



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

**POST-TENURE REVIEW GUIDELINES
FOR COLLEGES WITHOUT DEPARTMENTS/SCHOOLS
SPRING 2024**

Materials for all colleges without departments/schools (noted below) are due to the Office of Faculty Development by **March 1, 2024**.

- College of Criminology and Criminal Justice
- College of Entrepreneurship
- College of Hospitality
- College of Law
- College of Motion Picture Arts
- College of Music
- College of Nursing
- College of Social Work

Step 1: Deans (with appropriate assistance from staff):

1. Coversheet

- This is the first page of the materials. Do not include any additional title page. Please use only the [Post-Tenure Review Coversheets](#) posted to the Office of the Vice President for Faculty Development and Advancement website.
- Deans are responsible for completing their section.

2. Dean's Performance Assessment and Rating Recommendation Letter & Other Relevant Records

- Deans in colleges without departments or schools must review all materials submitted by the Post-Tenure Review participant. They will insert annual evaluations (form and narrative) and any findings of an inquiry or investigation of non-compliance with applicable laws or regulations within the scope of their University employment that resulted in disciplinary action issued by the University. The Office of Faculty Development and Advancement will provide any record of disciplinary action.
- The Dean will prepare and add to the materials a letter assessing the performance and recommending a performance rating (see rating scale in the next bullet) of the Post-Tenure Review participant for the review period (which may include input from a faculty evaluation committee, if requested by the Dean) and certifying that any documentation of disciplinary action, academic responsibilities, or performance for the review period have been included in the letter. Evidence to support the recommended rating must be based on the eligible faculty member's level of achievement as documented in the submitted materials.

- Performance Rating Scale:
 - i. Exceeds expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member’s discipline and unit. Evidence of awards, honors, and other criteria identified by academic units as meritorious performance is expected if assigning this rating.
 - ii. Meets expectations: expected level of accomplishment compared to faculty across the faculty member’s discipline and unit.
 - iii. Does not meet expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member’s discipline and unit but is capable of improvement.
 - iv. Unsatisfactory: failure to meet expectations that reflect disregard or failure to follow previous advice or other efforts to provide correction or assistance, or performance involves incompetence or misconduct as defined in applicable university regulations and policies. Evidence of prior feedback of performance problems with an opportunity to remediate those problems is expected if assigning this rating.
- 3. Faculty Response (optional)**
- Deans must provide a copy of the materials, including letter with rating, to the Post-Tenure Review participant and allow them 5 working days to respond.
 - If a response is submitted, it must be added to the materials that will be sent to the provost.

Step 2: Submit materials to the Provost by the deadline specified on page 1.

How to Submit PTR Materials

Colleges should submit the following materials to the Office of Faculty Development and Advancement for Provost review in 1 PDF file per faculty member in the below order. Materials are to be submitted to fda-faculty@fsu.edu via [FSU NiFTy](#) by the deadline specified on page 1.

1. Coversheet
2. Dean’s Performance Rating Recommendation Letter
 - a. All deans submit a performance rating recommendation.
 - b. Deans in colleges without departments or schools will include a performance assessment in their Performance Rating Recommendation Letter.
3. Faculty Response to Review by the Dean (if applicable)
4. Post-Tenure Review Report (FEAS+)
5. Summary of Major Accomplishments (one-page limit)
6. Other Evidence or Context (optional, three-page limit)