Faculty Candidate Promotion and Tenure Quick Guide 2025-2026

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 this link will take you here.**
   - ➤ **Click on "P&T Candidate."**
   - ➤ **This will take you directly to your eBinder.**
   - ➤ **<u>NOTE: Your eBinder must be generated by your department/school/college delegate before you can begin uploading documents.</u>**
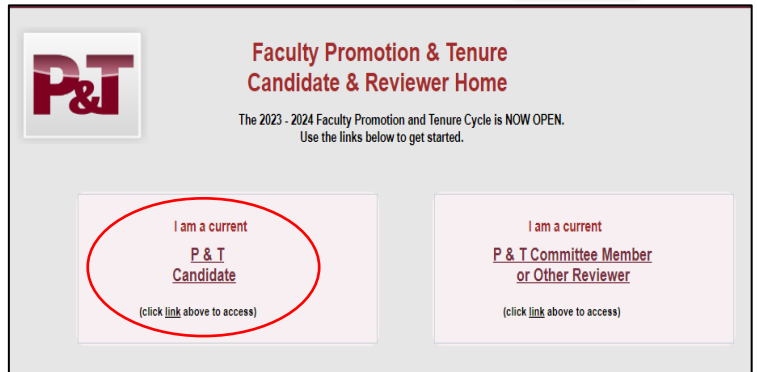
2. **How do I upload documents to my eBinder?**
   - ➤ **On the "Prepare eBinder for Submission" page, click on "Expand All" to open all the sections. Click again to open all the documents within each section.**
   - ➤ **A link to the current P&T memo is provided at the top of the page.**
   - ➤ **Click "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 <u>not</u> a final submission. Your department/school/college delegate will perform a final check on your eBinder. Once that has occurred, you and your department chair/school director 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.**
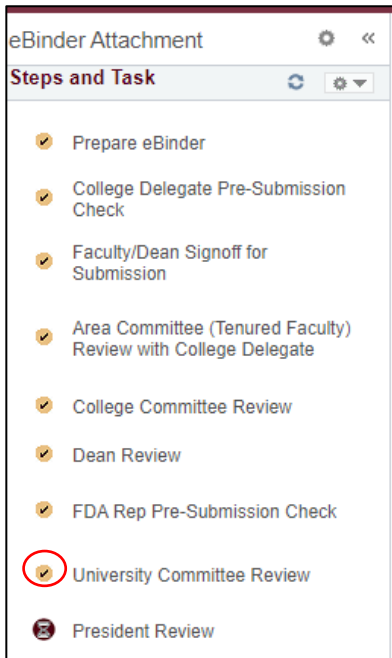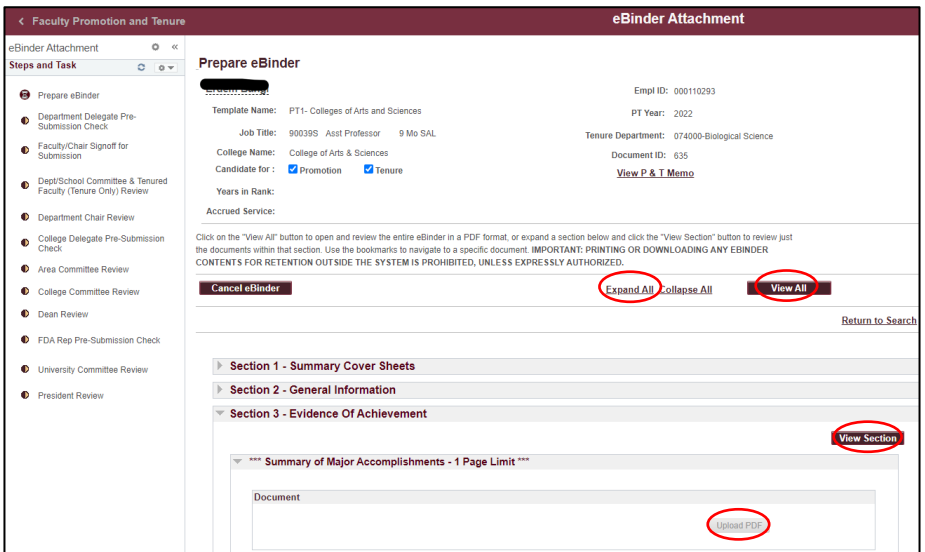
3. **What happens once my eBinder is submitted?**
   - ➤ **In colleges with departments/schools, your eBinder will be forwarded to the department/school committee for review. In colleges without departments, your eBinder will be forwarded to the college committee for review.**
   - ➤ **You can follow 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/school director 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, school, or college delegate for assistance with this and for any other late additions to the eBinder.**

<u>Note: Candidates may not complete the summary cover sheets in section 1 or upload the outside letters in section 2. These must be done by the department/school/college delegate or chair/director or dean.</u>

Have questions or need help? Please contact your department or college staff delegate.
(The list of delegates and other resources are located on the FDA website: http://fda.fsu.edu/faculty-development/promotion-and-tenure)