

## Promotion and Tenure Main eBinder Checklist – 2024

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

*Yellow highlighted items must be provided by the candidate, if applicable.*

### **Section 1 - Summary Cover Sheets**

- \_\_\_\_\_ Summary Cover Sheet for Promotion (filled in by delegate) (if applicable)
- \_\_\_\_\_ Reasons for Negative Committee Review Ballots – Promotion (filled in by delegate) (if applicable)
- \_\_\_\_\_ Summary Cover Sheet for Tenure (filled in by delegate) (if applicable)
- \_\_\_\_\_ Reasons for Negative Committee Review Ballots – Tenure (filled in by delegate) (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/Director’s letter items if there is no chair’s/director’s letters, if applicable
- \_\_\_\_\_ **Candidate’s Response to Dean’s Letter (optional)**
- \_\_\_\_\_ Department Chair’s/School Director’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 (Must be uploaded by the delegate or department chair/school director or dean.)
- \_\_\_\_\_ Sample Letter Sent to Outside Reviewer (Must be uploaded by the delegate or department chair/school director or dean.)
- \_\_\_\_\_ 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 uploaded by the delegate or department chair/school director or dean.)

- 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) – Please do not upload all of the bylaws, just the P&T criteria

\_\_\_\_ **Curriculum Vitae-FEAS**

- CV must be finalized (it should not say “Draft” at the top) 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 says that the article, etc. has been accepted. Please highlight the sentence in the letter/email so it is easy to identify
- No conditional acceptances or contracts

\_\_\_\_ Courses Taught-FEAS - <http://feas.fsu.edu>

- 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 - <http://feas.fsu.edu>

- 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)