

Appendix D

Faculty Expertise and Advancement System – FEAS Teaching Summary Report

FSU FEAS is located at <http://feas.fsu.edu>. You will find a direct link from your Secure Apps page in the myFSU Portal and at <http://fda.fsu.edu/FEAS>.

The Teaching Summary Report required for Tab 15 of the Promotion and Tenure should be the extended version, which includes a column for the Percent of Effort obtained from the Assignment of Responsibilities (AOR).

To create the extended version of the Teaching Summary Report, please use the following steps:

1. Log in to FEAS by visiting <http://feas.fsu.edu>
2. Click on the Function Shortcut Menu tab
3. Click on “Generate a Teaching Summary Report”
4. At the top of the menu page, click on “Extended Teaching Report”
5. Verify that the date range is 3 years
6. Under the Effort Report Option, select “Include Percent of Effort in this Report”
7. Enter the corresponding percentage in number form only (do not include % symbol)
8. Click the Save Effort button
9. Click on Generate Teaching Summary for an RTF document

RESOURCES FOR DATA ENTRY AND REPORT BUILDING:

The Office of Faculty Recognition offers an online training session. More information can be found at <http://fda.fsu.edu/FEAS>.

Departments may also choose to assign one or more delegates to assist faculty with data entry. Delegates may be departmental staff, graduate assistants, or other faculty. Access may be requested by submitting the Delegate Request Form located at https://feas.fsu.edu/doc/Delegate_Request_Form.pdf. Delegates are required to attend training before access will be granted.

Contact Tiffany Phillips at 645-8203 or fda-faculty-awards@fsu.edu for more information about either training or delegate access.

Thank you for keeping your CV information current in FSU FEAS.

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