



Updated: March 2020

# Staff Promotion and Tenure Quick Guide

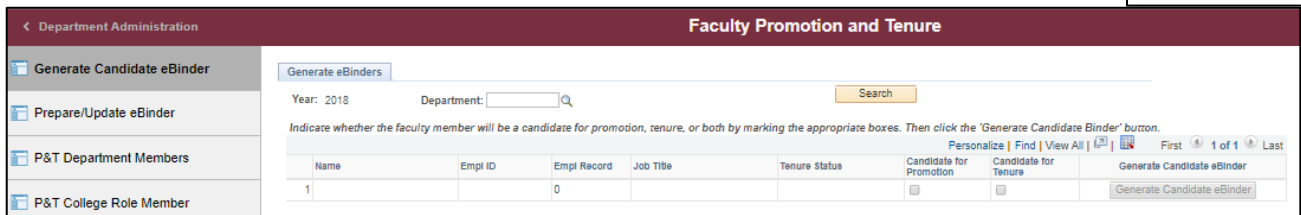
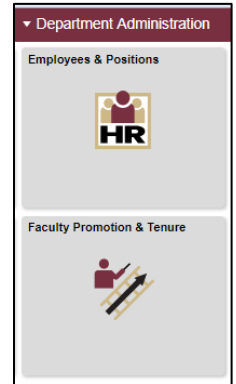


Log in at <https://www.my.fsu.edu>.

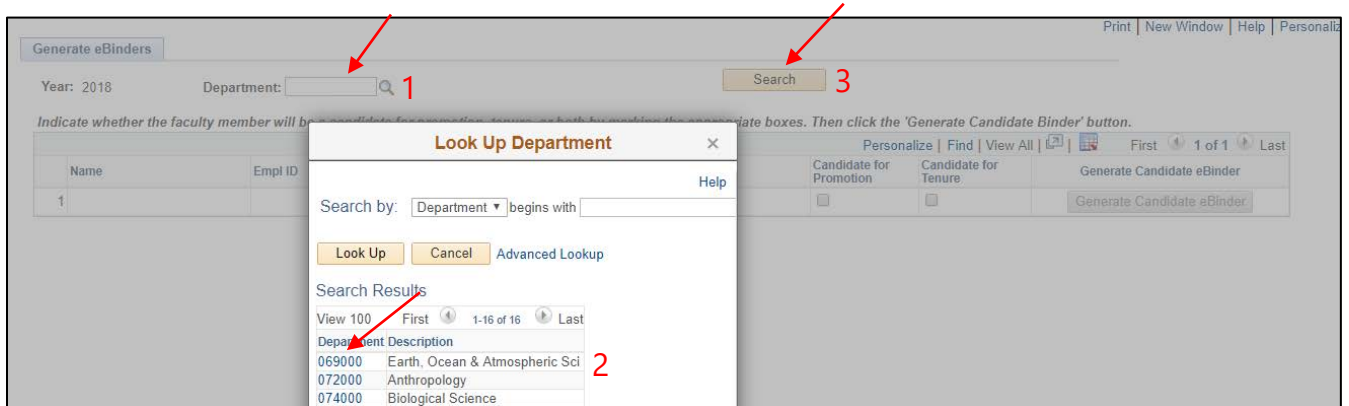
Click on the HR button under myFSU Links on the left hand side.

## I. How to generate an eBinder for a Faculty Candidate?

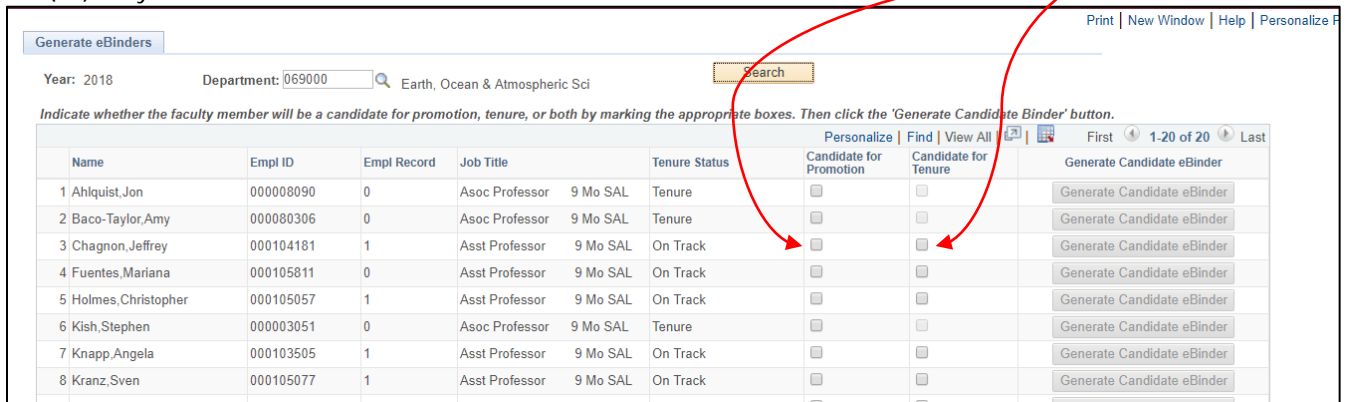
- Only department/college delegates can generate an eBinder. Candidates will be able to access their eBinder to prepare and/or update it once it is generated. Once the eBinder has been submitted for review, the candidate will have view access only.
- Follow navigation to Generate Candidate eBinder.
- Department Administration → Faculty Promotion & Tenure → Generate Candidate eBinder



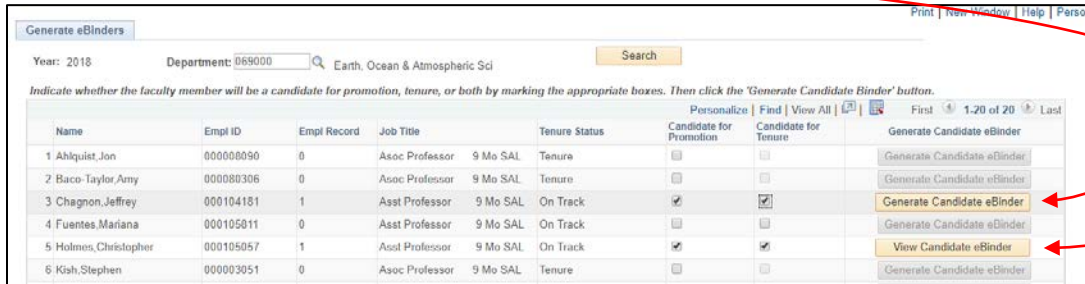
- Click on the look-up icon and select your department or college and click "search." (Example, Classics.)



- A list of promotion and/or tenure-eligible faculty from your department/college will be generated. Click the appropriate box(es) for your candidate.

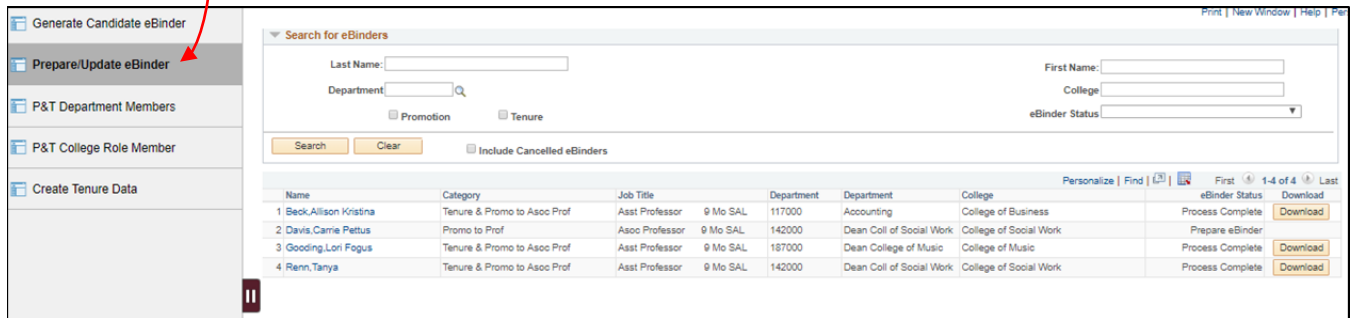


- Once the boxes are checked, the **“Generate Candidate eBinder”** button will be available. Click the **“Generate Candidate eBinder”** button. Once the eBinder has been generated, the button will say **“View Candidate eBinder.”**



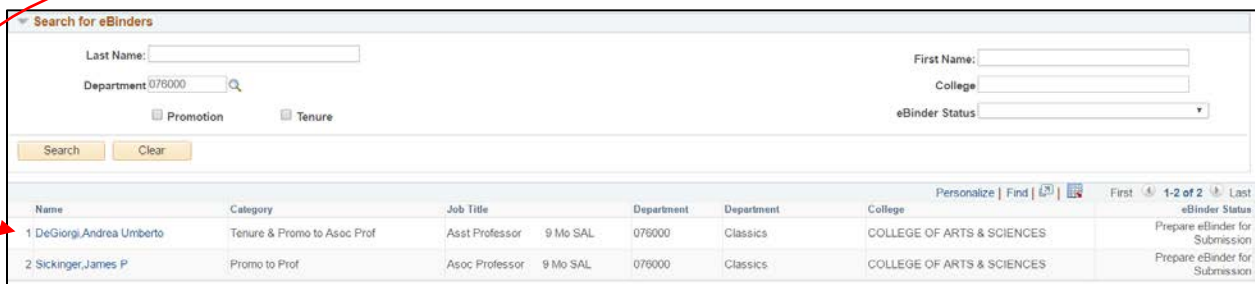
- Once all of the eBinders for your department or college have been generated, you can view them all together by following this path:

Your list will appear as shown below. You can check the status of each eBinder in the last column. If you are the delegate for multiple departments you can search by department or even by status.



## II. How to help faculty candidates preparing or update their eBinder

- Once the eBinder is generated, it is in the **“Prepare eBinder for Submission”** stage. The candidate and the department/college delegate have access to upload documents to the eBinder. The department chair or dean (and delegates) will be able to upload the outside letters at this stage.
- Click on the name of the candidate for whom you created an eBinder.



- This will take you to the **“Prepare eBinder for Submission”** page. Click **“expand all”** once.

Faculty Promotion and Tenure eBinder Attachment

eBinder Attachment Steps and Task

**Prepare eBinder**

Empl ID: [REDACTED]  
 PT Year: 2020

Template Name: PT1- Colleges of Arts and Sciences  
 Job Title: 90039S Asst Professor 9 Mo SAL  
 Tenure Department: 069000-Earth, Ocean & Atmospheric Sci

College Name: College of Arts & Sciences  
 Document ID: 405  
[View P & T Memo](#)

Candidate for :  Promotion  Tenure

Years in Rank:  
 Accrued Service:

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **IMPORTANT: PRINTING OR DOWNLOADING ANY EBINDER CONTENTS FOR RETENTION OUTSIDE THE SYSTEM IS PROHIBITED, UNLESS EXPRESSLY AUTHORIZED.**

[Return to Search](#)

- ▶ Section 1 - Summary Cover Sheets
- ▶ Section 2 - General Information
- ▶ Section 3 - Evidence Of Achievement
- ▶ Section 4 - Evaluative Materials
- ▶ Section 5 - Late Additions

[Return to Search](#)

➤ In each section you will see asterisks (\*\*\*) next to the documents that are required at this stage.

▶ **Section 1 - Summary Cover Sheets**

▶ \*\*\* Summary Cover Sheet For Promotion \*\*\*

▶ Reasons For Negative Committee Reviewer Ballots - Promotion

▶ \*\*\* Summary Cover Sheet For Tenure \*\*\*

▶ Reasons For Negative Committee Reviewer Ballots - Tenure

▶ Agreements To Adjust Tenure Status

▶ Early Tenure Agreement

▶ **Section 2 - General Information**

▶ Dean's Letter

▶ Candidate's Response To Dean's Letter

▶ Department Chair's Letter

▶ Candidate's Response To Chair's Letter

▶ Department Committee Summary Of Discussion

▶ Tenured Faculty Summary Of Discussion

▶ Area Committee Summary Of Discussion

➤ Click "expand all" again and the sections will open to the individual documents. Click on "view form" to see each cover sheet.

Section 1 - Summary Cover Sheets View Section

\*\*\* Summary Cover Sheet For Promotion \*\*\* View Form

Reasons For Negative Committee Reviewer Ballots - Promotion View Form

\*\*\* Summary Cover Sheet For Tenure \*\*\* View Form

Reasons For Negative Committee Reviewer Ballots - Tenure View Form

Agreements To Adjust Tenure Status

- Cover Sheets - Promotion Cover Sheet
  1. **Only delegates can fill in information on the cover sheets.** (Chairs of review committees, department chairs, and deans may fill in votes and upload committee summaries and letters.)
  2. The dates of employment field and AOR information will carry over to the Tenure cover sheet.
  3. If the delegate has the AOR role for the department/college, the AOR links to the approved AOR for that year will be active.

eBinder Attachment

Steps and Task

- Prepare eBinder
- Department Delegate Pre-Submission Check
- Faculty/Chair Signoff for Submission
- Dept/School Committee & Tenured Faculty (Tenure Only) Review
- Department Chair Review
- College Delegate Pre-Submission Check
- Area Committee Review
- College Committee Review
- Dean Review
- FDA Rep Pre-Submission Check
- University Committee Review
- President Review

**2020 SUMMARY COVER SHEET**

PROMOTION

Name: [REDACTED] Employee ID: [REDACTED]  
 College: College of Arts & Sciences Tenure Department: 090000-Earth, Ocean & Atmospheric Sci

Save & Return Return Without Save

RECOMMENDED FOR PROMOTION TO :  Professor  Associate Professor

NUMBER OF YEARS IN RANK (Include current year):

DATES OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : ( Dates are to be consistent with those on vita and other documents )  
 August 2015-present; Assistant Professor

SUMMARY OF BALLOTS BY TENURED FACULTY, COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Include form giving reasons for any negative committee reviewer ballot

AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY: (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the Dates of Employment field above. Highlighted "Year" column header links to AOR)

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	AVERAGE
INSTRUCTION/ ADVISEMENT	45.0	40.0	40.0	42.5		41.88
RESEARCH/ CREATIVE ACTIVITY	50.0	55.0	60.0	52.5		54.38
SERVICE	5.0	5.0		5.0		3.75
ADMINISTRATION						

COMMENTS RELATED TO PLANNED EFFORT ENTRIES : (Enter information regarding periods of sabbatical, parental leave, etc. during the academic years listed above)

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Save & Return Return Without Save

➤ Cover Sheets - Tenure Cover Sheet

1. Enter any service credits and any early tenure justification.
2. Non-resident Alien status links to information in myFSU-HR. If it is incorrect, please contact HR.
3. Dates of employment and AOR information will carry over from the Promotion Cover Sheet.

eBinder Attachment

Steps and Task

- Prepare eBinder
- Department Delegate Pre-Submission Check
- Faculty/Chair Signoff for Submission
- Dept/School Committee & Tenured Faculty (Tenure Only) Review
- Department Chair Review
- College Delegate Pre-Submission Check
- Area Committee Review
- College Committee Review
- Dean Review
- FDA Rep Pre-Submission Check
- University Committee Review
- President Review

**2020 SUMMARY COVER SHEET**

TENURE

Name: [REDACTED] Employee ID: [REDACTED]

College: College of Arts & Sciences Tenure Department: 069000-Earth, Ocean & Atmospheric Sci

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YEARS OF SERVICE CREDIT FOR TENURE AT FSU (Include current year) [5] NON RESIDENT ALIEN:  YES  NO

YEARS OF SERVICE CREDIT FOR TENURE TRANSFERRED TO FSU AT TIME OF ORIGINAL APPOINTMENT :

YEARS FROM ( name of the university ) : \_\_\_\_\_

Other Service Credit Adjustments :

YEAR :  5th year/early tenure(Justify below)  6th Year  7th year (Justify below)

254 characters remaining

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DATES OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : ( Dates are to be consistent with those on vita and other documents)

August 2015-present; Assistant Professor

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SUMMARY OF BALLOTS BY TENURED FACULTY, COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenured Faculty Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Include form giving reasons for any negative committee reviewer ballots  
\*\*Do not give reasons for any negative tenured faculty member ballots.

AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY: (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the Dates of Employment field above. Highlighted "Year" column header links to AOR.)

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	AVERAGE
INSTRUCTION/ ADVISEMENT	45.0	40.0	40.0	42.5		41.88
RESEARCH/ CREATIVE ACTIVITY	50.0	55.0	60.0	62.5		54.38
SERVICE	5.0	5.0		5.0		3.75
ADMINISTRATION						

COMMENTS RELATED TO PLANNED EFFORT ENTRIES : (Enter information regarding periods of sabbatical, parental leave, etc. during the academic years listed above)

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:

Signature Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Chair: \_\_\_\_\_ Date: \_\_\_\_\_

- Most of the remaining eBinder requirements are simply uploading .PDF documents to the corresponding section. Documents that are required at a particular stage will have asterisks (\*\*\*) beside them and the "upload PDF" button will be available. The "upload PDF" button will be greyed out if the document is not required at this stage.

▼ Early Tenure Agreement

Document

\*\*\* Cover Sheet For Outside Letters Section \*\*\*

Document

- Once all the required documents for the eBinder have been uploaded:
  - you can click “**view section**” to see all the documents in that section or
  - you can click “**view all**” to see all the documents in the entire eBinder.
  - See instructions on the FDA website on how to make bookmarks appear in the PDF in your browser.
  
- Once the candidate is satisfied, he or she (or the delegate) can “**submit**” the eBinder. The step will turn green on the left hand side.
  - If the eBinder was created in error or the candidate decides to not go up that year, the eBinder may be **cancelled** only before it is submitted.

The screenshot displays the 'Prepare eBinder for Submission' interface. On the left, a sidebar titled 'Steps and Task' lists various review stages, with 'Prepare eBinder for Submission' currently selected and marked with a green circle. The main area shows candidate information for Sergio Almaraz-Calderon, including template name, job title, college name, and candidate type (Promotion and Tenure). Below this, there are instructions on how to upload and view documents. At the bottom of the main area, a document list is shown under 'Section 1 - Summary Cover Sheets', with a 'View Section' button highlighted in red. Other buttons like 'Cancel eBinder', 'View All', and 'Submit' are also highlighted in red.