



Updated: Thursday, March 30, 2017

# Staff Promotion and Tenure Quick Guide

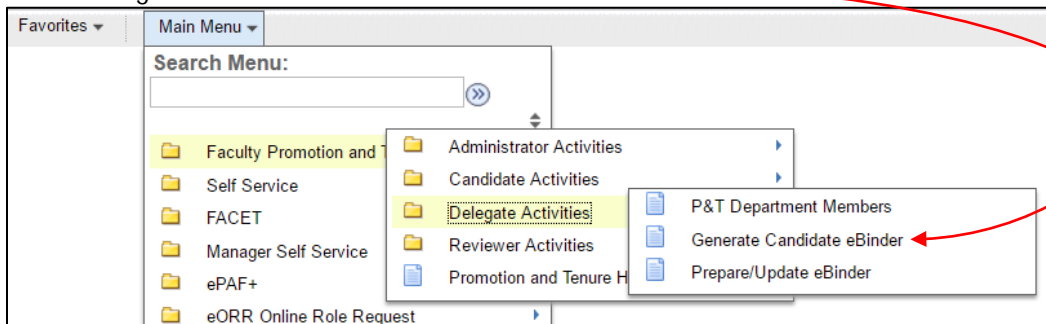


Log in at <https://www.my.fsu.edu>.

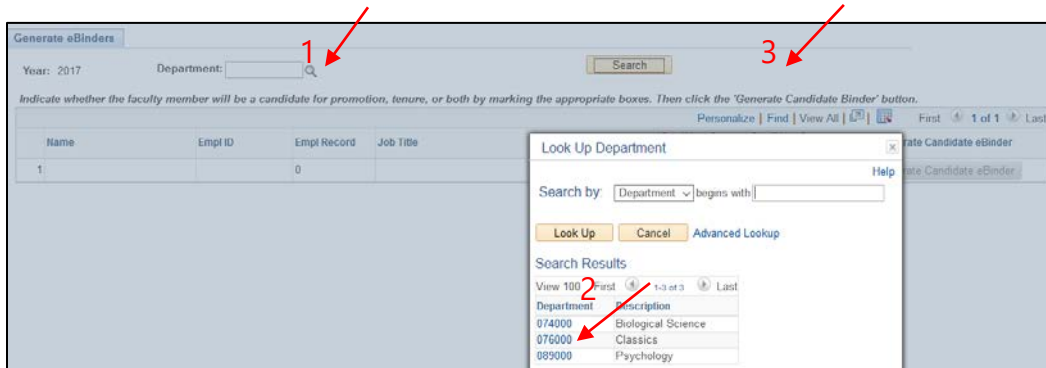
Click on the HR button under myFSU Links on the left hand side.

## I. How to generate an eBinder for a Faculty Candidate?

- **Only department/college delegates** can generate an eBinder. Candidates will be able to access their eBinder to prepare and/or update it once it is generated. Once the eBinder has been submitted for review, the candidate will have view access only.
- Follow navigation to Generate Candidate eBinder.



- Click on the look-up icon and select your department or college and click "search." (Example, Classics.)



- A list of promotion and/or tenure-eligible faculty from your department/college will be generated. Click the appropriate box(es) for your candidate.

The screenshot shows the 'Generate eBinders' page with a list of faculty members. Red arrows point to the checkboxes for 'Candidate for Promotion' and 'Candidate for Tenure' in the first row.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Actions
1 Clark, Jessica	000103138	1	Asst Professor	9 Mo SAL On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
2 DeGiorgi, Andrea	000099092	1	Asst Professor	9 Mo SAL On Track	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Candidate eBinder
3 Lewis, Virginia	000104983	1	Asst Professor	9 Mo SAL On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
4 Luke, Trevor	000069173	1	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
5 Pfaff, Christopher	000008295	0	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
6 Sickinger, James	000000851	0	Asoc Professor	9 Mo SAL Tenure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View Candidate eBinder
7 Slaveva-Griffin, Svetoslava	000038856	0	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
8 Stover, Timothy	000068643	1	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
9 Weilberg, Erika	000107772	0	Asst Professor	9 Mo SAL On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder

- Once the boxes are checked, the **“Generate Candidate eBinder”** button will be available. Click the **“Generate Candidate eBinder”** button. Once the eBinder has been generated, the button will say **“View Candidate eBinder.”**

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1 Clark, Jessica	000103138	1	Asst Professor	9 Mo SAL	On Track	<input type="checkbox"/>	Generate Candidate eBinder
2 DeGiorgi, Andrea	000099092	1	Asst Professor	9 Mo SAL	On Track	<input checked="" type="checkbox"/>	View Candidate eBinder
3 Lewis, Virginia	000104983	1	Asst Professor	9 Mo SAL	On Track	<input checked="" type="checkbox"/>	Generate Candidate eBinder
4 Luke, Trevor	000096173	1	Asoc Professor	9 Mo SAL	Tenure	<input type="checkbox"/>	Generate Candidate eBinder
5 Pfaff, Christopher	000006295	0	Asoc Professor	9 Mo SAL	Tenure	<input type="checkbox"/>	Generate Candidate eBinder
6 Sickinger, James	000000851	0	Asoc Professor	9 Mo SAL	Tenure	<input checked="" type="checkbox"/>	View Candidate eBinder
7 Slaveva-Griffin, Svetoslava	000038856	0	Asoc Professor	9 Mo SAL	Tenure	<input type="checkbox"/>	Generate Candidate eBinder
8 Slover, Timothy	000058643	1	Asoc Professor	9 Mo SAL	Tenure	<input type="checkbox"/>	Generate Candidate eBinder
9 Weiberg, Erika	000107772	0	Asst Professor	9 Mo SAL	On Track	<input type="checkbox"/>	Generate Candidate eBinder

- Once all of the eBinders for your department or college have been generated, you can view them all together by following this path:

Your list will appear as shown below. You can check the status of each eBinder in the last column. If you are the delegate for multiple departments you can search by department or even by status.

Name	Category	Job Title	Department	Department	College	eBinder Status	
1 DeGiorgi, Andrea Umberto	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	076000	Classics	COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission
2 Sickinger, James P	Promo to Prof	Asoc Professor	9 Mo SAL	076000	Classics	COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission

## II. How to help faculty candidates preparing or update their eBinder

- Once the eBinder is generated, it is in the **“Prepare eBinder for Submission”** stage. The candidate and the department/college delegate have access to upload documents to the eBinder. The department chair or dean (and delegates) will be able to upload the outside letters at this stage.
- Click on the name of the candidate for whom you created an eBinder.

Name	Category	Job Title	Department	Department	College	eBinder Status	
1 DeGiorgi, Andrea Umberto	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	076000	Classics	COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission
2 Sickinger, James P	Promo to Prof	Asoc Professor	9 Mo SAL	076000	Classics	COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission

- This will take you to the "Prepare eBinder for Submission" page. Click "expand all" once.

The screenshot shows the 'Prepare eBinder for Submission' page for Andrea DeGiorgi. The sidebar on the left lists various steps, with 'Prepare eBinder for Submission' selected. The main content area displays personal information: Template Name (PT1- Colleges of Arts and Sciences), PT Year (2017), Job Title (90039S Asst Professor 9 Mo SAL), Tenure Department (076000-CLASSICS), College Name (COLLEGE OF ARTS & SCIENCES), Document ID (145), and Candidate for (Promotion and Tenure). Below this, there are buttons for 'Expand All' (highlighted with a red box), 'Collapse All', 'Cancel eBinder', 'View All', and 'Submit'. A list of sections is shown: Section 1 - Summary Cover Sheets, Section 2 - General Information, Section 3 - Evidence Of Achievement, Section 4 - Evaluative Materials, and Section 5 - Late Additions. A 'Return to Search' link is at the bottom right.

- In each section you will see an asterisk (\*) next to the documents that are required at this stage.

This image provides a detailed view of the document sections. Section 1 - Summary Cover Sheets includes:
 

- \*Summary Cover Sheet For Promotion
- Reasons For Negative Committee Reviewer Ballots - Promotion
- \*Summary Cover Sheet For Tenure
- Reasons For Negative Committee Reviewer Ballots - Tenure
- Agreements To Adjust Tenure Status
- Early Tenure Agreement

 Section 2 - General Information includes:
 

- Dean's Letter
- Candidate's Response To Dean's Letter
- Department Chair's Letter
- Candidate's Response To Chair's Letter
- Department Committee Summary Of Discussion
- Tenured Faculty Summary Of Discussion
- Area Committee Summary Of Discussion
- College Committee Summary Of Discussion
- \*Cover Sheet For Outside Letters Section
- \*Sample Letter Sent To Outside Reviewer
- \*Outside Letter (Cover & Letter) - Please add documents in the order you wish them displayed.
- \*Department/College Promotion And Tenure Criteria
- \*Curriculum Vitae (FEAS)
- \*In Press Acceptance - Please add documents in the order you wish them displayed.
- \*Courses Taught

 A red arrow points to the asterisk on the first document in Section 1. A 'View Section' button is visible for each section.

- Click “**expand all**” again and the sections will open to the individual documents. Click on “**view form**” to see each cover sheet.

- Cover Sheets - Promotion Cover Sheet
  1. **Only delegates can fill in information on the cover sheets.** (Chairs of review committees, department chairs, and deans may fill in votes and upload committee summaries and letters.)
  2. The dates of employment field and AOR information will carry over to the Tenure cover sheet.
  3. If the delegate has the AOR role for the department/college, the AOR links to the approved AOR for that year will be active.

**2017 SUMMARY COVER SHEET PROMOTION**

Name: Sergio Almaraz-Calderon Employee ID: 000105731  
 College: COLLEGE OF ARTS & SCIENCES Tenure Department: 084000-PHYSICS

RECOMMENDED FOR PROMOTION TO :  Professor  Associate Professor  
 NUMBER OF YEARS IN RANK (Include current year): 5

DATES OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : (Dates are to be consistent with those on vita and other documents)  
 August 2103-present, Associate Professor

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee					
Department Chair					
Area Committee					
College Committee					
College Dean					
University Committee					
President					

**AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY:** (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the dates of employment field above. Highlighted "Year" column header links to AOR.)

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	AVERAGE
INSTRUCTION/ ADVISEMENT						
RESEARCH/ CREATIVE ACTIVITY						
SERVICE						
ADMINISTRATION						

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:  
 Signature Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature Chair: \_\_\_\_\_ Date: \_\_\_\_\_

➤ Cover Sheets - Tenure Cover Sheet

1. Enter any service credits and any early tenure justification.
2. Non-resident Alien status links to information in myFSU-HR. If it is incorrect, please contact HR.
3. Dates of employment and AOR information will carry over from the Promotion Cover Sheet.

Favorites ▾ Main Menu ▾

eBinder Attachment

**Steps and Task**

- ✔ Prepare eBinder for Submission
- ✔ Department Delegate Pre-Submission Check
- ✔ Faculty/Chair Signoff
- ✔ Dept/School Committee & Tenured Faculty (Tenure Only) Review
- ✔ Department Chair Review
- ! College Delegate Pre-Submission Check
- ! Area Committee Review
- ! College Committee Review
- ! Dean Review
- ! FDA Rep Pre-Submission Check
- ! University Committee Review
- ! Recommended Decisions Released
- ! President Review
- ! Final Decisions Released

**2017 SUMMARY COVER SHEET**  
**TENURE**

Name: Sergio Almaraz-Calderon
Employee ID: 000105731

College: COLLEGE OF ARTS & SCIENCES
Tenure Department: 064000-PHYSICS

Save & Return
Return Without Save

YEARS OF SERVICE CREDIT FOR TENURE AT FSU (include current year)  NON RESIDENT ALIEN:  YES  NO

YEARS OF SERVICE CREDIT FOR TENURE TRANSFERRED TO FSU AT TIME OF ORIGINAL APPOINTMENT :  
 YEARS FROM ( name of the university ) : UNIVERSITY OF GEORGIA

Other Service Credit Adjustments :

YEAR :  5th year/early tenure (justify below)  6th Year  7th year (justify below)

MUST INCLUDE JUSTIFICATION HERE AND IN DEAN'S LETTER.

DATES OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : ( Dates are to be consistent with those on vita and other documents)

August 2103-present, Associate Professor

SUMMARY OF BALLOTS BY TENURED FACULTY, COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee	10	7	3		
Tenured Faculty Members	6	4	2		
Department Chair	1	1			
Area Committee					
College Committee					
College Dean					
University Committee					
President					

\*include form giving reasons for any negative committee reviewer ballots  
 \*\*Do not give reasons for any negative tenured faculty member ballots.

AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY: (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the dates of employment field above. Highlighted "Year" column header links to AOR.)

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	AVERAGE
INSTRUCTION/ADVICE	25.0	25.0	25.0	25.0	25.0	25.00
RESEARCH/CREATIVE ACTIVITY	25.0	25.0	25.0	25.0	25.0	25.00
SERVICE	25.0	25.0	25.0	25.0	25.0	25.00
ADMINISTRATION	25.0	25.0	25.0	25.0	25.0	25.00

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: Sergio Almaraz-Calderon
Date: 02/02/2017

Signature Chair: Porche Whitby
Date: 02/02/2017

Save & Return
Return Without Save

- Most of the remaining eBinder requirements are simply uploading .PDF documents to the corresponding section. Documents that are required at a particular stage will have an asterisk (\*) beside them and the "upload PDF" button will be available. The "upload PDF" button will be greyed out if the document is not required at this stage.

**Area Committee Summary Of Discussion**

Documents

Upload PDF

**College Committee Summary Of Discussion**

Documents

Upload PDF

**\*Cover Sheet For Outside Letters Section**

Documents

Upload PDF

**\*Sample Letter Sent To Outside Reviewer**

Documents

Upload PDF

- Once all the required documents for the eBinder have been uploaded:
  - you can click “**view section**” to see all the documents in that section or
  - you can click “**view all**” to see all the documents in the entire eBinder.
  - See instructions on the FDA website on how to make bookmarks appear in the PDF in your browser.
  
- Once the candidate is satisfied, he or she (or the delegate) can “**submit**” the eBinder. The step will turn green on the left hand side.
  - If the eBinder was created in error or the candidate decides to not go up that year, the eBinder may be **cancelled** only before it is submitted.

The screenshot displays the 'Prepare eBinder for Submission' interface. On the left is a 'Steps and Task' sidebar with a list of tasks, where 'Prepare eBinder for Submission' is the active step. The main area shows candidate information for Sergio Almaraz-Calderon, including template name, job title, college name, and candidate type (Promotion and Tenure). Below this is a section for document management with buttons for 'Expand All', 'Collapse All', 'Cancel eBinder', 'View All', and 'Submit'. A 'Section 1 - Summary Cover Sheets' is expanded, showing a list of documents with a 'View Section' button highlighted in red.