



FLORIDA STATE UNIVERSITY

OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT



- The Office of Faculty Development and Advancement is pleased to announce that beginning with the 2017-2018 promotion and tenure cycle, the entire process will be managed online through a custom workflow system in myFSU-HR.
- Department and college staff have undergone training for the last 2 months and are ready to assist faculty candidates with their eBinders.
- The workflow system will be available for the 2017-2018 promotion and tenure cycle on **Friday, March 31, 2017.**

- Faculty Candidates and Reviewers (Deans, Department Chairs, P&T Committees, Tenured Faculty) will be able to access the P&T system from several places on the myFSU home page.
- By clicking on the appropriate link, faculty candidates will be taken directly to their eBinder page. Candidates will be able to upload documents to their eBinders themselves or request assistance from their department/college delegate.
- By clicking on the appropriate link, reviewers will be taken directly to a list of candidates' eBinders that require their review at that time. Department/College delegates can also help reviewers with the process.

The screenshot displays the myFSU HR system interface. At the top, it shows the myFSU logo and the user's name, Melissa. The main navigation bar includes 'Faculty & Staff' and 'Faculty & Staff Home'. A sidebar on the left lists various myFSU links, with 'Promotion & Tenure' highlighted in red. A red box highlights a notification in the top right corner: 'NEW! Faculty Promotion & Tenure Process is Now Digital! 2017-18 Candidates & Reviewers should click the icon to access eBinder.' Another red box highlights a 'P&T Candidate & Reviewer HOME' icon in the bottom left. A red arrow points from this icon to the 'SQNAHR' page, which is the 'Faculty Promotion & Tenure Candidate & Reviewer Home'. This page features two buttons: 'I am a current P & T Candidate' and 'I am a current P & T Committee Member or Other Reviewer', both with links to access the system.

Questions? Please contact your department or college delegate. Melissa Crawford (mucrawford@fsu.edu), in the Office of Faculty Development and Advancement is also available to answer questions.