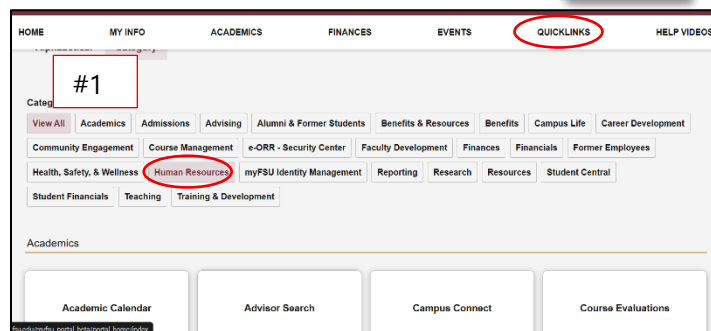


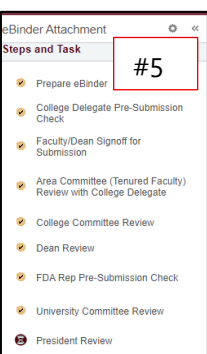
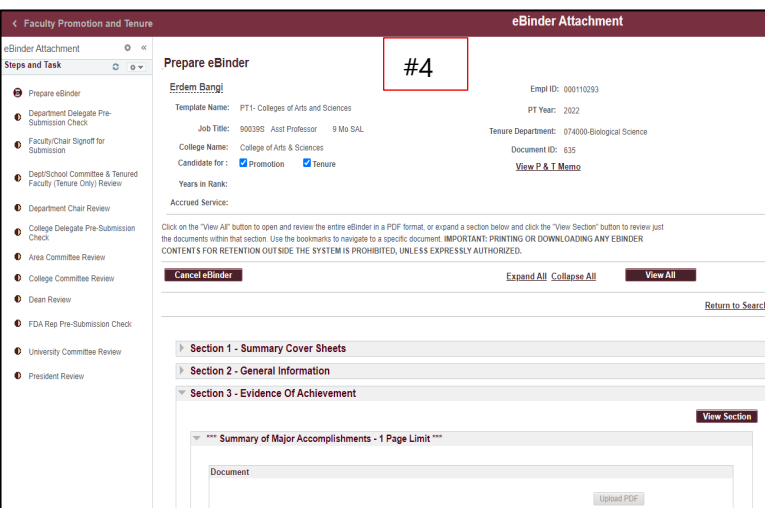
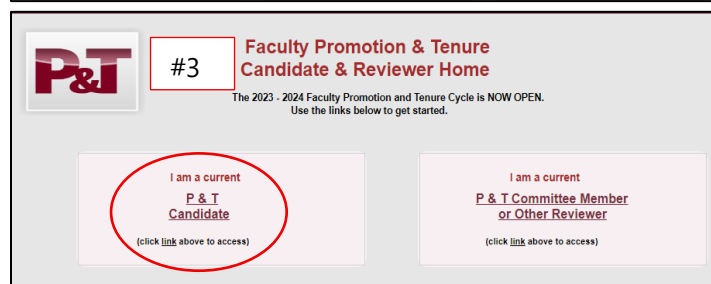
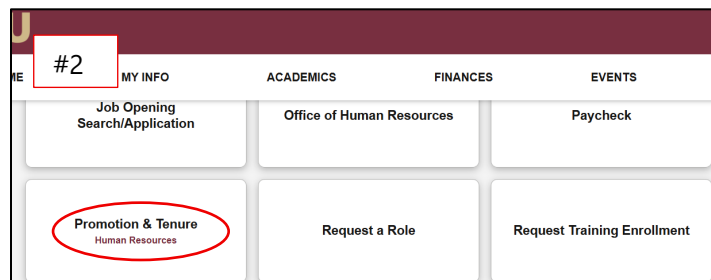
1. How do I find my eBinder?

- Go to <https://www.my.fsu.edu>.
 - Click the **"Quicklinks"** link under at the top right of the page.
- Scroll down and click on "Human Resources." (pic #1)
- Scroll down again and click on "Promotion & Tenure." (pic #2)
- This will take you to this page (pic #3) where you will click on "I am a current P&T Candidate."
- NOTE: Your eBinder must be generated by your department/school/college delegate before you can begin uploading documents.



2. How do I upload documents to my eBinder?

- On the **"Prepare eBinder for Submission"** page (pic #4), click on **"Expand All"** to open all the sections. Click again to open all the documents within each section.
- A link to the current P&T memo is provided at the top of the page.
- Click **"Upload PDF"** to add documentation to that section. (Only .pdf files may be uploaded.)
- To see your entire eBinder in a combined .pdf file, click the **"View All"** button. To see just the .pdf files in a particular section, click the **"View Section"** button.
- Once all .pdf files have been uploaded, click the **"Submit"** button. This is not a final submission. Your department/school/college delegate will perform a final check on your eBinder. Once that has occurred,



you and your department chair/school director or dean will "sign" on the eBinder by again clicking the **"Submit"** button. This will signify final submission of the eBinder to the next level of review.

3. What happens once my eBinder is submitted?

- In colleges with departments/schools, your eBinder will be forwarded to the department/school committee for review. In colleges without departments, your eBinder will be forwarded to the college committee for review.
- You can follow the progress of your eBinder through the steps specific to your college on the left-hand side of the eBinder page (pic 5). Each step will have a check mark beside it once it has been completed.
- You will be notified via email when votes at each committee level have been entered and when the department chair/school director and/or college dean letter(s) have been entered. Once each letter has been entered, you will have 5 business days to submit a response or withdraw your eBinder. Please contact your department, school, or college delegate for assistance with this and for any other late additions to the eBinder.

Note: Candidates may not complete the summary cover sheets in section 1 or upload the outside letters in section 2. These must be done by the department/school/college delegate or chair/director or dean.

Have questions or need help? Please contact your **department or college staff delegate** OR contact **Melissa Crawford** in the Office for Faculty Development and Advancement. <http://fda.fsu.edu/faculty-development/promotion-and-tenure>