



# Faculty Candidate Promotion and Tenure Quick Guide 2018-2019



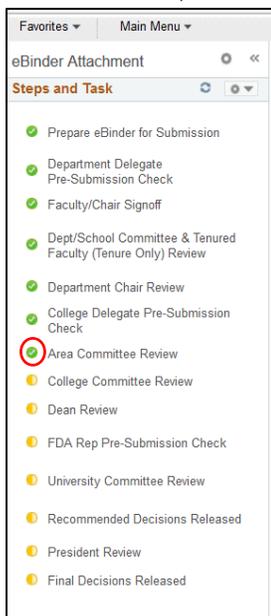
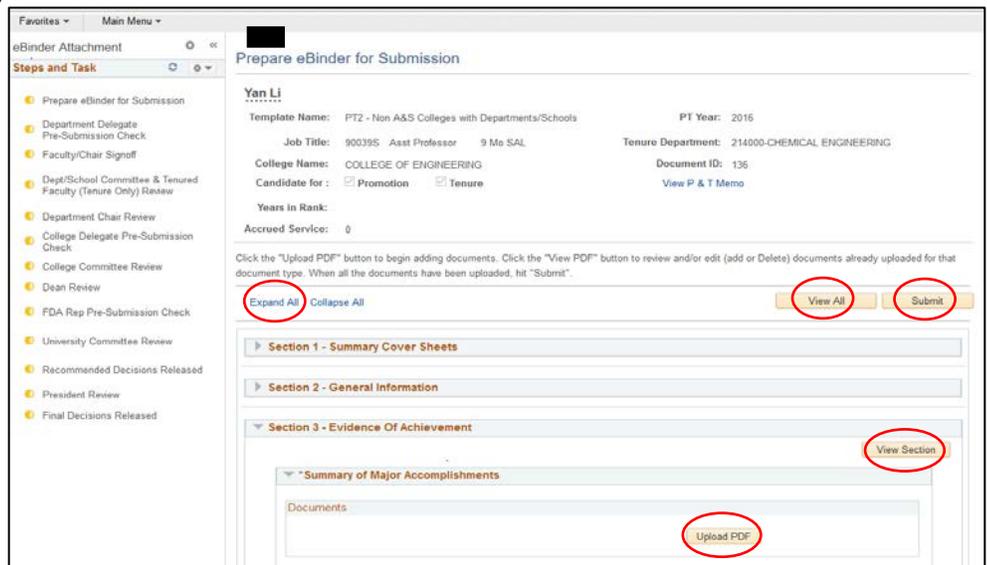
## 1. How do I find my eBinder?

- Go to <https://www.my.fsu.edu>.
  - Click the "Promotion and Tenure Home" link under the Human Resources menu on the left side
- Clicking on any of these links will take you here.
- Click on "**P&T Candidate.**"
- This will take you directly to your eBinder.
- **NOTE: Your eBinder must be generated by your department/college delegate before you can begin uploading documents.**



## 2. How do I upload documents to my eBinder?

- On the "Prepare eBinder for Submission" page, click on "**Expand All**" to open all the sections. Click again to open all the documents within each section.
- A link to the current P&T memo is provided at the top of the page.
- Click "**Upload PDF**" to add documentation to that section. (Only .pdf files may be uploaded.)
- To see your entire eBinder in a combined .pdf file, click the "**View All**" button. To see just the .pdf files in a particular section, click the "**View Section**" button.



- Once all .pdf files have been uploaded, click the "**Submit**" button. This is **not** a final submission. Your department/college delegate will perform a final check on your eBinder. Once that has occurred, you and your department chair (or dean) will "signoff" on the eBinder by again clicking the "**Submit**" button. This will signify final submission of the eBinder to the next level of review.

## 3. What happens once my eBinder is submitted?

- In colleges with departments, your eBinder will be forwarded to the department committee for review. In colleges without departments, your eBinder will be forwarded to the college committee for review.
- You can follow the progress of your eBinder through the steps specific to your college on the left hand side of the eBinder page. Each step will turn "green" once it has been completed.
- You will be notified via email when votes at each committee level have been entered and when the department chair and/or college dean letter(s) have been entered. Once each letter has been entered, you will have 5 business days to submit a response or withdraw your eBinder. Please contact your department or college delegate for assistance with this and for any other late additions to the eBinder.

**Note:** Candidates may not complete the summary coversheets in section 1 or upload the outside letters in section 2. These must be done by the department/college delegate or department chair/dean.

Have questions or need help? Please contact your department or college staff delegate.  
(The delegate list and other resources are located here: <http://fda.fsu.edu/faculty-development/promotion-and-tenure>)