



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

POST-TENURE REVIEW PROCEDURES FOR FACULTY
SPRING 2024

Step 1: Faculty members provide:

1. Coversheet

- This is the first page in the materials. Do not include an 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.
- Faculty are only responsible for the top portion of the coversheet. Once the coversheet is signed by the faculty member, it should be submitted by the faculty member with the rest of their materials to the department/school or college, which will fill in the additional information.

2. Post-tenure Review Report

- This report **must** be generated using the [Faculty Expertise & Advancement System](#) (FEAS+). It will include the 5-year CV, the SPCI summary report, and the AOR table.
- You **must** update your information in FEAS before downloading the FEAS PTR report. Please see the instructions on updating your FEAS [here](#).
- The review period encompasses academic years 2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023. This means that the FEAS PTR Report will include the following semesters:
 - i. FEAS CV: Fall 2018-Fall 2023
 - ii. SPCI Summary: Fall 2018-Summer 2023
 - iii. AORs: Fall 2018-Summer 2023
- **Before** generating your FEAS PTR Report, please follow the steps below.
 - i. Update your courses, graduate committees, and/or contracts and grants by clicking on “Import,” “Import from FSU Sources,” then the appropriate drop-down item. *Note: You will need to repeat this step to check each FSU source for updates.*
 - ii. Update your citations by clicking on “Import,” then “Import ORCID.” If you do not have an ORCID account, move to the next step.
 - iii. Update any remaining citations and service work manually by clicking on “Add/Edit Entries.”
- From the home screen, select “Report” under Generate
 - Select “Post-Tenure Review” from the dropdown menu. (see below)
 - Select “Generate CV Post-Tenure Report.” (see below)Note: the date cannot be changed; it is a 5-year time period based on Board of Governors Regulation [10.003, Post-Tenure Faculty Review](#).
- Department/school/college staff may also assist with the generation of this

report.

- Please direct all questions regarding the operation of FEAS+ to [Tiffany Phillips](#).

Generate a Report ⓘ ×

Post-Tenure Review ▾

Board of Governors Regulation 10.003 requires FSU to conduct a 5-year Post-Tenure Faculty Review (PTR). This report accesses FEAS+ data to produce all materials needed for the PTR – a specially formatted CV, a SPCI summary report, and an AOR summary. The first faculty members to go through post-tenure review will be notified and asked to gather their materials in Fall of 2023.

Cancel Generate Post-Tenure Report

3. Summary of Major Accomplishments (one-page maximum)

- A summary (one-page maximum) of the eligible faculty member’s major accomplishments; the summary should carry the heading "Summary of Major Accomplishments" followed by the body of the statement. No other specific format is required.

4. Other Evidence or Context (optional)

- Three pages maximum, containing no student comments.

5. Submit materials to your supervisor. Departments/Schools and Colleges will set internal deadlines.

6. Faculty Response to Review of Materials (if applicable)

- Faculty may review their materials, including the Performance Assessment Letter and other materials added by their department chair/school director as well as the Performance Rating Recommendation Letter by the dean. They will have up to 5 days to provide a response to those materials.

7. Review Process

- Please see [FSU Regulation 4.073](#) for more information regarding the process for reviewing the faculty member’s materials and the assignment of a Performance Rating.

Timeline

Note that colleges and departments/schools will establish internal deadlines for faculty participants.

On or before October 2, 2023

Faculty members confirmed by the Office of Faculty Development and Advancement to be in review Group #1, Group #2 or Group #3 for Spring 2024

March 1, 2024

Group #1 Materials due to FDA for Provost Review (Criminology & Criminal Justice, Entrepreneurship, Hospitality, Law, Motion Picture Arts, Music, Nursing, Social Work)

March 22, 2024

Group #2 Materials due to FDA for Provost Review (Business, Communication & Information, Education, Health, & Human Sciences, Engineering, Fine Arts, Medicine)

April 5, 2024

Group #3 Materials due to FDA for Provost Review (Arts & Sciences, Social Sciences & Public Policy)

Faculty ratings will be released on or around May 1, 2024.