



Promotion & Tenure Information Session for Assistant Professors

Jeanette Taylor

Vice President for Faculty Development & Advancement

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University Promotion & Tenure Criteria

- Sustained Excellence in scholarly or creative accomplishments AND teaching AND service.
- Is there evidence that you:
 - are becoming nationally or internationally recognized as a scholar or creative artist in your field?
 - have demonstrated excellence as a teacher and mentor?
 - make positive contributions in service to the university and your academic discipline?

Who is Eligible?

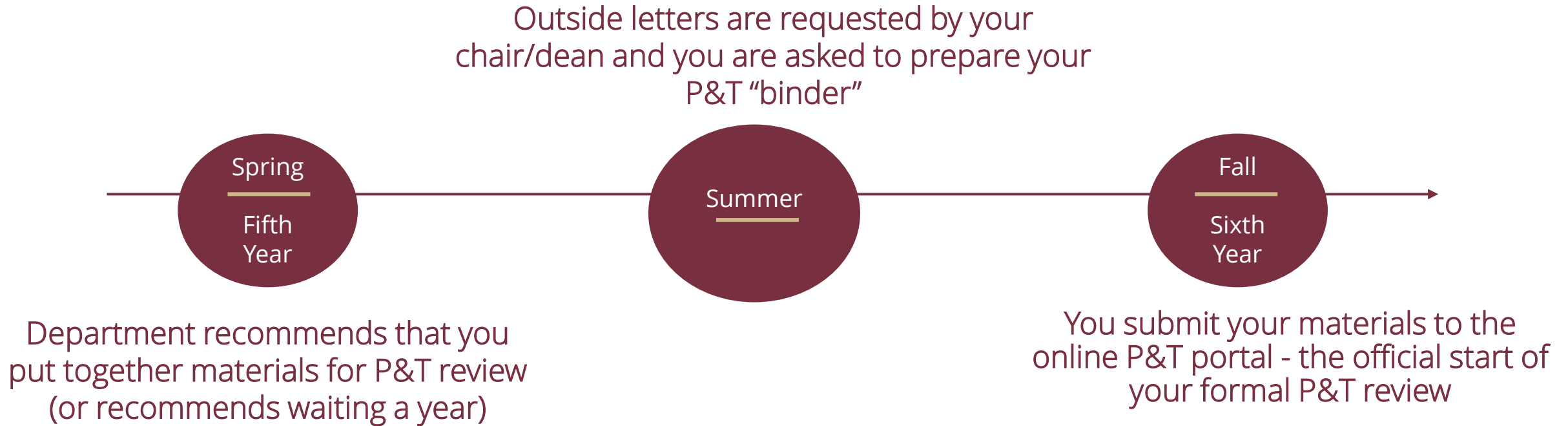
Tenure

- In tenure-earning position
- Recommended by academic unit
- Minimum of 5 years in rank
 - includes “tenure credit”
 - Does not include years when “tenure clock” is stopped

Promotion to Associate

- In tenure-earning position
- Recommended by academic unit
- Typically reviewed in 6th year in rank, simultaneously with tenure review
- May be reviewed prior to tenure review

Typical Tenure Timeline*



***For Assistant Professors with no “tenure credit”**

Who Evaluates Candidates for Promotion to Associate Professor and Tenure?



Department/School
Committee &
Chair/Director



College Committee
& Dean

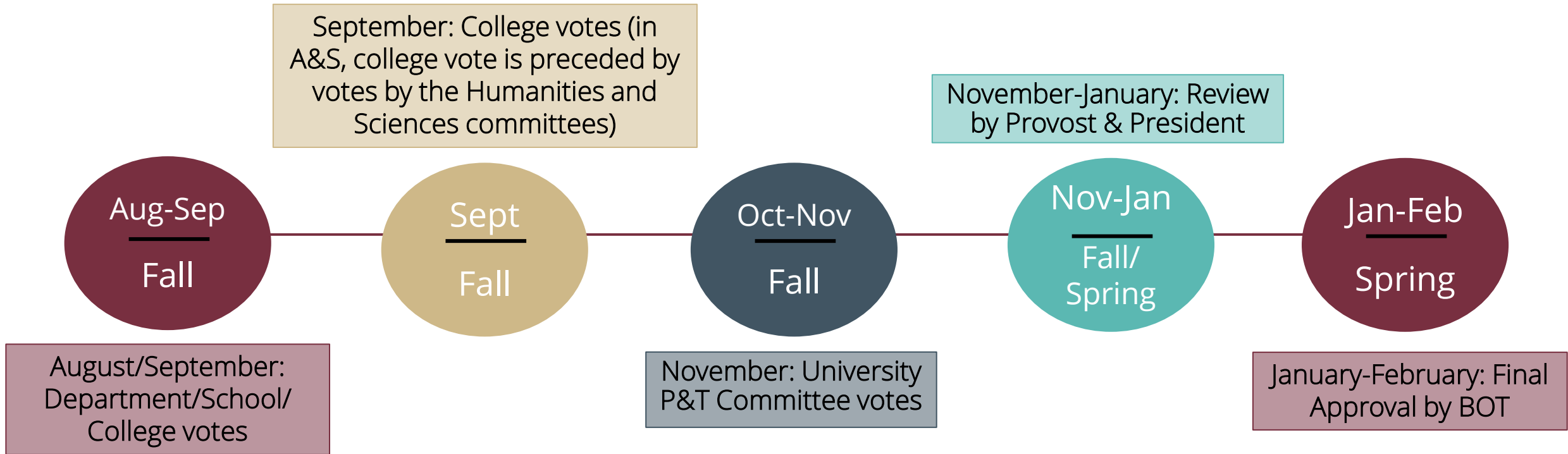


University
Committee



Provost, President,
Board of Trustees

Tenure Voting Timeline



What Evidence will Represent You?

- ☑ Dean's and Chair's/Director's letters
- ☑ External letters (from top scholars in your field)
- ☑ C.V.
- ☑ Evidence of Achievements
(publications/supporting materials)
- ☑ Research, Teaching and Service Statements
- ☑ Annual Letters of Progress toward P&T
- ☑ 3rd Year Review Narratives



Peer review, peer review, peer review...



- Peer reviews of:
 - scholarship and creative works
 - grant proposals (in disciplines where external support is expected)
 - Peer (and student) “reviews” of your teaching
- **OUTSIDE LETTERS** – all about peer review

How do I know if I'm making progress toward promotion/tenure?



"Your evaluation will be based on what you do in the next thirty seconds. Go!"

Faculty Evaluations at FSU

- **When do evaluations occur?**
 - ☑ Annually: ratings plus progress toward P&T letters
 - ☑ Third (3rd) year mini-P&T reviews
 - ☑ P&T review (full formal review with outside letters)
- **Who evaluates you for promotion and tenure?**
 - ☑ Tenured faculty in your academic unit
 - ☑ Department/School Committee & Chair/Director
 - ☑ College Committee & Dean
 - ☑ University Committee
 - ☑ Provost, President, Board of Trustees

Modifications and Considerations Due to COVID-19

- Include professional activities (e.g., conference presentation; invited address) that were cancelled due to COVID on your P&T CV with this note: “Cancelled due to COVID”
- If relevant (e.g., gaps in your record of accomplishments due to COVID) provide information (e.g., Human Subjects research not permitted; delays in reviews of book contracts, journal submissions) with your supervisors (chairs, directors, deans) and mentor committees; this information should be noted in your progress toward P&T letters.

Faculty Candidate's Role: Tell Your Story

Make it easy for your faculty colleagues, chair/director, dean to see what you've accomplished

Tell "your story" well:

- What are your most important professional accomplishments?
- Why is your work important to the university, nation, world?

External Letters

Selection of external letter writers:

- Provide list of possible letter writers (if asked)
 - DON'T** directly contact potential letter writers
- Send short biographies of potential letter writers to chair/director/dean
- Indicate any “existing” relationships and explain the connection

Teaching Statement

The teaching statement is an opportunity to describe what you've accomplished and should include information on each of the areas below:

- Goals for Student Learning
- Teaching Methods
- Results & Effectiveness
- Evaluation & Reflection



****See Promotion and Tenure section of FDA website for Guidelines for Teaching Statements ****

College of Medicine

Clinical Assistant Professors

Website

- Follows the tenure-track procedures.
- Contact your department/school or college delegate for more information.

Visit [College of Medicine Promotions](#) to additional resources.



Questions?



A photograph of a university campus. In the foreground, there are large, mature trees with thick trunks and dense green foliage. A paved path or road winds through the trees. In the background, a large, multi-story brick building with a prominent white portico and columns is visible under a clear blue sky. The overall scene is bright and sunny.

Melissa Crawford

Office of Faculty
Development and
Advancement

mucrawford@fsu.edu

First Rule of Promotion and Tenure

- ☑ Know who your promotion and tenure delegate is in your department/school and/or college!
- ☑ This person will help you navigate the online P&T system.



*If you don't know who
your delegate is, ask
your department
chair/school director
or dean!*

OR [Click here](#) for a list of delegates.

How do I get to my eBinder?

- ☑ Your promotion and tenure delegate will create your eBinder in the online system.
- ☑ You have access to upload your own documents EXCEPT for the outside letters and for information on the cover sheet.
- ☑ Faculty Quick Start **Guide**
 1. How do I find my eBinder?
 2. How do I upload documents to my eBinder?
 3. What happens when my eBinder is submitted?

****Completed P&T eBinders are due to the Office of Faculty Development and Advancement by Friday, October 2, 2026. Clinical College of Medicine binders are due Friday, October 16, 2026. Departments/Schools /Colleges will have earlier deadlines.****

Relax, you DON'T need to
know the details.



Canvas Site for Sample eBinders

- Email **Melissa Crawford** (mucrawford@fsu.edu) your FSUID
- Other resources can be found on the FDA [website](#)
 - P&T Memo
 - Guidelines for teaching statements
 - ORCID/FEAS+ Guides

Org: Promotion and Tenure Sample Binders

Promotion and Tenure Sample eBinders



[Modules - Promotion and Tenure Sample eBinders](#)

What should you be doing now?

- ☑ Make sure your CV is up to date AND published.
 - The CV should not have “Draft” at the top.
- ☑ Work with your chair/director or dean to create a list of potential letter writers. **Do not contact the letter writers.**
- ☑ Begin to work on your statements – Summary of Major Accomplishments (1pg) and Discussion of Teaching, Research & Service (6 pgs.)
 - Both must be 12pt font, Times New Roman and 1-inch margins.

FEAS+/ORCID Questions



Tiffany Phillips
tphillips@fsu.edu

Faculty Expertise and Advancement System (FEAS+)

<https://feas.fsu.edu>
[FEAS+ Quick Start Guide](#)



ORCID
<https://orcid.fsu.edu/>

Questions?

Step 1: Promotion
& Tenure [website](#)



Step 2: Contact
Department/School/
College Staff

Step 3: Contact FDA
Melissa Crawford,
mucrawford@fsu.edu

Please email **Melissa Crawford** (mucrawford@fsu.edu) with your FSUID to be added to the Canvas site for sample binders.