Step 1: Faculty members provide:

1. Coversheet
   - This is the first page in the materials. Do not include an additional title page. Please use only the Post-Tenure Review Coversheets posted to the Office of the Vice President for Faculty Development and Advancement website.
   - Faculty are only responsible for the top portion of the coversheet. Once the coversheet is signed by the faculty member, it should be submitted by the faculty member with the rest of their materials to the department/school or college, which will fill in the additional information.

2. Post-tenure Review Report
   - This report must be generated using the Faculty Expertise & Advancement System (FEAS+). It will include the 5-year CV, the SPCI summary report, and the AOR table.
   - From the home screen, select “Report” under Generate
     o Select “Post-Tenure Review” from the dropdown menu. (see below)
     o Select “Generate CV Post-Tenure Report.” (see below)
     Note: the date cannot be changed; it is a 5-year time period based on Board of Governors Regulation 10.003, Post-Tenure Faculty Review.
   - Department/school/college staff may also assist with the generation of this report.
   - Please direct all questions regarding the operation of FEAS+ to Tiffany Phillips.
3. **Summary of Major Accomplishments (one-page maximum)**
   - A summary (one-page maximum) of the eligible faculty member’s major accomplishments; the summary should carry the heading "Summary of Major Accomplishments" followed by the body of the statement. No other specific format is required.

4. **Other Evidence or Context (optional)**
   - Three pages maximum, containing no student comments.

5. **Submit materials to your supervisor. Departments/Schools and Colleges will set internal deadlines.**

6. **Faculty Response to Review of Materials (if applicable)**
   - Faculty may review their materials, including the Performance Assessment Letter and other materials added by their department chair/school director as well as the Performance Rating Recommendation Letter by the dean. They will have up to 5 days to provide a response to those materials.

7. **Review Process**
   - Please see [FSU Regulation 4.073](#) for more information regarding the process for reviewing the faculty member’s materials and the assignment of a Performance Rating.

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**Timeline**

Note that colleges and departments/schools will establish internal deadlines for faculty participants.

**On or before October 2, 2023**

Faculty members confirmed by the Office of Faculty Development and Advancement to be in review Group #1, Group #2 or Group #3 for Spring 2024

**March 1, 2024**

**Group #1 Materials due to FDA for Provost Review** (Criminology & Criminal Justice, Entrepreneurship, Hospitality, Law, Motion Picture Arts, Music, Nursing, Social Work)

**March 22, 2024**

**Group #2 Materials due to FDA for Provost Review** (Business, Communication & Information, Education, Health, & Human Sciences, Engineering, Fine Arts, Medicine)

**April 5, 2024**

**Group #3 Materials due to FDA for Provost Review** (Arts & Sciences, Social Sciences & Public Policy)

Faculty ratings will be released on or around May 1, 2024.