# 2015 Promotion and Tenure Main Binder Checklist

**Name _________________________________    College _________________________**

This is an outline; please use Attachment 1 of the P&T Memo for detailed instructions.

## Labeling the Main Binder
- ___ Label front cover and spine
- ___ Complete name of candidate
- ___ Name of the Department and College
- ___ Promotion and/or Tenure requested
- ___ Do not label as Binder 1

## Summary Cover Sheet for Promotion
- ___ Faculty ID number
- ___ Indicate if 5th or 7th year promotion & give justification
- ___ Include votes, signatures, & annual percent of effort
- ___ If negative votes, include Reason for Negative Committee Review Ballots & Reasons for Negative Ballots for Promotion and Tenure

## Summary Cover Sheet for Tenure
- ___ Faculty ID number
- ___ Indicate if 5th or 7th year tenure & give justification
- ___ Include votes, signatures, & annual percent of effort
- ___ If negative votes, include Reason for Negative Committee Review Ballots & Reasons for Negative Ballots for Promotion and 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 Letter- First paragraph must address:
- ___ Departmental Committee Vote
- ___ Tenured Faculty Vote
- ___ Payment of honoraria to outside letter writers, if applicable
- ___ Candidate’s Response to the Department Chair’s Letter (optional)

## Summary of Meeting (One for Each Candidate)
- ___ Departmental P&T Committee Summary of Meeting
- ___ Tenured Faculty Member Committee Summary of Meeting
- ___ Area P&T Committee Summary of Meeting, if applicable
- ___ College P&T Committee Summary of Meeting
Outside Letters (minimum of 3, 6 tabs provided)
___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, if applicable

___FEAS CV Final Copy (no drafts)

___In Press Acceptance Letter or email from publisher (optional) (3 tabs provided; make more if need)

Courses Taught (FEAS form)
___Preceding 3 years

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 SPOT/SPCI or any other source

___Student Responses to #8 SPOT and/or # 13 from SPCI
   https://java.apps.fsu.edu/sussai2/main.jsp

___SPOT/SPCI Summary Forms not including any free responses of students

___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

___Third and/or Second/Fourth Year Reviews

___Progress Toward Promotion and/or Tenure Letters (If there are no letters, include a statement) (no annual reviews)

*Please help us by NOT:
  •  Stapling material
  •  Including student comments
  •  Using double-sided sheets (no copying front and back)
  •  Using additional dividers