide 2024-2025



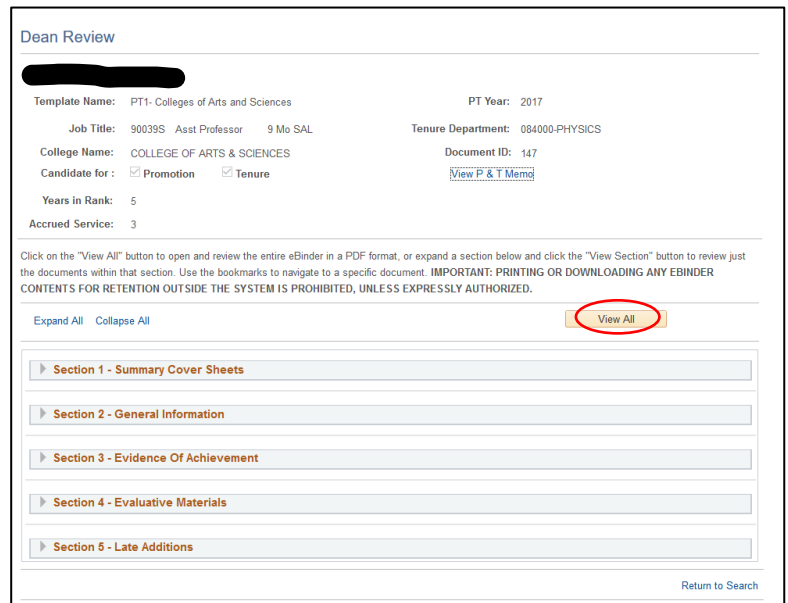
## 1. How do I find my eBinders to review?

- You will receive an automatic email each time an eBinder is submitted for your review. You may click on the link in the email or follow one of the steps below.
- Go to <https://www.my.fsu.edu>.
  - Click the “Promotion and Tenure Home” link under the Human Resources menu on the left side
- Click on **“P&T Committee Member or Other Reviewer.”** This will take you directly to your list of eBinders to review.



## 2. How do I review my eBinders?

- Department committee and tenured faculty (in colleges with departments) reviewers will see only the eBinders for their department that are ready to be reviewed.
- College committee and tenured faculty (in colleges without departments) reviewers will see all the eBinders for the entire college. College committee reviewers will be able to filter the list by using the **department search** feature above.
- Clicking on the name of the candidate in the first column will take you directly to the eBinder page.
- Clicking on the **“View All”** button will prepare a PDF of the entire eBinder with bookmarks to each section.
- **Note:** Be sure to turn off your pop-up blocker in your web browser.
- Further instructions about making sure you can see the bookmarks in the PDF file are on the Office of Faculty Development and Advancement website at <http://fda.fsu.edu/>.



## 3. How do I vote?

- Each committee will continue to meet face-to-face and vote in accordance with department or college bylaws.

**Have questions or need help? Please contact your department or college staff delegate.**