



Promotion & Tenure Workshop for Assistant Professors

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University Promotion & Tenure Criteria

- Sustained Excellence in scholarly or creative accomplishments AND teaching AND service.
- Is there evidence that you:
 - have (or will) achieve national and international recognition as a scholar or creative artist in your field?
 - have demonstrated excellence as a teacher and mentor?
 - make positive contributions in service to the university and your academic discipline?

Who is Eligible?

Tenure

- In tenure-earning position
- Recommended by academic unit
- Minimum of 5 years in rank
 - includes “tenure credit”
 - Does not include years when “tenure clock” is stopped

Promotion to Associate

- In tenure-earning position
- Recommended by academic unit
- Typically reviewed in 6th year in rank, simultaneously with tenure review
- May be reviewed prior to tenure review

Typical Tenure Timeline*

Outside letters are requested by your chair/dean and you are asked to prepare your P&T "binder"



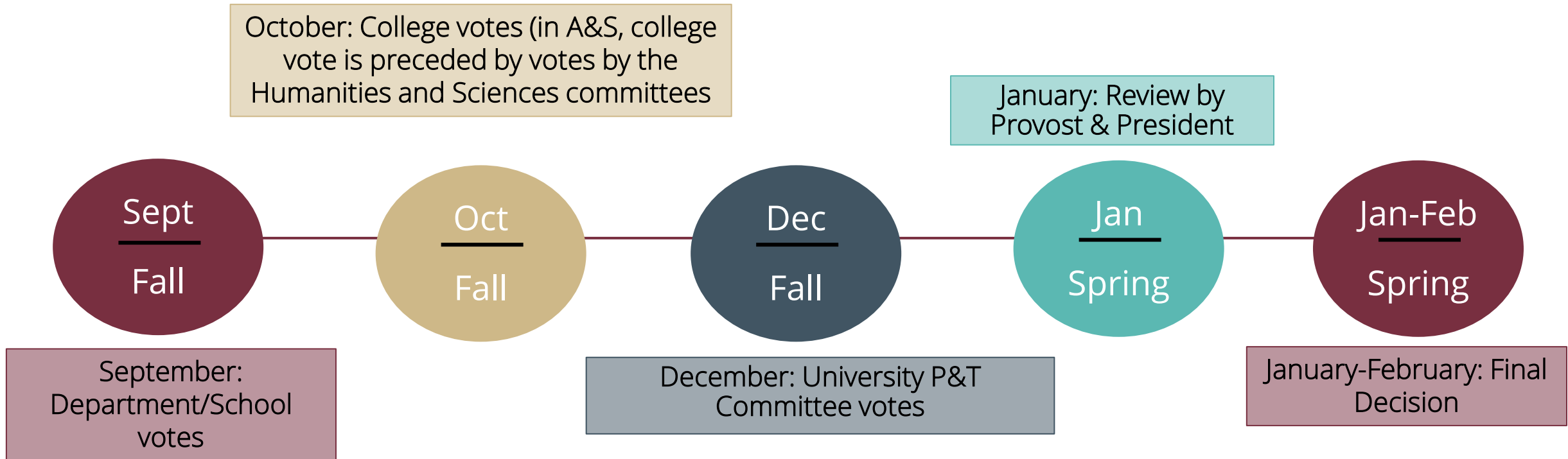
Department recommends that you put together materials for P&T review (or recommends waiting a year)

You submit your materials to the online P&T portal - the official start of your formal P&T review

***For Assistant Professors with no "tenure credit"**

Tenure Timeline Continued

Fall Semester of your 6th year:



Who Evaluates Candidates for Promotion to Associate Professor and Tenure?



Department/School
Committee &
Chair/Director



College Committee
& Dean



University
Committee



Provost, President

What Evidence will Represent You?

- Dean's and Chair's/Director's letters
- External letters (from top scholars in your field)
- C.V.
- Evidence of Achievements
(publications/supporting materials)
- Research, Teaching and Service Statements
- Annual Letters of Progress toward P&T
- 3rd Year Review Narratives



Peer review, peer review, peer review...



- Peer reviews of:
 - scholarship and creative works
 - grant proposals (in disciplines where external support is expected)
 - Peer (and student) “reviews” of your teaching
- **OUTSIDE LETTERS** – all about peer review

How do I know if I'm making progress toward promotion/tenure?



"Your evaluation will be based on what you do in the next thirty seconds. Go!"

Faculty Evaluations at FSU

- **When do evaluations occur?**
 - ☑ Annually: ratings plus progress toward P&T letters
 - ☑ Third (3rd) year mini-P&T reviews
 - ☑ P&T review (full formal review with outside letters)
- **Who evaluates you for promotion and tenure?**
 - ☑ Tenured faculty in your academic unit
 - ☑ Department/School Committee & Chair/Director
 - ☑ College Committee & Dean
 - ☑ University Committee
 - ☑ Provost, President, Board of Trustees

Modifications and Considerations Due to Covid-19

- Include professional activities (e.g., conference presentation; invited address) that were cancelled due to COVID on your P&T CV with this note: “Cancelled due to COVID”
- If relevant (e.g., gaps in your record of accomplishments due to COVID) provide information (e.g., Human Subjects research not permitted; delays in reviews of book contracts, journal submissions) with your supervisors (chairs, directors, deans) and mentor committees; this information should be noted in your progress toward P&T letters.

Faculty Candidate's Role

Make it easy for your faculty colleagues, chair, dean to see what you've accomplished

Tell "your story" well:

- What are your most important professional accomplishments?
- Why is your work important to the university, nation, world?

Faculty Candidate's Role

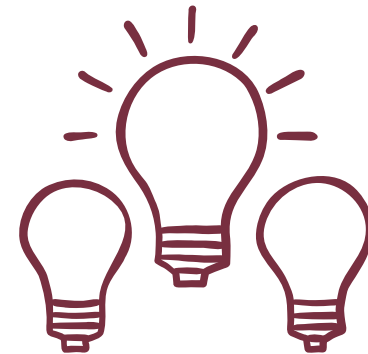
Selection of external letter writers:

- Provide list of possible letter writers (if asked)
 - DON'T** directly contact potential letter writers
- Prepare short biographies of potential letter writers to chair/director/deans
- Be clear about whether there are “existing” relationships

Teaching Statement

The teaching statement is an opportunity to describe what you've accomplished and should include information on each of the areas below:

- Goals for Student Learning
- Teaching Methods
- Results & Effectiveness
- Evaluation & Reflection



College of Medicine

Clinical Assistant Professors

- ☑ [Website](#)
- ☑ Follows the tenure-track procedures.
- ☑ Binders are due with the **Specialized Faculty promotion binders on October 25, 2025**
- ☑ Contact your department/school or college delegate for more information.

Visit [College of Medicine Promotions](#) to additional resources



Questions?



A photograph of a university campus. In the foreground, there are large, mature trees with thick trunks and dense green foliage. A path or road winds through the trees. In the background, a large brick building with a prominent white portico and columns is visible under a clear blue sky.

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First Rule of Promotion and Tenure

- ☑ Know who your promotion and tenure delegate is in your department/school and/or college!
- ☑ This person will help you navigate the online P&T system.



How do I get to my eBinder?

- Your promotion and tenure delegate will create your eBinder in the online system.
- Faculty Quick Start Guide: <https://fda.fsu.edu/faculty-development/promotion-and-tenure>
- You have access to upload your own documents **EXCEPT** for the outside letters and for information on the cover sheet.

Relax, you DON'T need to
know the details.



Canvas Site for Sample eBinders

- Email Melissa Crawford (mucrawford@fsu.edu) or Kelley Duda (kduda@fsu.edu) your FSUID
- Other resources can be found on the FDA [website](#)
- P&T Memo
 - Guidelines for teaching statements
 - ORCID/FEAS+ Guides

Org: Promotion and Tenure Sample Binders

Promotion and Tenure Sample eBinders



[Modules - Promotion and Tenure Sample eBinders](#)

FEAS+/ORCID Questions



Tiffany Phillips
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Faculty Expertise and Advancement System (FEAS+)
<https://feas.fsu.edu>

ORCID
<https://orcid.fsu.edu/>

Questions?

Step 1: Contact
Department/School/
College Staff



Step 2: Promotion &
Tenure Memo found [here](#)

Step 3: Contact FDA
Melissa Crawford,
mucrawfod@fsu.edu
and
Kelley Duda,
kduda@fsu.edu

Please email **Kelley Duda** or **Melissa Crawford** with your FSUID to be added to the Canvas site for sample binders.