

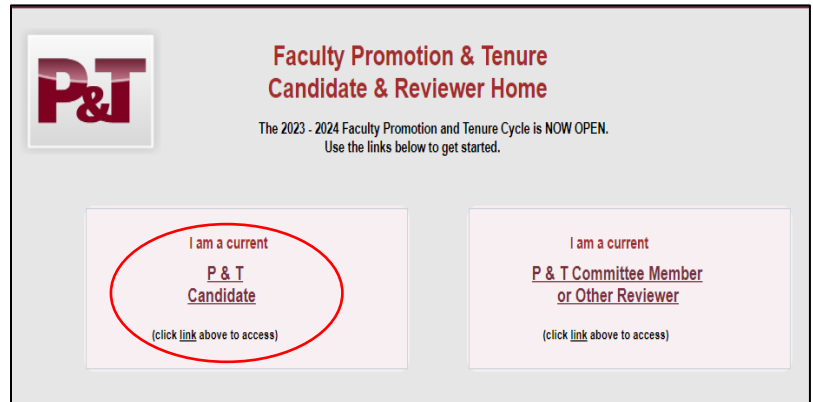


Faculty Candidate Promotion and Tenure Quick Guide 2024-2025



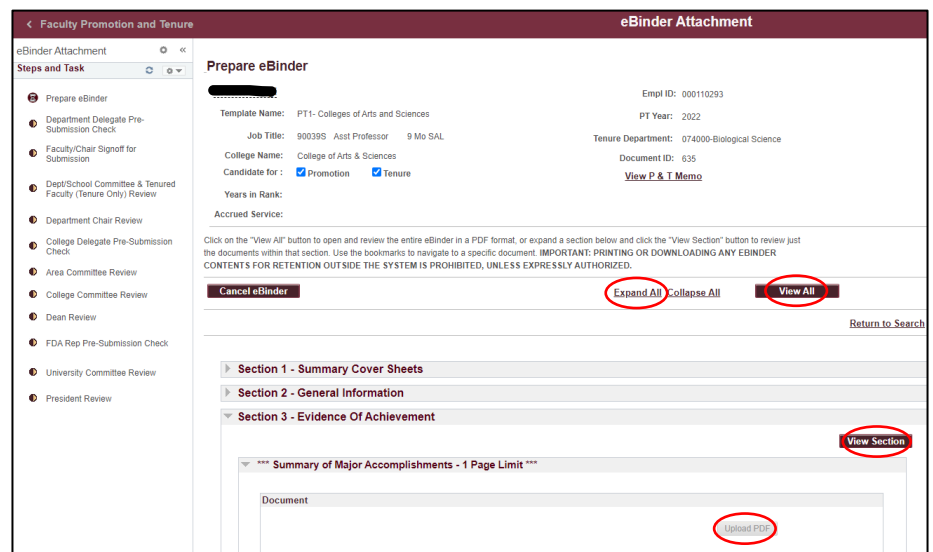
1. How do I find my eBinder?

- 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 have a **check mark** beside it 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>)