

Promotion and Tenure Workshop – Staff Review

Melissa Crawford and Kelley Duda

Office of Faculty Development & Advancement

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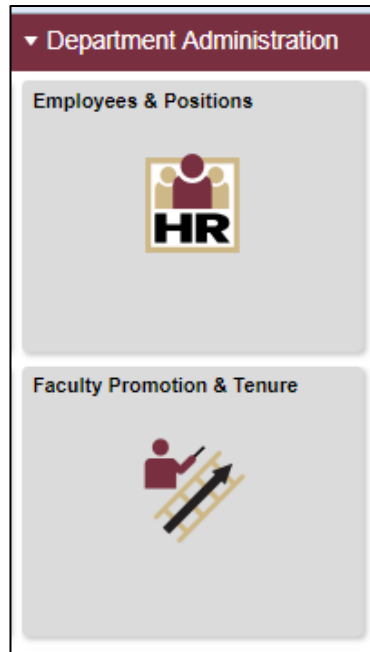
What will we discuss?

- ☑ Generating and Preparing the eBinder
- ☑ Online system refresher – how to generate an eBinder and how to navigate the online system on behalf of the candidate.
- ☑ Organizing the eBinder – What's new this year? (Nothing. 😊 But there are some points of emphasis.)



Generating and Preparing the eBinder

- ☑ Only the department/school or college delegate can generate the eBinder.
- ☑ Once generated the candidate and delegate can upload materials.
- ☑ Department Administration ➡ Faculty Promotion and Tenure ➡ Generate Candidate eBinder ➡ Search for Department and press Search.



The screenshot shows the "Faculty Promotion and Tenure" interface. It includes a "Generate Candidate eBinder" button, a "Generate eBinders" tab, and a search form for the year 2018. Below the search form is a table with columns for Name, Empl ID, Empl Record, Job Title, Tenure Status, Candidate for Promotion, Candidate for Tenure, and Generate Candidate eBinder.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1		0			<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder

The screenshot shows the search results for the year 2018 in the Accounting department. The table lists six faculty members with their details and checkboxes for promotion and tenure candidates.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1 Bathke,Allen	000007018	0	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
2 Beck,Allison	000098551	0	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
3 Blay,Allen	000074561	1	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
4 Ehinger,Anne	000109865	1	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
5 Gerard,Gregory	000023083	0	Asoc Professor 9 Mo SAL	Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
6 Keskek,Sami	000108893	1	Asst Professor 9 Mo SAL	On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder



Preparing the eBinder

- ☑ Before generating any eBinders, ask your department chair/school director or dean who will be going up this year.
- ☑ Please go ahead and create eBinders for your faculty as soon as you know they are going up.
- ☑ Details are in the P&T memo and the Staff Quick Start Guide on the [FDA website](#).
- ☑ The candidate, the department chair/school director or dean and the delegate can and should participate in the process of building the eBinder.
- ☑ Candidates can upload their own materials (except for the outside letters) or you can upload materials for them. Talk to your candidates before you upload anything.

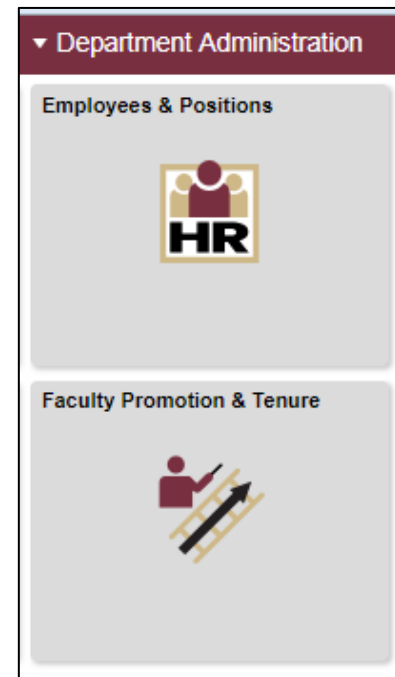


How Do I Get to my eBinders?

☑️ OMNI-HR ➡️ Department Administration ➡️ Faculty Promotion & Tenure

☑️ Click on Prepare/Update eBinder

- All eBinders in your department and/or college will appear.
- You may filter by department or status as well.



A screenshot of a web application interface for searching eBinders. On the left is a sidebar with navigation options: 'Generate Candidate eBinder', 'Prepare/Update eBinder' (highlighted with a hand cursor), 'P&T Department Members', 'P&T College Role Member', and 'Create Tenure Data'. The main area is titled 'Search for eBinders' and contains a search form with fields for 'Last Name', 'First Name', 'Department', 'College', and 'eBinder Status'. There are checkboxes for 'Promotion' and 'Tenure', and a 'Search' button. Below the search form is a table of results with columns: Name, Category, Job Title, Department, Department, College, eBinder Status, and Download. The table contains four rows of data.

Name	Category	Job Title	Department	Department	College	eBinder Status	Download
1 Beck, Allison Kristina	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	117000	Accounting	College of Business	Process Complete	Download
2 Davis, Carrie Pettus	Promo to Prof	Asoc Professor 9 Mo SAL	142000	Dean Coll of Social Work	College of Social Work	Prepare eBinder	
3 Gooding, Lori Fogus	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	187000	Dean College of Music	College of Music	Process Complete	Download
4 Renn, Tanya	Tenure & Promo to Asoc Prof	Asst Professor 9 Mo SAL	142000	Dean Coll of Social Work	College of Social Work	Process Complete	Download



Section 1: Summary
Cover Sheets

Section 2: General
Information

Section 3: Evidence
of Achievement

Section 4: Evaluative
Materials

Section 5 (optional):
Late Additions

Organizing the eBinder



Organizing the eBinder

Section 1: Summary Cover Sheets

(GARNET, candidate responsibility)

- Includes votes for promotion and tenure
- Early tenure agreements
- Agreements to adjust tenure status
- Staff or **candidate** will “submit” eBinder and the delegate will then review it once more before official submission and click “submit” again.
- Candidate and chair/dean will electronically sign (click submit)** to signal that they have reviewed the contents of the eBinder.
- Negative Reasons for promotion/tenure (2021)



Organizing the eBinder

Section 2: General Information

(TURQUOISE, (candidate responsibility))

- Chair's and/or Dean's Letters
- Interdisciplinary Letter (if applicable)
- Response to these letters (if applicable)
- SIGNED Department and College Summaries
- SIGNED Tenured Faculty Summary (if applicable)
- Outside Letters and coversheets
- CV from FEAS+ (finalized, should not say DRAFT at the top) (See FEAS+ and ORCID handout.)
- In Press Acceptances (no conditional acceptances)

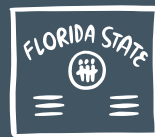


Organizing the eBinder

Section 3: Evidence
of Achievement

(GOLD, candidate responsibility)

- ❑ Major accomplishments (1 page limit)
- ❑ Discussion of teaching, research and service (6 pages limit)
- ❑ SPCI reports (from FEAS+)
- ❑ Sample Syllabi
- ❑ Scholarly or Creative Works (PDF only)



Organizing the eBinder

Section 4: Evaluative Materials

- ❑ **SIGNED** annual evaluation forms (no narratives)
- ❑ 3rd or 2nd and/or 4th year reviews (summary narrative)
(next slide)
- ❑ Progress towards promotion and/or tenure letters



Organizing the eBinder

Section 5 (optional): Late Additions

- Proof of article accepted for publication
- Documentation of a new grant approval
- Documentation that a creative activity has been accepted for viewing
- Only delegates and FDA can upload into this section
- Late additions can be added up until eBinders go to University P&T Committee for review.



3rd Year Reviews

- ☑ Assistant Professors hired July 1, 2019, or later shall receive a tenure review in their third year.
- ☑ Assistant Professors hired before July 1, 2019, and who have not yet had a 2nd-year review may choose between a 2nd and 4th year set of reviews or a 3rd year review.
- ☑ Assistant Professors hired before July 1, 2019, and who have already had a 2nd year review shall have a 4th year review.



Common Mistakes

- ❌ Must be a finalized and unaltered CV from FEAS+. Should not say DRAFT at the top.
- ❌ CV missing one-sentence description of each published work since employment at FSU, or since last promotion at FSU.
- ❌ CV missing co-authors.
- ❌ In-press acceptances not actually saying the work was accepted (no conditional acceptances).
- ❌ Three years only for:
 - Courses taught (except in rare circumstances)
 - Student responses to SPCI #13
 - SPCI summary forms (from FEAS+)
- ❌ All assistant and associate professors should have annual progress towards promotion and/or tenure letters.
- ❌ All summaries from committee votes must be signed.
- ❌ All annual evaluation forms must have complete signatures. (see next slide)



Common Mistakes – Annual Evaluation Forms

Must have all 3 signatures!

Must have "Yes" indicated. (If "no," must attach an explanation.)

1

Has this rating been discussed with this faculty member?

Signature of Evaluator

Date:

Number of pages attached to report:

3

Signature of Academic Dean/Director/FDA*** Date

***If evaluator and academic dean/director are the same person, please send to FDA for signature (fda-approvals@fsu.edu).

2

Yes No (attach explanation)

Signature of Faculty Member

Date:

If the evaluator or 2nd level signer is no longer in the position, please have the current person sign the evaluation.



Clarifications

- **Abstentions** are limited to situations involving real or perceived conflicts of interest (familial relations or substantial professional or financial entanglements that prevent judging the candidate objectively). **All abstentions should be subtracted from the number of eligible voting faculty on the Summary Cover Sheets.**
- **Absences** from campus that result in a failure to ballot during the review process should be recorded as “absent,” not as an “abstention.”



Staff Quick Start Guide...

- ☑ has instructions on how to generate/create an eBinder
- ☑ has instructions on how to help candidates prepare or update their eBinder.
- ☑ Please visit the Promotion and Tenure website to access the [Staff Quick Start Guide](#).



If you are a new delegate for this year, please let us know.



Canvas Site for Sample eBinders

- Email Melissa Crawford (mucrawford@fsu.edu) or Kelley Duda (kduda@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](#)



Questions?



Melissa Crawford

mucrawford@fsu.edu

Kelley Duda

kduda@fsu.edu



[Promotion and Tenure Website](#)



Tiffany Phillips
tphillips@fsu.edu



Faculty Expertise and Advancement System (FEAS+)

<https://feas.fsu.edu>

ORCID

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

