



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

Promotion and Tenure Main eBinder Checklist – 2021

This is an outline; please use Attachment 1 of the P&T Memo for detailed instructions on the eBinder.

Section 1 - Summary Cover Sheets

- _____ Summary Cover Sheet for Promotion (filled in by delegate) (if applicable)
- _____ Reasons for Negative Committee Review Ballots – Promotion (if applicable)
- _____ Summary Cover Sheet for Tenure (filled in by delegate) (if applicable)
- _____ Reasons for Negative Committee Review Ballots – Tenure (if applicable)
- _____ Agreement(s) to adjust tenure status (if applicable)
- _____ Early Tenure Agreement (if applicable)

Section 2 – General Information

- _____ Dean’s Letter--First paragraph must address:
 - _____ College Committee vote
 - _____ Area Committee vote, if applicable
 - _____ Tenured Faculty Vote, if applicable and if not addressed in Chair’s letter
 - _____ Agreement to adjust years of tenure service credit, if applicable
 - _____ Explanation of 5th or 7th year promotion/tenure, if applicable
 - _____ Must also address Chair’s letter items if there is no chair’s letters, if applicable
- _____ Candidate’s Response to Dean’s Letter (**optional**)
- _____ Department Chair’s Letter- First paragraph must address:
 - _____ Departmental Committee Vote
 - _____ Tenured Faculty Vote, if applicable
 - _____ Payment of honoraria to outside letter writers, if applicable
- _____ Candidate’s Response to the Department Chair’s Letter (**optional**)
- _____ Department Committee Summary of Discussion, if applicable
- _____ Tenured Faculty Summary of Discussion (**required** for all candidates going up for tenure)
- _____ Area Committee Summary of Discussion, if applicable
- _____ College Committee Summary of Discussion
- _____ Cover Sheet for Outside Letters
- _____ Sample Letter Sent to Outside Reviewer
- _____ Outside Letter #1-#3 (Cover sheet and letter as 1 document for each outside letter.
Candidates may have more than 3 outside letters.)
 - Must be either original signed letters from outside reviewer or if letter was emailed with no signature, please include copy of email
 - Electronic signatures are accepted.
- _____ Department/College P&T Criteria (required)

_____ Curriculum Vitae-FEAS

- CV must be finalized and unaltered (i.e. do not change the font)
- Must include one sentence description of each published work since employment at FSU, or since last promotion at FSU, as well as a statement that identifies the status of any co-authors and their institutions

_____ In Press Acceptance

- Make sure letter or email actually says that the article, etc. has been accepted
- No conditional acceptances or contracts

_____ Courses Taught-FEAS

- FEAS Teaching Summary Report; **preceding 3 years only**)

Section 3 – Evidence of Achievement

_____ Summary of Major Accomplishments

- **One-page maximum**
- Do not include free response comments from SPCI or any other source

_____ Discussion of Teaching, Research, and Service

- **Six-page maximum**
- Do not include free response comments from SPCI or any other source

_____ Student Responses to #13 from SPCI-FEAS

- SPCI Summary Report; **previous 3 years only**)

_____ SPCI Summary Forms

- <http://feas.fsu.edu>
- **Previous 3 years only.**
- Do not include free response comments from SPCI or any other source

. _____ One or two syllabi from courses taught during the preceding three years

_____ One or two Scholarly or Creative Works

_____ Other Evidence (optional)

- **Maximum five pages**
- Do not include student comments

Section 4 – Evaluative Materials

_____ Annual Evaluation Forms

- Make sure forms are **completely signed**
- Do **not** include narrative letters

_____ Second and/or Fourth Year Reviews OR Third Year Review

_____ Progress Towards Promotion and/or Tenure Letters (If there are no letters, include a statement) (**no annual evaluation forms or letters in this section**)

MC 5/2021