

# Promotion and Tenure Workshop – Staff Review

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Office of Faculty Development & Advancement

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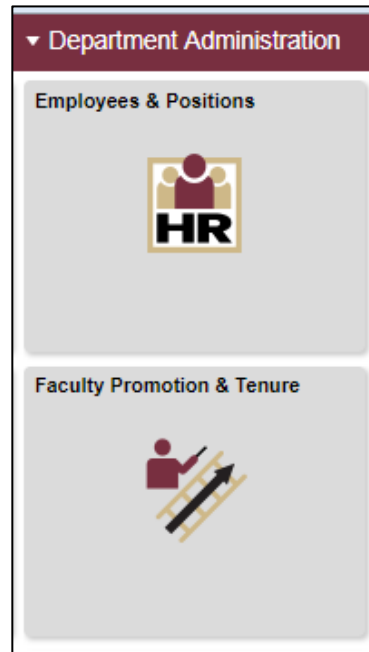
# What will we discuss?

- ☑ Generating and Preparing the eBinder
- ☑ Online system refresher – how to generate an eBinder and how to navigate the online system on behalf of the candidate.
- ☑ Organizing the eBinder – What's new this year? (No big changed. 😊 But there are some points of emphasis.)
- ☑ Condensed timeline and why it is happening.



# Generating and Preparing the eBinder

- ☑ Only the department/school or college delegate can generate the eBinder.
- ☑ Once generated the candidate and delegate can upload materials.
- ☑ Department Administration ➡ Faculty Promotion and Tenure ➡ Generate Candidate eBinder ➡ Search for Department and press Search.



The screenshot shows the "Faculty Promotion and Tenure" interface. It includes a "Generate Candidate eBinder" button, a search bar for the department, and a table of faculty members. The table has columns for Name, Empl ID, Empl Record, Job Title, Tenure Status, Candidate for Promotion, Candidate for Tenure, and a "Generate Candidate eBinder" button for each row.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1		0			<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder

The screenshot shows the "Faculty Promotion and Tenure" interface with search results. The search bar is filled with "117000" and "Accounting". The table lists six faculty members with their details and "Generate Candidate eBinder" buttons.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1 Bathke,Allen	000007018	0	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
2 Beck,Allison	000098551	0	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
3 Blay,Allen	000074561	1	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
4 Ehinger,Anne	000109865	1	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
5 Gerard, Gregory	000023083	0	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
6 Keskek, Sami	000108693	1	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder



# Preparing the eBinder

- ☑ Before generating any eBinders, ask your department chair/school director or dean who will be going up this year.
- ☑ Because of the new condensed timeline, please create eBinders for your faculty as soon as you know they are going up.
- ☑ Details are in the [P&T memo](#) and the [Staff Quick Start Guide](#) on the [FDA website](#).
- ☑ The candidate, the department chair/school director or dean and the delegate can and should participate in the process of building the eBinder.
- ☑ Candidates can upload their own materials (except for the outside letters) or you can upload materials for them. Talk to your candidates before you upload anything.

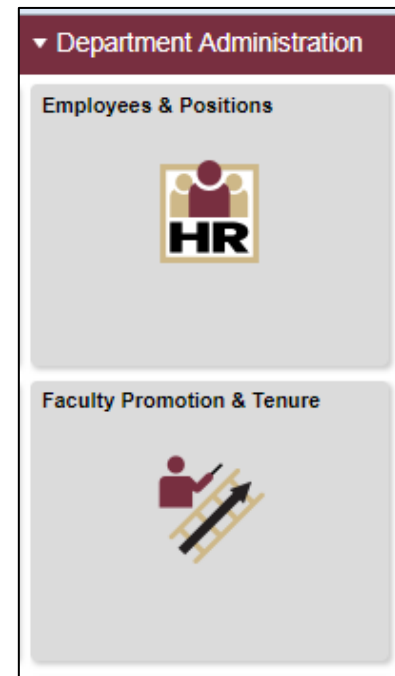


# How Do I Get to my eBinders?

☑ OMNI-HR ➡ Department Administration ➡ Faculty Promotion & Tenure

☑ Click on Prepare/Update eBinder

- All eBinders in your department and/or college will appear.
- You may filter by department or status as well.



Search for eBinders

Last Name:  First Name:

Department:  College:

Promotion  Tenure eBinder Status:

Search Clear  Include Cancelled eBinders

Name	Category	Job Title	Department	Department	College	eBinder Status	Download
1 Beck, Allison Kristina	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	117000	Accounting	College of Business	Process Complete	Download
2 Davis, Carrie Pettus	Promo to Prof	Asoc Professor 9 Mo SAL	142000	Dean Coll of Social Work	College of Social Work	Prepare eBinder	
3 Gooding, Lori Fogus	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	187000	Dean College of Music	College of Music	Process Complete	Download
4 Renn, Tanya	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	142000	Dean Coll of Social Work	College of Social Work	Process Complete	Download



Section 1: Summary  
Cover Sheets

Section 2: General  
Information

Section 3: Evidence  
of Achievement

Section 4: Evaluative  
Materials

Section 5 (optional):  
Late Additions

# Organizing the eBinder



# Organizing the eBinder

## Section 1: Summary Cover Sheets

(GARNET, candidate responsibility)

- ☑ Includes votes for promotion and tenure
- ☑ Early tenure agreements
- ☑ Agreements to adjust tenure status (credit, extensions, etc.)
- ☑ Staff or **candidate** will “submit” eBinder and the delegate will then review it once more before official submission and click “submit” again.
- ☑ **Candidate and chair/dean will electronically sign (click submit) to signal that they have reviewed the contents of the eBinder.**
- ☑ Negative Reasons for promotion/tenure (2021)



# Organizing the eBinder

## Section 2: General Information

(TURQUOISE, (candidate responsibility))

- Chair's/Director's and/or Dean's Letters
- Interdisciplinary Letter (if applicable)
- Response to these letters (if applicable)
- SIGNED Department and College Summaries
- SIGNED Tenured Faculty Summary (if applicable)
- Outside Letters and coversheets\*
- CV from FEAS+ (finalized, should not say DRAFT at the top) (See FEAS+ and ORCID handout.)
- In Press Acceptances (no conditional acceptances)

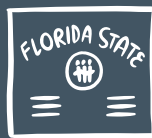


# Organizing the eBinder

Section 3: Evidence  
of Achievement

(GOLD, candidate responsibility)

- Major accomplishments (1 page limit)
- Discussion of teaching, research and service (6 pages limit)
- SPCI reports (from FEAS+)
- Sample Syllabi
- Scholarly or Creative Works (PDF only)



# Organizing the eBinder

## Section 4: Evaluative Materials

- SIGNED annual evaluation forms (no narratives)
- 3<sup>rd</sup> year reviews (summary narrative AND any faculty responses)
- Progress towards promotion and/or tenure letters



# Organizing the eBinder

## Section 5 (optional): Late Additions

- Proof of acceptance for publication or article already listed
- Documentation of an award notice for a grant already listed
- Documentation that a creative activity has been accepted for viewing that was already listed
- Only delegates and FDA can upload into this section



# 3<sup>rd</sup> Year Reviews

- ☑ Assistant Professors hired July 1, 2019, or later shall receive a tenure review in their third year.
- ☑ Assistant Professors hired before July 1, 2019, and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review.
- ☑ Assistant Professors hired before July 1, 2019, and who have already had a 2nd year review shall have a 4th year review.



# Common Mistakes

- ❑ Must be a finalized and unaltered CV from FEAS+. Should not say DRAFT at the top. For help on this, [click here](#).
- ❑ CV missing one-sentence description of each published work since employment at FSU, or since last promotion at FSU.
- ~~❑ CV missing co-authors.~~
- ❑ In-press acceptances not actually saying the work was accepted (no conditional acceptances or contracts).
- ❑ Three years only for:
  - ❑ Courses taught (except in rare circumstances)
  - ❑ Student responses to SPCI #13
  - ❑ SPCI summary forms (from FEAS+)
- ❑ All assistant and associate professors should have annual progress towards promotion and/or tenure letters.
- ❑ All summaries from committee votes must be signed.
- ❑ All annual evaluation forms must have complete signatures and AOR average percentages. (see next slide)



# Common Mistakes – Annual Evaluation Forms

Must have all 3 signatures!

Must have "Yes" indicated. (If "no," must attach an explanation.)

1 Has this rating been discussed with this faculty member?  
 Yes  No (attach explanation)

Signature of Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Member \_\_\_\_\_ Date: \_\_\_\_\_

2

3 Number of pages attached to report: \_\_\_\_\_

Signature of Academic Dean/Director/FDA\*\*\* Date \_\_\_\_\_

\*\*\*If evaluator and academic dean/director are the same person, please send to FDA for signature (fda-approvals@fsu.edu).

If the evaluator or 2<sup>nd</sup> level signer is no longer in the position, please have the current person sign the evaluation.

Category	Average AOR Percentage
Teaching	50
Research And Other Creative Activity	45
Service	5

The AOR average percentages must be filled out.



# Clarifications

- **Abstentions** are limited to situations involving real or perceived conflicts of interest (familial relations or substantial professional or financial entanglements that prevent judging the candidate objectively).
- **Absences** from campus that result in a failure to ballot during the review process should be recorded as “absent,” not as an “abstention.”



# Staff Quick Start Guide...

- ☑ has instructions on how to generate/create an eBinder
- ☑ has instructions on how to help candidates prepare or update their eBinder.
- ☑ Please visit the Promotion and Tenure website to access the [Staff Quick Start Guide](#).



Please contact me if you would like another interactive training/ refresher for delegates this summer.

*If you are a new delegate for this year, please let me know.*



# Canvas Site for Sample eBinders

- ☑ Email Melissa Crawford ([mucrawford@fsu.edu](mailto:mucrawford@fsu.edu)) your FSUID
- ☑ Other resources can be found on the FDA [website](#)
  - ❖ P&T Memo
  - ❖ Guidelines for teaching statements
  - ❖ ORCID/FEAS+ Guides

Org: Promotion and Tenure Sample Binders

Promotion and Tenure Sample eBinders



[Modules - Promotion and Tenure Sample eBinders](#)



# P&T Timeline

Yes, the timeline is shifting up. No, I didn't do it.



- Final deadline: Friday, October 2, 2026
- October/November: University committee review
- University committee meeting: Friday, November 20, 2026
- December/January: Provost and President review
- Materials for BOT due a month before the meeting.
- BOT meeting: ??? (January or February 2027)

Things to think about – hurricanes and other unplanned delays

# Questions?



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[Promotion and Tenure Website](#)  
[Website for Clinical Faculty](#)



Tiffany Phillips

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Faculty Expertise and Advancement System (FEAS+)

<https://feas.fsu.edu>



ORCID

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

