



**Post-Tenure Review Guidelines for Faculty
FAMU-FSU College of Engineering ONLY
Spring 2027**

1. Updating Information in FEAS+

- To find out who your delegate is to help you update your CV in FEAS+:
 - Go to <https://feas.fsu.edu/>. Click on Menu in the upper right corner and then click “Faculty Search.”
 - Search for your name and click on your profile. Scroll to the bottom under permissions for a list of delegates in your department/school and/or college.
- Before generating your FEAS+ PTR Report, please follow the steps below. Please [visit this website](#) for more details on updating your information in FEAS+.
 - Update your courses, graduate committees, and/or contracts and grants by clicking on “Import,” “Import from FSU Sources,” then the appropriate drop-down item. *Note: You will need to repeat this step to check each FSU source for updates.*
 - Update your citations by clicking on “Import,” then “Import ORCID.” If you do not have an ORCID account, move to the next step.
 - Update any remaining citations and service work manually by clicking on “Add/Edit Entries.”
 - Should only include accomplishments from the five-year review period (**College of Engineering ONLY**): **2021, 2022, 2023, 2024, and 2025.**

2. Coversheet

- This is the first page in the materials. Do not include an additional title page. Please use only the [Post-Tenure Review Coversheets](#) posted to the Office of the Vice President for Faculty Development and Advancement website.
- You are only responsible for the top portion of the coversheet. Once you have signed the coversheet, it should be submitted with the rest of your materials to the department and then college, which will fill in the additional information.

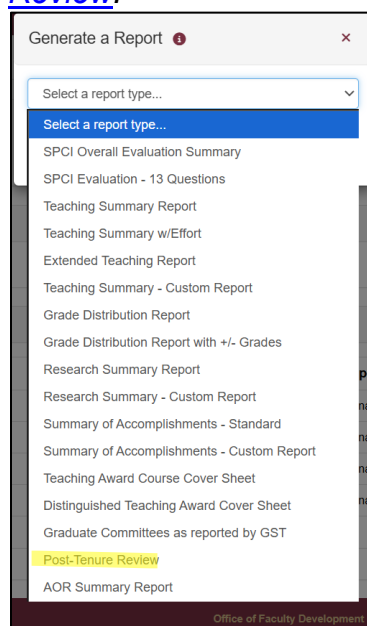
3. Post-Tenure Review (PTR) Report

- This report **must** be generated using the [Faculty Expertise & Advancement System](#) (FEAS+). It will include the 5-year CV, the Student Perceptions of Courses and Instructors (SPCI) summary report, the grade distribution report and the Assignments of Responsibilities (AOR) table.
- **Your information must be updated in FEAS+ before downloading the FEAS+ PTR report.** Again, please [go here](#) for more details on updating your information in FEAS+.
- The review period encompasses calendar years **CY 2021, 2022, 2023,**

2024, and 2025. (College of Engineering only.) This means that the FEAS+ PTR Report will include the following semesters:

- FEAS+ CV: Spring 2021-Fall 2025
- SPCI Summary: Spring 2021-Fall 2025
- Grade Distribution Report: Spring 2021-Fall 2025
- AORs: Spring 2021-Fall 2025
- Once your FEAS+ CV has been updated **and** you have been notified by FDA that the PTR report is ready, from the FEAS+ home screen, select “Report” under Generate
 - Select “Post-Tenure Review” from the dropdown menu. (see below)
 - Select “Generate CV Post-Tenure Report.” (see below)

Note: the date cannot be changed; it is a 5-year time period based on Board of Governors Regulation [10.003, Post-Tenure Faculty Review](#).



- FDA notification that the PTR report is available will occur in early January 2027.
 - Department and/or college staff may also assist you with the generation of this report.
 - Please direct all questions regarding the operation of FEAS+ to [Tiffany Phillips](#).
- 4. Summary of Major Accomplishments (one-page maximum)**
- A summary (one-page maximum) of your major accomplishments **during the five-year review period (CY 2021, 2022, 2023, 2024, and 2025)**; the summary should carry the heading "Summary of Major Accomplishments" followed by the body of the statement. No other specific format is required.
- 5. Other Evidence or Context (optional)**
- Three pages maximum, containing no student comments.

- **May only include accomplishments from the five-year review period (CY 2021, 2022, 2023, 2024, and 2025).**
6. **Submit materials to your supervisor. Departments and the College will set internal deadlines.**
 7. **Faculty Response to Review of Materials (if applicable)**
 - You should review your materials, including the Performance Assessment Letter and other materials added by the department chair/school director as well as the Performance Rating Recommendation Letter by the dean. If you wish to provide a written response, you have up to 5 working days to do so.
 8. **Review Process**
 - Please see [FSU Regulation 4.073](#) for more information regarding the process for reviewing your materials and the assignment of a Performance Rating.
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Note that colleges and departments/schools will establish internal deadlines for faculty participants.

September 8, 2026

Faculty members required to participate in PTR in Spring 2026 and those faculty who are randomly selected are notified by FDA.

September 22, 2026

Post-Tenure Review Eligibility and Postponement Request forms due to [Melissa Crawford](#).

You will be notified by your department and college of the deadline for submission of your materials.