

Annual Evaluation (AE) File Naming Conventions & Uploading Instructions

Naming Conventions for Calendar Year 2025

*****Please note that these are different from last year's naming conventions.*****

NO SPACES PLEASE!! Please see RANK key on page 4.

College of Arts and Sciences

AE_RANK_LastName_FirstInitial_AS_Year

Example: AE_ASTP_Doe_J_AS_2025

College of Business

AE_RANK_LastName_FirstInitial_BUS_Year

Example: AE_ASOP_Doe_J_BUS_2025

College of Communication and Information

AE_RANK_LastName_FirstInitial_CCI_Year

Example: AE_PROF_Doe_J_CCI_2025

College of Criminology and Criminal Justice

AE_RANK_LastName_FirstInitial__CRIM_Year

Example: AE_TFI_Doe_J_CRIM_2025

College of Education, Health, and Human Sciences

AE_RANK_LastName_FirstInitial__EHHS_Year

Example: AE_RFII_Doe_J_EHHS_2025

College of Engineering

AE_RANK_LastName_FirstInitial_ENG_Year

Example: AE_RSPIII_Doe_J_ENG_2025

College of Entrepreneurship

AE_RANK_LastName_FirstInitial_ENT_Year

Example: AE_ISPI_Doe_J_ENT_2025

College of Hospitality

AE_RANK_LastName_FirstInitial_DCH_Year

Example: AE_PROF_Doe_J_DCH_2025

College of Fine Arts

AE_RANK_LastName_FirstInitial_FA_Year

Example: AE_ASTC_Doe_J_FA_2025

College of Law

AE_RANK_LastName_FirstInitial_LAW_Year

Example: AE_PROF_Doe_J_LAW_2025

College of Medicine

AE_RANK_LastName_FirstInitial_MED_Year

Example: AE_ASOPC_BiomedSci_Doe_J_MED_2025

College of Motion Picture Arts

AE_RANK_LastName_FirstInitial_MPA_Year

Example: AE_TFI_Doe_J_MPA_2025

College of Music

AE_RANK_LastName_FirstInitial_MUS_Year

Example: AE_ASOP_Doe_J_MUS_2025

College of Nursing

AE_RANK_LastName_FirstInitial_NUR_Year

Example: AE_PROF_Doe_J_NUR_2025

College of Social Sciences and Public Policy

AE_RANK_LastName_FirstInitial_SSPP_Year

Example: AE_ASTP_Doe_J_SSPP_2025

College of Social Work

AE_RANK_LastName_FirstInitial_SW_Year

Example: AE_RFIII_Doe_J_SW_2025

Information Technology Services

AE_RANK_LastName_FirstInitial_ITS_Year

Example: AE_ISPII_LastName_FirstInitial_ITS_Year

Institute of Science and Public Affairs

AE_RANK_LastName_FirstInitial_ISPA_Year

Example: AE_RFI_Doe_J_ISPA_2025

Office of Distance Learning

AE_RANK_LastName_FirstInitial_ODL_Year

Example: AE_ISPII_Doe_J_ODL_2025

Office of VP for Research

AE_RANK_LastName_FirstInitial_VPR_Year

Example: AE_ASTR_Doe_J_VPR_2025

Office of the Provost

AE_RANK_LastName_FirstInitial_PRO_Year

Example: AE_TFIII_Doe_J_PROV_2025

Panama City Campus

AE_RANK_LastName_FirstInitial_PC_Year

Example: AE_TFII_Doe_J_PC_2025

Ringling Museum

AE_RANK_LastName_FirstInitial_RING_Year

Example: AE_CUR_Doe_J_RING_2025

Strozier Library

AE_RANK_LastName_FirstInitial_LIB_Year

Example: AE_ASTL_Doe_J_LIB_2025

Student Affairs

AE_RANK_LastName_FirstInitial_SA_Year

Example: AE_TFIII_Doe_J_SA_2025

The Graduate School

AE_RANK_LastName_FirstInitial_TGS_2025

Example: AE_ISPIII_Doe_J_TGS_2025

Undergraduate Studies

AE_RANK_LastName_FirstInitial_UGS_Year

Example: AE_ISPII_Doe_J_UGS_2025

If you do not see your area listed, please contact [Melissa Crawford](#) for assistance.

Rank Key

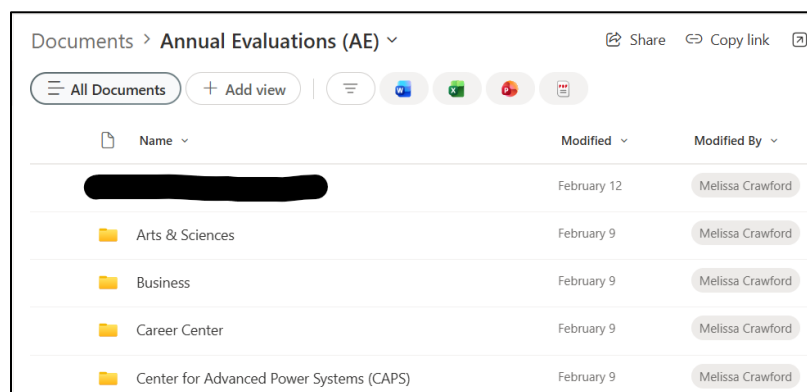
- Assistant Professor – ASTP or ASTPC (Assistant Professor, Clinical)
- Associate Professor – ASOP or ASOPC (Associate Professor, Clinical)
- Professor – PROF or PROFC (Professor, Clinical)
- Teaching Faculty I, II, or III – TFI, TFII, or TFIII
- Research Faculty I, II, or III – RFI, RFII, or RFIII
- Curators – ASTC (Asst. Curator), ASOC (Asso. Curator), or CUR (Curator)
- Research Support – ASTR (Asst. in Research), ASOR (Asso. in Research), or SRA (Sr. Research Associate)
- Instructional Specialist I, II, or III – ISPI, ISPII, or ISPIII
- Librarians – ASTL (Asst. Librarian), ASOL (Asso. Librarian), or LIB (Librarian)
- Specialist, Computer Research – SCR
- Specialist, Music – SPM
- Childcare Specialist – CHSP
- Faculty Administrator – FA

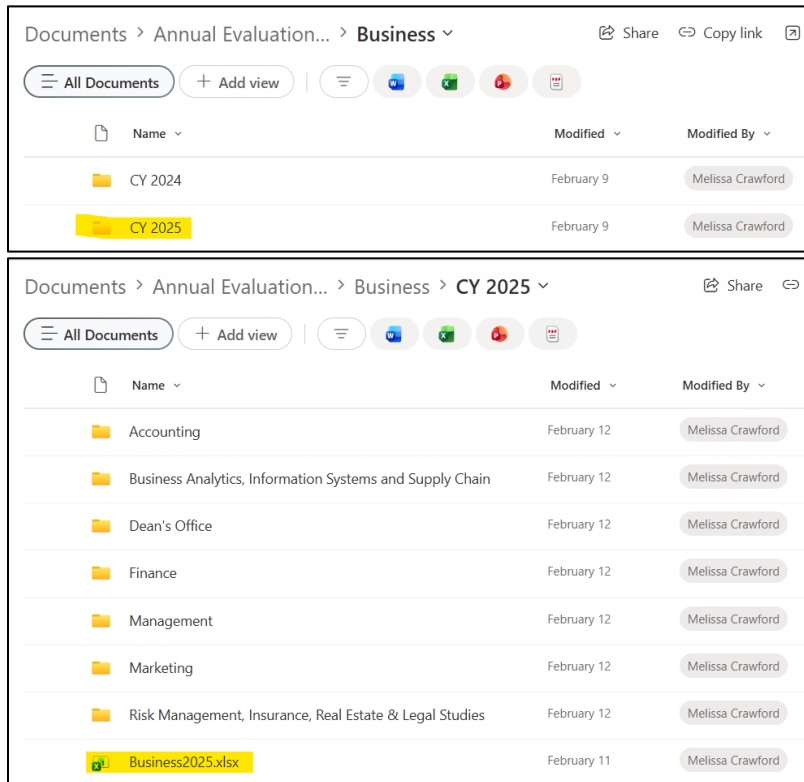
Uploading Instructions

This year, calendar year 2025, please do not send annual evaluations through email or FSU NiFTy. We have created a SharePoint site called the “Faculty Processes Hub” which can be [found here](#). You can also find it [in Teams](#). Based on who sent in the evaluations for a particular college/area/center/institute last year, they have been given access to that area. If you have access to another area that is not yours or you don’t have access to your area, please contact [Melissa Crawford](#) immediately.

Note: If you have annual evaluations that need FDA's signature, please put those in DocuSign to fda-approvals@fsu.edu BEFORE you upload them to the Hub.

To upload your area’s annual evaluations, go to the Annual Evaluations channel in [SharePoint](#). Navigate to your college/area, then CY 2025 and then the department/school/area you are uploading (if applicable). See screenshots below.





Each college or other area will have an Excel spreadsheet within the folder (see above). This is for areas to know who needs an annual evaluation within each area. There are also several columns that staff will need to fill out for each faculty. (See below.) **Column L** – evaluation form completed, Y/N; **Column M** – narrative completed Y/N; **Column N** – progress towards promotion and/or tenure completed (if applicable), Y/N; **Column O** – Is the overall rating “Official Concern” or “ Does not Meet,” Y/N; **Column P** - Is there a single category with the rating as “Official Concern” or “ Does not Meet,” Y/N, if yes, note which category, Teaching, Research or Service.

L	M	N	O	P
Evaluation Form Y/N	Narrative? Y/N	Progress Towards Promotion/ Tenure? Y/N	Overall OC/DNM?	Single Category OC/DNM?

If there are any evaluations with negative ratings as described above, please put 3 @@@ in front of the name of the file. Example: @@@SW RFIII Doe J 2025.