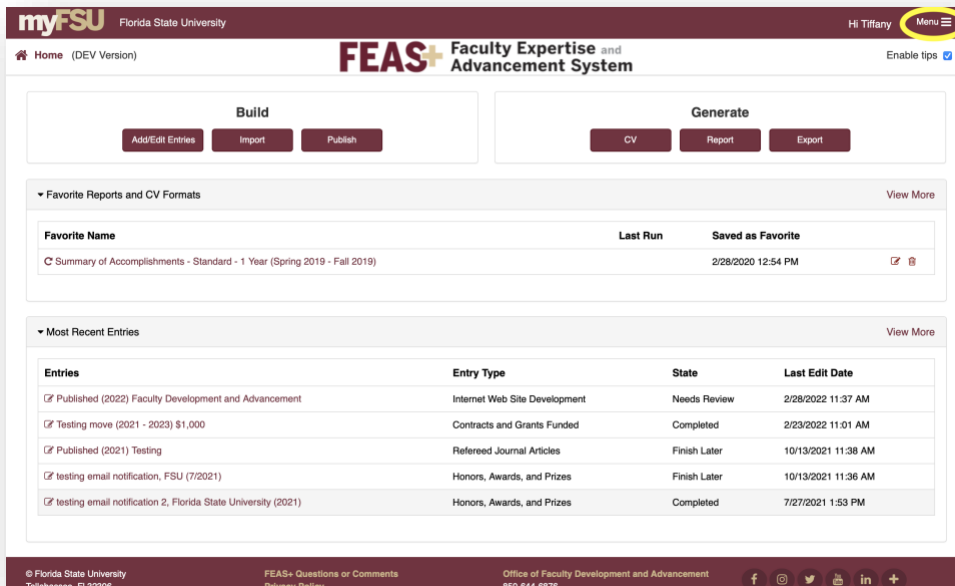


## How to Download Departmental QER CVs

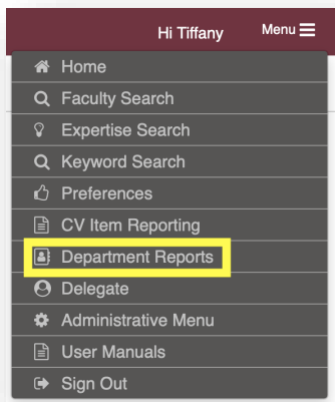
If you need to download the QER CV for an entire department or college, follow the instructions below. Before following these steps, faculty members should be directed to update their CV information and ensure that all entries are in the Completed section under each tab of the CV Builder (Add/Edit Entries button) so that the word “Draft” does not display at the top of their CV.

**“Draft” means that the faculty member has entries in Imported, Needs Review, and/or Finish Later.**

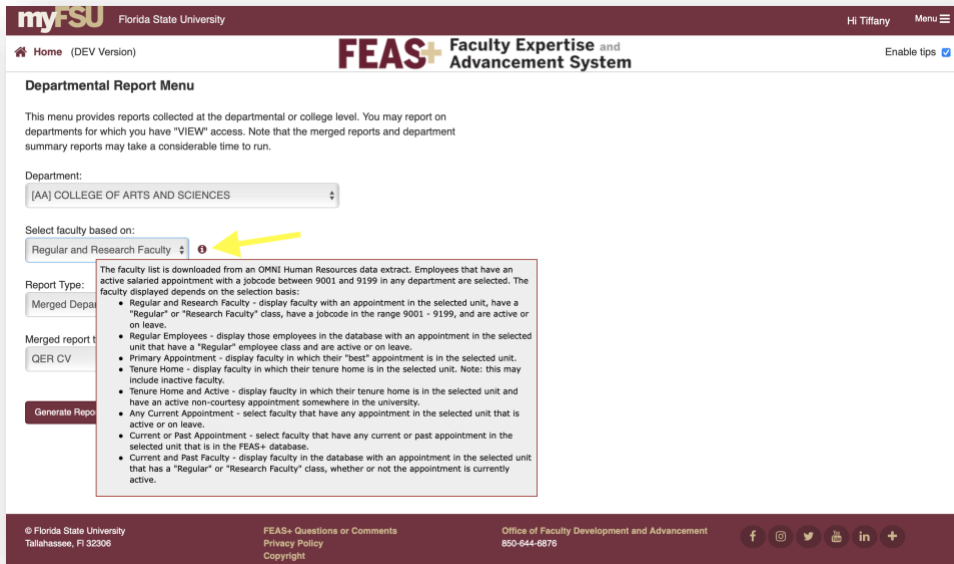
1. Log in to <https://feas.fsu.edu>
2. Click on the Menu in the top, right corner



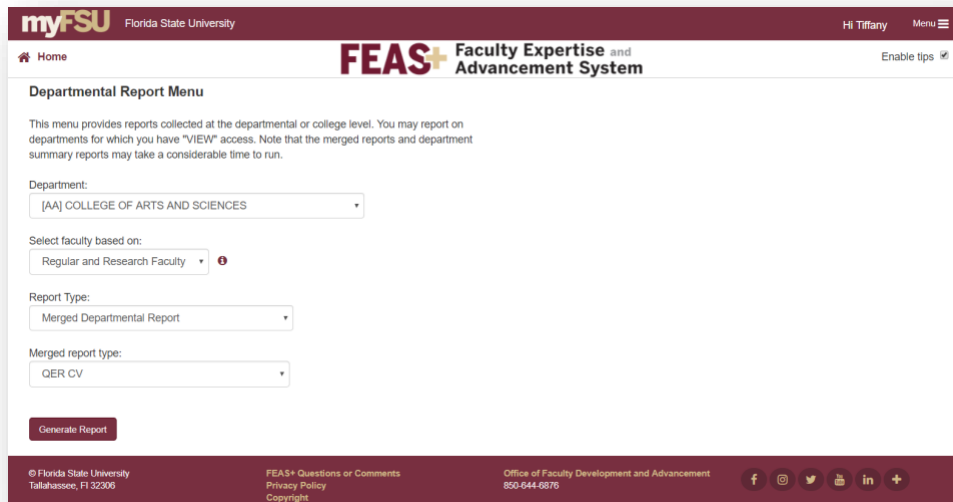
3. Click on the link "Department Reports"  
(Note: If you do not see this link, please contact [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).)



- Select the department/college from the list on the left. You might need to change "Select faculty based on" depending on if you have faculty members whose secondary appointment is in your department. The info icon gives more details about faculty appointments.



- Select the Report Type “Merged Departmental Report”
- Change the Merged Report Type to “QER CV”
- Click the button “Generate Report” and save the file to your computer.  
*(Note: this file must be opened in Microsoft Word in order to format the tables and citations correctly.)*



Other questions about FEAS+? Contact Tiffany Phillips at [fda-faculty-awards@fsu.edu](mailto:fda-faculty-awards@fsu.edu).