



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

Promotion and Tenure Main Binder Checklist – 2016/2017

Name _____ **College** _____

This is an outline; please use Attachment 1 of the P&T Memo for detailed instructions on how to prepare the electronic P&T file.

Summary Cover Sheet for Promotion

- _____ Employee ID
- _____ Indicate number of years in current rank (include current year)
- _____ Include all votes, signatures, & annual percentage of effort
- _____ If negative votes, include *Reason for Negative Committee Review Ballots-Promotion* & list of *Reasons for Negative Ballots for Promotion and/or Tenure*

Summary Cover Sheet for Tenure

- _____ Employee ID
- _____ Indicate if 5th or 7th year tenure & give justification
- _____ Include votes, signatures, & annual percentage of effort
- _____ If negative votes, include *Reason for Negative Committee Review Ballots-Tenure* & list of *Reasons for Negative Ballots for Promotion and/or Tenure*
- _____ Offer letter indicating agreement to adjust tenure or early tenure, if applicable

Dean's Letter--First paragraph must address:

- _____ College Committee vote & Area Committee vote, if applicable
- _____ Tenured Faculty Vote (if not addressed in Chair's letter)
- _____ Agreement to adjust years of tenure service credit, if applicable
- _____ Explanation of 5th or 7th year promotion/tenure
- _____ Candidate's Response to Dean's Letter (optional)

Department Chair's/School Director's Letter- First paragraph must address:

- _____ Departmental/School Committee Vote
- _____ Tenured Faculty Vote
- _____ Payment of honoraria to outside letter writers, if applicable
- _____ Candidate's Response to the Department Chair's/School Director's Letter (optional)

Summary of Meeting (One for Each Candidate)

- _____ Departmental/School P&T Committee Summary of Meeting
- _____ Tenured Faculty Members Summary of Meeting (**required** for all candidates going up for tenure)
- _____ Area P&T Committee Summary of Meeting, if applicable
- _____ College P&T Committee Summary of Meeting

Outside Letters (minimum of 3)

- _____ Cover Sheet for Outside Letters Section
- _____ One copy of a signed letter sent to outside reviewer
- _____ Cover sheet for each outside letter
- _____ Original signed letters from outside reviewer (if email and no signature, include copy of email; electronic signatures are accepted)

- _____ Department/College P&T Criteria (required)

Curriculum Vitae

- _____ Finalized Unaltered FEAS CV
- _____ One sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions

- _____ In Press Acceptance Letter or email from publisher (optional). Make sure it actually says that the article, etc. has been accepted.

_____ Courses Taught (FEAS Teaching Summary Report; preceding **3 years only**)

Candidates Summary of Major Accomplishments

_____ One page

_____ Do not include student comments

Discussion of Teaching, Research, and Service

_____ Maximum of 6 pages

_____ Do not include free response comments from SPCI or any other source

_____ Student Responses to #13 from SPCI – (FEAS SPCI Summary Report; preceding **3 years only**)

_____ SPCI Summary Forms not including any free responses of students

<https://java.apps.fsu.edu/sussai2/main.jsp>; **3 years only**

_____ One or two syllabi from courses taught during the preceding three years

_____ One or two Scholarly or Creative Works

Other Evidence (optional)

_____ Maximum five pages

_____ Do not include student comments

_____ Second and/or Fourth Year Reviews – (**no annual evaluation forms or letters**)

_____ Progress Towards Promotion and/or Tenure Letters (If there are no letters, include a statement) (**no annual evaluation forms or letters**)