FEAS+
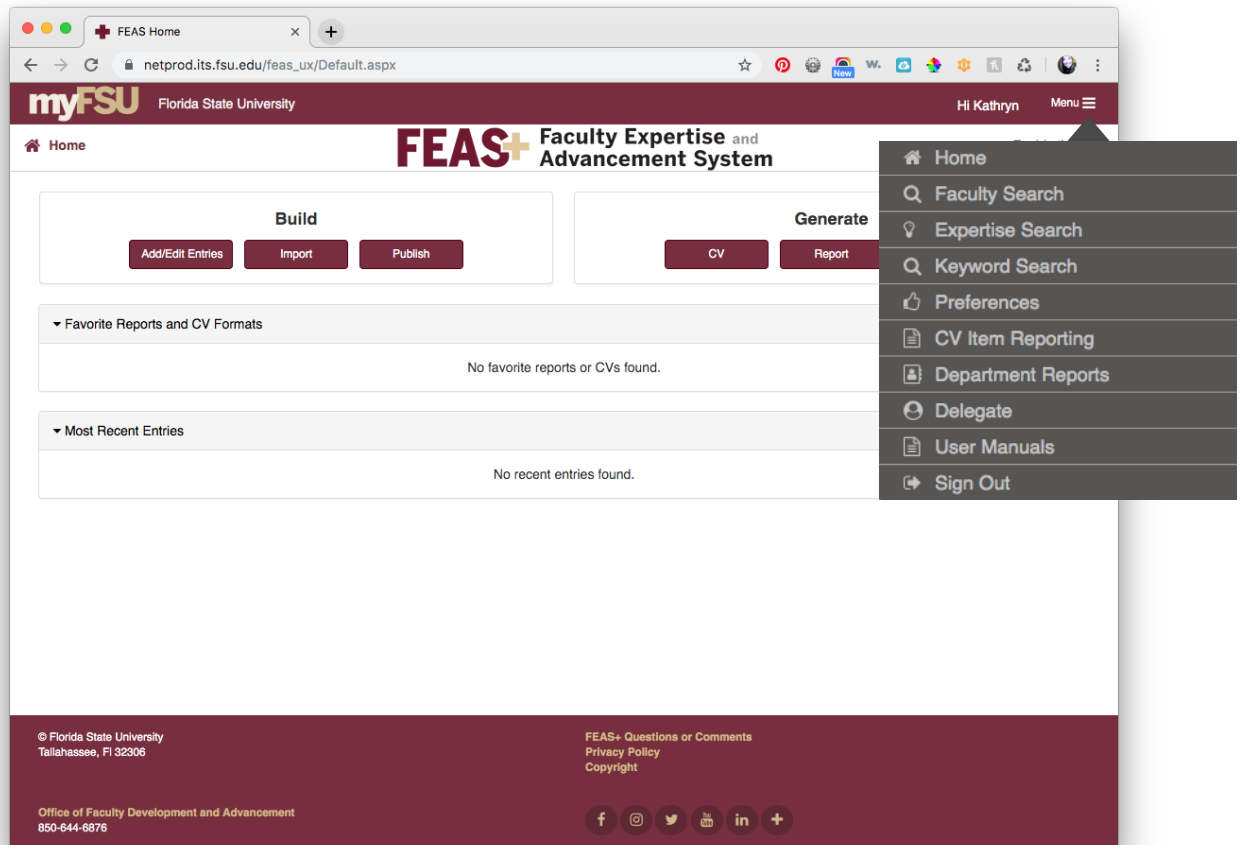
Welcome to the redesigned Faculty Expertise and Advancement System, which is now called FEAS+!

When you first log in to https://feas.fsu.edu, you will see 5 important sections:

- Build
- Generate
- Favorite Reports &CV Formats
- Most Recent Entries
- Menu (located in the top right corner)
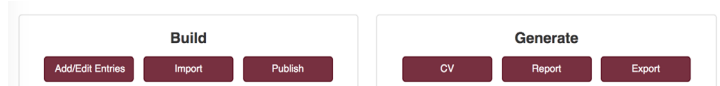
Add/Edit Entries – enter data into the CV Builder

Import – transfer data from Student Central, Grad Student Tracking, ORCID, RefWorks, EndNote, or BibTeX
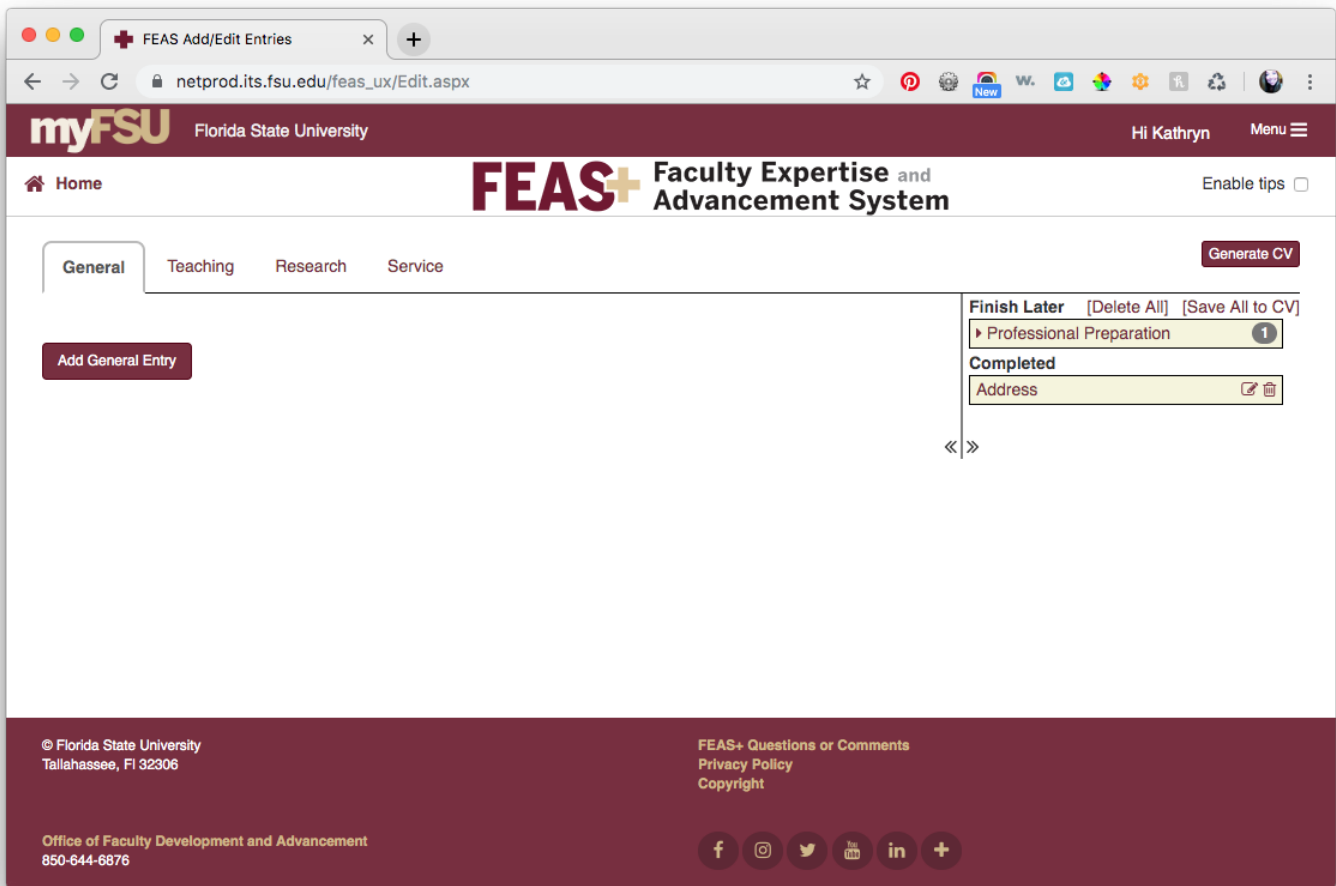
Publish – get a permanent URL and share your CV with anyone

CV – download a CV using a variety of options

Report – view various reports for evaluation

Export – save a copy of your publication information

By clicking on the "Add/Edit Entries" button under Build, you will enter the CV Builder screen. Simply click on "Add General Entry" and select the type of information you would like to fill in. You may also enter Teaching, Research, and Service information by clicking on the corresponding tab.
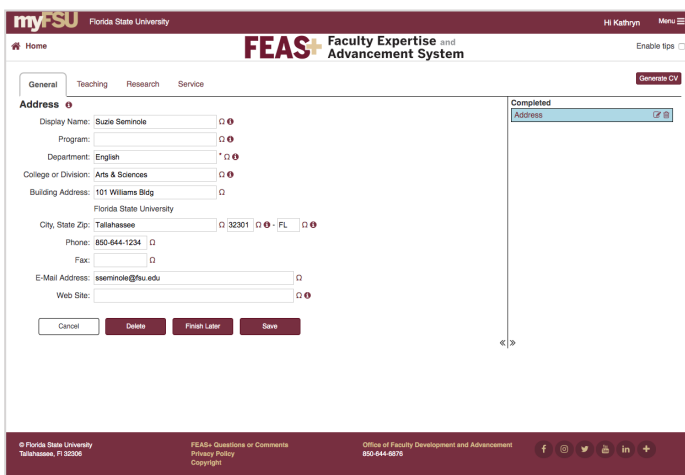
After entering all required information, click "Save." Your new citation will appear in the righthand column under "Completed."
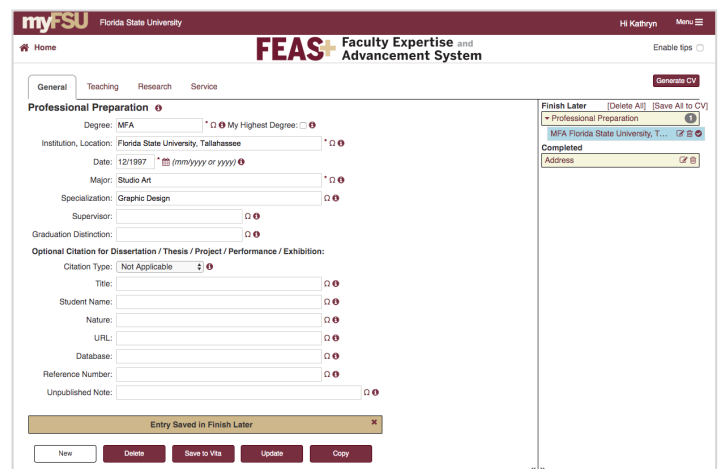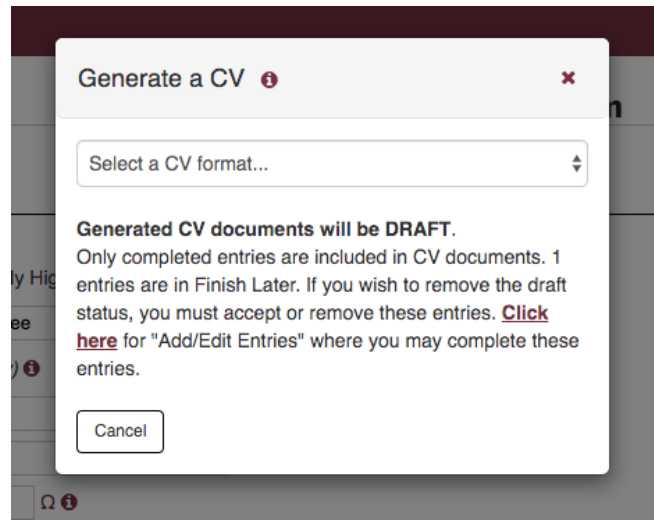

If you are unsure of any required information, you may choose "Finish Later," which will save the information so that you may enter it at a later time.

Note: Items under Finish Later will not appear on your CV until you add the required data and "Save to Vita."
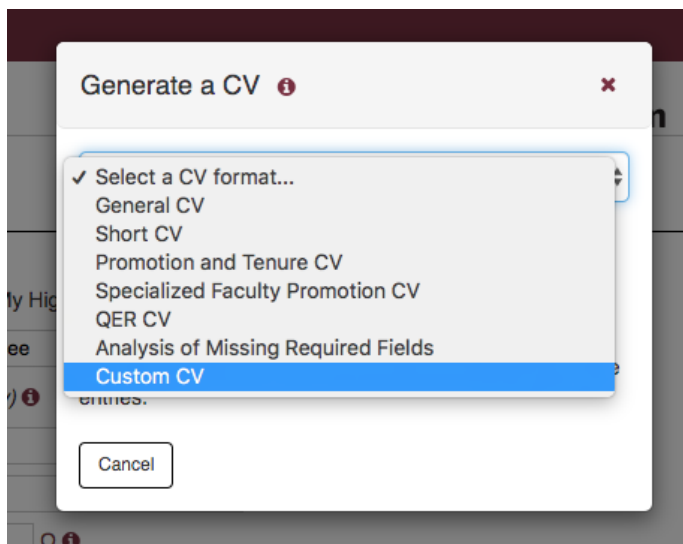
At any time while entering information, you may click on the "Generate CV" button at the top, right corner to see what the information looks like in citation form.
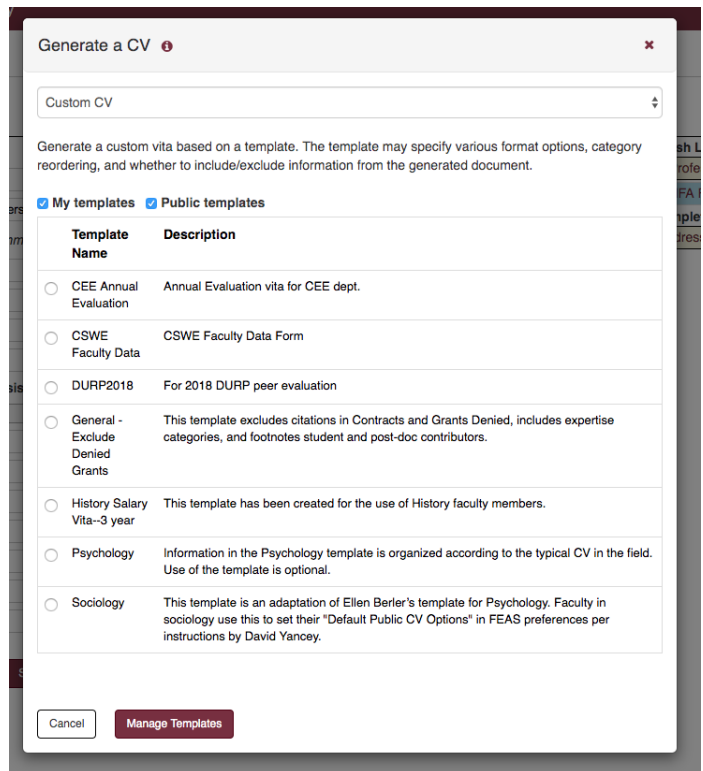
Generate CV

After clicking the button, a list of CV choices will appear. Select the format and click on "Generate" to view a Word document.

Generate a CV ⓘ   ✕

Select a CV format...

Generated CV documents will be DRAFT.
Only completed entries are included in CV documents. 1 entries are in Finish Later. If you wish to remove the draft status, you must accept or remove these entries. **Click here** for "Add/Edit Entries" where you may complete these entries.

Cancel

Creating a Custom CV

Generate a CV ⓘ   ✕

✓ Select a CV format...
General CV
Short CV
Promotion and Tenure CV
Specialized Faculty Promotion CV
QER CV
Analysis of Missing Required Fields
Custom CV

Cancel

One of the available choices for CV formats is the Custom CV. This will let you choose which features you want to appear on your CV. You may have multiple different configurations of the Custom CV, if you wish.

Generate a CV ⓘ   ✕

Custom CV

Generate a custom vita based on a template. The template may specify various format options, category reordering, and whether to include/exclude information from the generated document.

☑ My templates   ☑ Public templates

Template Name	Description
○ CEE Annual Evaluation	Annual Evaluation vita for CEE dept.
○ CSWE Faculty Data	CSWE Faculty Data Form
○ DURP2018	For 2018 DURP peer evaluation
○ General - Exclude Denied Grants	This template excludes citations in Contracts and Grants Denied, includes expertise categories, and footnotes student and post-doc contributors.
○ History Salary Vita--3 year	This template has been created for the use of History faculty members.
○ Psychology	Information in the Psychology template is organized according to the typical CV in the field. Use of the template is optional.
○ Sociology	This template is an adaptation of Ellen Berler's template for Psychology. Faculty in sociology use this to set their "Default Public CV Options" in FEAS preferences per instructions by David Yancey.

Cancel   **Manage Templates**

To create your own Custom CV, select "Manage Templates" from the bottom of the screen.

Creating a Custom CV Cont.

Instructions for creating your Custom CV are provided on the righthand side of the templates page.

Click on the blue headings to view the available options.

Be sure to enter a name for your report, then click on Save.

After saving the template, you may choose it from the drop-down list, then click on "Generate CV" to download a Word document.

Publish

Once your information is up-to-date, you will want to publish your CV! This will upload a copy of your CV to our web space so that your CV is searchable. You will also receive a permanent URL that you may distribute in your email signature, on your departmental website, or any other distribution.

The permanent URL will be displayed at the bottom of the confirmation message.

For assistance and/or training:
Faculty Development and Advancement
Website: https://fda.fsu.edu/FEAS
Email: fda-faculty-awards@fsu.edu
Phone: 850-644-6876