



PROMOTION AND TENURE EBINDER CHECKLIST

Name _____ College _____

This is an outline; please use P&T Memo (page 9) for detailed instructions on how to prepare the eBinder.

PREPARE EBINDER

Section 1

Summary Cover Sheet for Promotion (Prepare Stage) (Must be done by delegate.)

_____ **Number of years in rank.** Make sure the current academic year is counted. (For this P&T cycle that would be 2026-27.)

_____ **Dates of employment and history of ranks held at FSU.** (Example: Assistant Professor, fall 2020-present.)

_____ **Average Assignments of Responsibility.** If the staff member filling this form out is the AOR rep for the department/school/college, the average will already be filled in using the most recent fully approved AOR. Make sure that each year is filled in. Summers are not included. If the faculty member is was on a LOA or a Sabbatical for a portion of time being reviewed, please put the dates of leave in the text box below the AORs.

Summary Cover Sheet for Tenure (Prepare Stage) (Must be done by delegate.)

_____ Indicate if 5th or 7th year tenure & give justification.

_____ If 5th year is indicated, a copy of the early tenure agreement must be uploaded in the "Early Tenure Agreement" section.

_____ If "other service credit adjustments" is checked, the tenure clock change memo(s) or the offer letter indicating agreement to adjust tenure must be uploaded to the "Agreements to Adjust Tenure Status" section.

_____ Dates of employment and AOR information will be carried over from the promotion form.

Section 2

Outside Letters (Only the delegate or department chair/director or dean can upload outside letters. The letters will be visible to the candidate once they are uploaded.)

_____ Cover Sheet for Outside Letters Section

_____ One copy of a signed letter sent to an outside reviewer.

_____ Cover sheet for each outside letter and original signed letters from outside reviewers. Please combine the cover sheet and letter into one PDF file. Do not upload as separate documents.

_____ If the letter was emailed and there is no signature, include a copy of the email. Electronic signatures are accepted.

Department/School/College Promotion and Tenure Criteria (Delegate can upload the criteria.)

_____ A copy of the department's and/or college's current promotion and tenure criteria and procedures must be uploaded. **Please do not include the entire bylaws document.**

Curriculum Vitae (Candidate or delegate can upload the CV. See P&T memo for downloading instructions.)

_____ Must a finalized and unaltered FEAS+ CV. ([How to get "draft" of the top of the FEAS CV.](#))

_____ Include a one-sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions (graduate student, colleague, etc.). **(Required.)**

In-Press Acceptance (Candidate or delegate can upload the in-press letter or email.)

_____ In Press Acceptance Letter or email from publisher **(Required)** if candidate has in-press citations in their CV.).

_____ Make sure the letter or email that the article, etc. has been accepted.

_____ A contract can only be submitted if the work has already been written and there is proof it has been accepted.

Courses Taught (Candidate or delegate can upload the list of courses taught. See P&T memo for downloading instructions.)

_____ Courses Taught (FEAS+ Teaching Summary Report, preceding **3 years only**)

Section 3

Candidates Summary of Major Accomplishments (Candidate or delegate can upload the narrative.)

_____ One-page maximum. 12-point font, Times New Roman, 1-inch margins

_____ Summary should carry the heading "Candidate's Summary of Major Accomplishments" followed by the body of the statement.

_____ Should not be in letter format.

_____ Student comments should not be included.

Discussion of Teaching, Research, and Service (Candidate or delegate can upload the narrative.)

_____ Six-page maximum. 12-point font, Times New Roman, 1-inch margins

_____ The statement should carry the heading "Discussion of Teaching, Research, and Service" followed by the body of the statement.

_____ Student comments should not be included.

Student Responses to SPCI #13 (Candidate or delegate can upload the report. See P&T memo for downloading instructions.)

_____ SPCI Responses to SPCI #13 (FEAS+ SPCI Summary Report, 3 years only)

SPCI Summary Report (Candidate or delegate can upload the report. See P&T memo for downloading instructions.)

_____ SPCI Summary Report (SPCI Evaluation – 13 questions, 3 years only)

Sample Syllabi (Candidate or delegate can upload the syllabi.)

_____ One or two syllabi from courses taught during the preceding three years.

Scholarly or Creative Works (Candidate or delegate can upload the works.)

_____ One or two Scholarly or Creative Works - **Please do not** upload an entire book in this section as it will make the eBinder hard to download. One or two chapters of the book is appropriate.

Other Evidence (Optional. See P&T memo for other documents that could be included in this section.) (Candidate or delegate can upload to this section.)

_____ Five pages maximum.

_____ Student comments should not be included.

Section 4

Annual Evaluation Forms (Candidate or delegate can upload the forms.)

_____ Upload the annual evaluation forms (**most recent to oldest**) from time of hire or last promotion.

_____ Please make sure the forms are signed by the candidate, supervisor, and dean or Vice President of Faculty Development and Advancement. (**Note:** The Evaluator cannot sign as the evaluator AND sign at the dean level too.)

The 3rd Year Review (Candidate or delegate can upload the narratives.)

_____ The required narrative from the P&T committee that summarizes the review from the committee should be uploaded.

_____ Please make sure the narrative is signed by the chair of the committee.

Progress Toward Promotion and/or Tenure Letters (Candidate or delegate can upload the letters.)

_____ Upload the progress toward tenure letters and/or progress toward promotion letters (**most recent to oldest**) from date of hire or last promotion.

_____ Please make sure the letter is signed by the writer.

Dept/School Committee & Tenured Faculty (Tenure Only) Review

Enter Department/School Committee vote on the appropriate line. (Delegate or department chair/school director can enter the votes.)

Enter Tenured Faculty vote on the appropriate line. (Only for candidates going up for tenure.) (Delegate or department chair/school director can enter the votes.)

Department/School Committee Summary of Discussion (Only for Colleges with departments/schools.) (Delegate or department chair can upload summary.)

_____ A narrative explanation provided and signed by the departmental committee chair summarizing the discussion during the meeting and vote.

_____ If there are negative votes from the department/school committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient.

_____ **Please make sure the narrative is signed.**

Reasons For Negative Committee Reviewer Ballots – Promotion (Delegate or department chair/school director can enter the votes.)

_____ If there are negative votes for promotion from the department or school committee, select which of the official reasons was cited by a majority of those casting negative ballots.

Reasons For Negative Committee Reviewer Ballots – Tenure (Delegate or department chair/school director can enter the votes.)

_____ If there are negative votes for tenure from the department or school, select which of the official reasons was cited by a majority of those casting negative ballots. (**Note:** No reasons are given for negative votes by the tenured faculty.)

Tenured Faculty Summary of Discussion (Not included for promotion only.) (Delegate or department chair/school director can enter the votes.)

_____ A narrative explanation provided and signed by the tenured faculty chair summarizing the meeting and vote.

_____ If there are negative votes from the tenured faculty, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient.

_____ **Please make sure the narrative is signed.**

Department Chair/School Director Review

Enter Department Chair's/School Director's vote on the appropriate line.

Department Chair's/School Director's Letter (Delegate or department chair/school director can upload the letter.)

_____ The first paragraph must address departmental or school committee and tenured faculty (for tenure cases only) votes and payment of honoraria to outside letter writers, if applicable.

Candidate's Response to the Department Chair's/School Director's Letter (optional) (Delegate, department chair/school director, or candidate can upload response.)

_____ The candidate **has 5 working days to upload a response** to the Department chair's or School director's letter.

Area Committee Review

Enter Area Committee's vote on the appropriate line. (If applicable.) (Delegate or dean can enter the votes.)

Area Committee Summary of Discussion (If applicable.) (Delegate or dean can enter the summary.)

_____ A narrative explanation provided and signed by the area committee chair summarizing the meeting and vote.

_____ If there are negative votes from the area committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient.

_____ **Please make sure the narrative is signed.**

College Committee Review

Enter College Committee's vote on the appropriate line. (Delegate or dean can enter the votes.)

College Committee Summary of Discussion (Delegate or dean can enter the summary.)

_____ A narrative explanation is provided and signed by the college committee chair summarizing the meeting and vote.

_____ If there are negative votes from the college committee, please elaborate on the reason(s) for the votes. Simply stating the numerical vote in the narrative is not sufficient.

_____ **Please make sure the narrative is signed.**

Dean Review

Enter Dean's vote on the appropriate line. (Delegate or dean can enter the vote.)

Dean's Letter (Delegate or dean can upload the letter.)

_____ The first paragraph must address the college committee vote and area committee vote (if applicable), the tenured faculty vote (if not addressed in the department chair's or school director's letter), agreement to adjust years of tenure service credit (if applicable), and an explanation of 5th or 7th year tenure.

Candidate's Response to the Dean's Letter (optional) (Delegate, candidate or dean can upload the response.)

_____ The candidate **must be afforded 5 working days to upload a response** to the Dean's letter.

University Committee Review

President Review

MC 3/25/26