



Updated: February 2024 Staff Promotion and Tenure Quick Guide

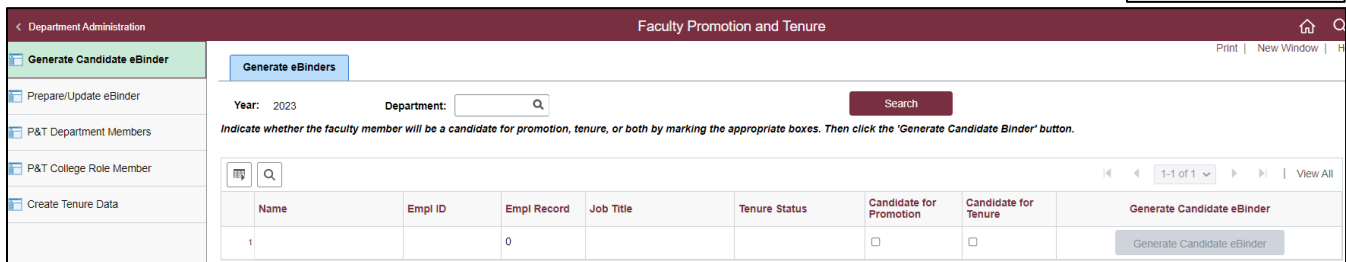
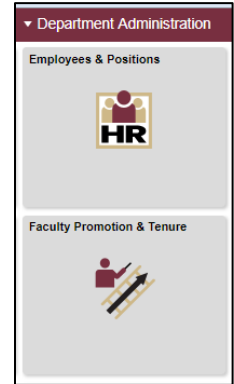


Log in at <https://www.my.fsu.edu>.

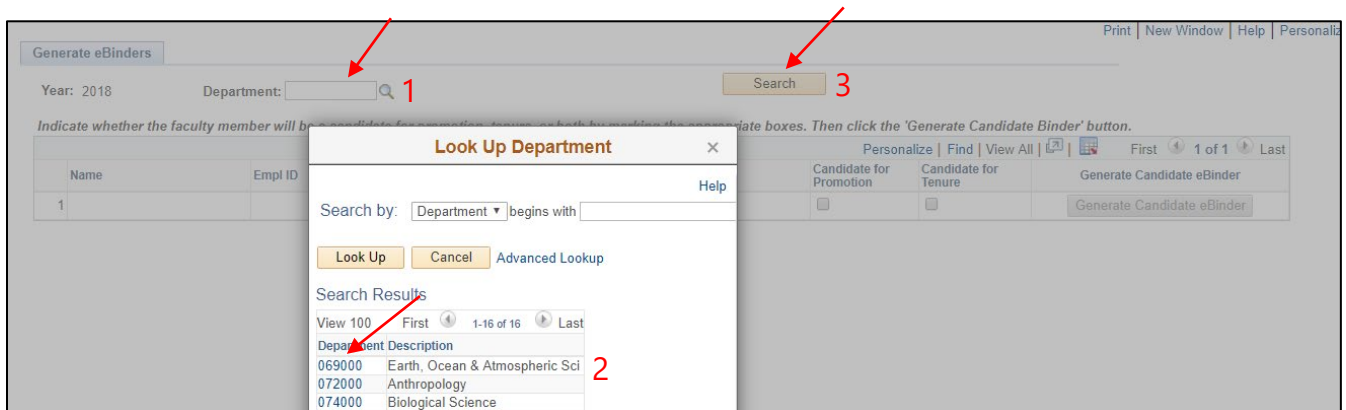
Click on the HR button under myFSU Links on the left hand side.

I. How to generate an eBinder for a Faculty Candidate?

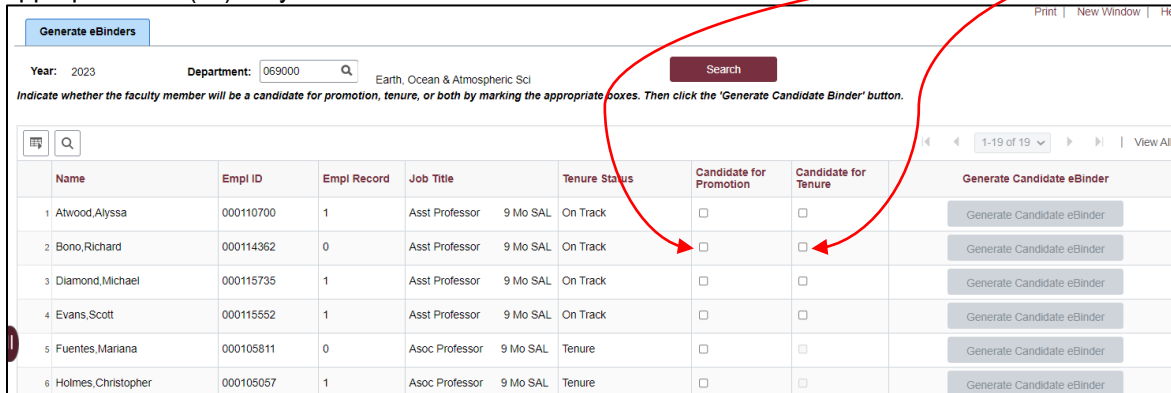
- **Only department/college delegates can generate an eBinder.** Candidates will be able to access their eBinder to prepare and/or update it once it is generated. Once the eBinder has been submitted for review, the candidate will have view access only.
- Follow navigation to Generate Candidate eBinder.
- Department Administration → Faculty Promotion & Tenure → Generate Candidate eBinder



- Click on the look-up icon and select your department/school or college and click “search.” (Example, EOAS.)



- A list of promotion and/or tenure-eligible faculty from your department/school/college will be generated. Click the appropriate box(es) for your candidate.



- Once the boxes are checked, the **“Generate Candidate eBinder”** button will be available. Click the **“Generate Candidate eBinder”** button. Once the eBinder has been generated, the button will say **“View Candidate eBinder.”**

Year: 2018 Department: 069000 Earth, Ocean & Atmospheric Sci Search

Indicate whether the faculty member will be a candidate for promotion, tenure, or both by marking the appropriate boxes. Then click the 'Generate Candidate Binder' button.

Name	Empl ID	Empl Record	Job Title	Tenure Status	Candidate for Promotion	Candidate for Tenure	Generate Candidate eBinder
1 Ahlquist, Jon	000008090	0	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
2 Baco-Taylor, Amy	000080306	0	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
3 Chagnon, Jeffrey	000104181	1	Asst Professor	9 Mo SAL On Track	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Candidate eBinder
4 Fuentes, Mariana	000105811	0	Asst Professor	9 Mo SAL On Track	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder
5 Holmes, Christopher	000105057	1	Asst Professor	9 Mo SAL On Track	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View Candidate eBinder
6 Kish, Stephen	000003051	0	Asoc Professor	9 Mo SAL Tenure	<input type="checkbox"/>	<input type="checkbox"/>	Generate Candidate eBinder

- Once all of the eBinders for your department or college have been generated, you can view them all together by following this path:

Your list will appear as shown below. You can check the status of each eBinder in the last column. If you are the delegate for multiple departments you can search by department or even by status.

Search for eBinders

Last Name: _____ First Name: _____
 Department: _____ College: _____
 Promotion Tenure eBinder Status: _____

Search Clear Include Cancelled eBinders

Name	Category	Job Title	Department	Department	College	eBinder Status	Download
1 Beck, Allison Kristina	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	117000	Accounting College of Business	Process Complete	Download
2 Davis, Camie Pettus	Promo to Prof	Asoc Professor	9 Mo SAL	142000	Dean Coll of Social Work College of Social Work	Prepare eBinder	Download
3 Gooding, Lori Fogus	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	187000	Dean College of Music College of Music	Process Complete	Download
4 Renn, Tanya	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	142000	Dean Coll of Social Work College of Social Work	Process Complete	Download

II. How to help faculty candidates preparing or update their eBinder

- Once the eBinder is generated, it is in the **“Prepare eBinder for Submission”** stage. The candidate and the department/college delegate have access to upload documents to the eBinder. The department chair or dean (and delegates) will be able to upload the outside letters at this stage.
- Click on the name of the candidate for whom you created an eBinder.

Search for eBinders

Last Name: _____ First Name: _____
 Department: 078000 College: _____
 Promotion Tenure eBinder Status: _____

Search Clear

Name	Category	Job Title	Department	Department	College	eBinder Status
1 DeGiorgi, Andrea Umberto	Tenure & Promo to Asoc Prof	Asst Professor	9 Mo SAL	078000	Classics COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission
2 Sickinger, James P	Promo to Prof	Asoc Professor	9 Mo SAL	078000	Classics COLLEGE OF ARTS & SCIENCES	Prepare eBinder for Submission

- This will take you to the **“Prepare eBinder for Submission”** page. Click **“expand all”** once.

Faculty Promotion and Tenure **eBinder Attachment**

eBinder Attachment Steps and Task

Prepare eBinder

Empl ID: [REDACTED]
 PT Year: 2020

Template Name: PT1- Colleges of Arts and Sciences
 Job Title: 90039S Asst Professor 9 Mo SAL
 Tenure Department: 069000-Earth, Ocean & Atmospheric Sci

College Name: College of Arts & Sciences
 Document ID: 405
[View P & T Memo](#)

Candidate for : Promotion Tenure

Years in Rank:
 Accrued Service:

Click on the "View All" button to open and review the entire eBinder in a PDF format, or expand a section below and click the "View Section" button to review just the documents within that section. Use the bookmarks to navigate to a specific document. **IMPORTANT: PRINTING OR DOWNLOADING ANY EBINDER CONTENTS FOR RETENTION OUTSIDE THE SYSTEM IS PROHIBITED, UNLESS EXPRESSLY AUTHORIZED.**

[Cancel eBinder](#) [Withdraw eBinder](#) [Expand All](#) [Collapse All](#) [View All](#) [Submit](#)

[Return to Search](#)

- ▶ Section 1 - Summary Cover Sheets
- ▶ Section 2 - General Information
- ▶ Section 3 - Evidence Of Achievement
- ▶ Section 4 - Evaluative Materials
- ▶ Section 5 - Late Additions

[Return to Search](#)

➤ In each section you will see asterisks (***) next to the documents that are required at this stage.

▶ **Section 1 - Summary Cover Sheets** [View Section](#)

▶ ***** Summary Cover Sheet For Promotion *****

▶ Reasons For Negative Committee Reviewer Ballots - Promotion

▶ ***** Summary Cover Sheet For Tenure *****

▶ Reasons For Negative Committee Reviewer Ballots - Tenure

▶ Agreements To Adjust Tenure Status

▶ Early Tenure Agreement

▶ **Section 2 - General Information** [View Section](#)

▶ Dean's Letter

▶ Candidate's Response To Dean's Letter

▶ Department Chair's Letter

▶ Candidate's Response To Chair's Letter

▶ Department Committee Summary Of Discussion

▶ Tenured Faculty Summary Of Discussion

▶ Area Committee Summary Of Discussion

➤ Click "expand all" again and the sections will open to the individual documents. Click on "view form" to see each cover sheet.

Section 1 - Summary Cover Sheets View Section

*** Summary Cover Sheet For Promotion *** View Form

Reasons For Negative Committee Reviewer Ballots - Promotion View Form

*** Summary Cover Sheet For Tenure *** View Form

Reasons For Negative Committee Reviewer Ballots - Tenure View Form

Agreements To Adjust Tenure Status

➤ Cover Sheets - Promotion Cover Sheet

1. **Only delegates can fill in information on the cover sheets.** (Chairs of review committees, department chairs, and deans may fill in votes and upload committee summaries and letters.)
2. The dates of employment field and AOR information will carry over to the Tenure cover sheet.
3. If the delegate has the AOR role for the department/college, the AOR links to the approved AOR for that year will be active. **NOTE: Make the sure AOR for 2024-2025 has been fully approved BEFORE you create the eBinder.**

eBinder Attachment

Steps and Task

- Prepare eBinder
- Department Delegate Pre-Submission Check
- Faculty/Chair Signoff for Submission
- Dept./School Committee & Tenured Faculty (Tenure Only) Review
- Department Chair Review
- College Delegate Pre-Submission Check
- Area Committee Review
- College Committee Review
- Dean Review
- FDA Rep Pre-Submission Check
- University Committee Review
- President Review

2020 SUMMARY COVER SHEET

PROMOTION

Name: [REDACTED] Employee ID: [REDACTED]
 College: College of Arts & Sciences Tenure Department: 069000-Earth, Ocean & Atmospheric Sci

Save & Return Return Without Save

RECOMMENDED FOR PROMOTION TO : Professor Associate Professor
 NUMBER OF YEARS IN RANK (Include current year):

DATES OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : (Dates are to be consistent with those on vita and other documents)
 August 2015-present, Assistant Professor

SUMMARY OF BALLOTS BY TENURED FACULTY, COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Include form giving reasons for any negative committee reviewer ballot

AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY: (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the Dates of Employment field above. Highlighted "Year" column header links to AOR.)

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	AVERAGE
INSTRUCTION/ ADVISEMENT	45.0	40.0	40.0	42.5		41.88
RESEARCH/ CREATIVE ACTIVITY	50.0	55.0	60.0	52.5		54.38
SERVICE	5.0	5.0		5.0		3.75
ADMINISTRATION						

COMMENTS RELATED TO PLANNED EFFORT ENTRIES : (Enter information regarding periods of sabbatical, parental leave, etc. during the academic years listed above)

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:
 Signature Candidate: _____ Date: _____
 Signature Chair: _____ Date: _____

Save & Return Return Without Save

➤ Cover Sheets - Tenure Cover Sheet

1. Enter any service credits and any early tenure justification.
2. Non-resident Alien status links to information in myFSU-HR. If it is incorrect, please contact HR.
3. Dates of employment and AOR information will carry over from the Promotion Cover Sheet.

eBinder Attachment

Steps and Task

- Prepare eBinder
- Department Delegate Pre-Submission Check
- Faculty/Chair Signoff for Submission
- Dept/School Committee & Tenured Faculty (Tenure Only) Review
- Department Chair Review
- College Delegate Pre-Submission Check
- Area Committee Review
- College Committee Review
- Dean Review
- FDA Rep Pre-Submission Check
- University Committee Review
- President Review

2020 SUMMARY COVER SHEET

TENURE

Name: [REDACTED] Employee ID: [REDACTED]
 College: College of Arts & Sciences Tenure Department: 069000-Earth, Ocean & Atmospheric Sci

Save & Return **Return Without Save**

YEARS OF SERVICE CREDIT FOR TENURE AT FSU (Include current year) [5] NON RESIDENT ALIEN: YES NO
 YEARS OF SERVICE CREDIT FOR TENURE TRANSFERRED TO FSU AT TIME OF ORIGINAL APPOINTMENT :
 YEARS FROM (name of the university) : _____

Other Service Credit Adjustments :

YEAR : 5th year/early tenure(Justify below) 6th Year 7th year (Justify below)

[Text Area] 254 characters remaining [Text Area] 254 characters remaining

DATE(S) OF EMPLOYMENT AND HISTORY OF RANKS HELD AT FSU : (Dates are to be consistent with those on vita and other documents)
 August 2015-present; Assistant Professor

SUMMARY OF BALLOTS BY TENURED FACULTY, COMMITTEES AND EACH ADMINISTRATIVE OFFICER REVIEWING FILE:

	ELIGIBLE	AFFIRMATIVE	NEGATIVE	ABSTAINING	ABSENT
Departmental Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tenured Faculty Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Include form giving reasons for any negative committee reviewer ballots
 **Do not give reasons for any negative tenured faculty member ballots.

AVERAGE ANNUAL PERCENT OF EFFORT ASSIGNED EACH CATEGORY OF ACTIVITY: (Do not include summers. If the candidate was on a leave of absence or sabbatical leave, please include dates in the Dates of Employment field above. Highlighted "Year" column header links to AOR.)

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	AVERAGE
INSTRUCTION/ ADVISEMENT	45.0	40.0	40.0	42.5		41.88
RESEARCH/ CREATIVE ACTIVITY	50.0	55.0	60.0	62.5		54.38
SERVICE	5.0	5.0		5.0		3.75
ADMINISTRATION						

COMMENTS RELATED TO PLANNED EFFORT ENTRIES : (Enter information regarding periods of sabbatical, parental leave, etc. during the academic years listed above)

ELECTRONIC CERTIFICATION THAT CANDIDATE HAS HAD OPPORTUNITY TO REVIEW COMPLETED BINDER:
 Signature Candidate: _____ Date: _____
 Signature Chair: _____ Date: _____

Save & Return **Return Without Save**

- Most of the remaining eBinder requirements are simply uploading .PDF documents to the corresponding section. Documents that are required at a particular stage will have asterisks (***) beside them and the "upload PDF" button will be available. The "upload PDF" button will be greyed out if the document is not required at this stage.

▼ Early Tenure Agreement

Document [Text Area] **Upload PDF**

*** Cover Sheet For Outside Letters Section ***

Document [Text Area] **Upload PDF**

- Once all the required documents for the eBinder have been uploaded:
 - you can click “**view section**” to see all the documents in that section **or**
 - you can click “**view all**” to see all the documents in the entire eBinder.
 - See instructions on the FDA website on how to make bookmarks appear in the PDF in your browser.

- Once the candidate is satisfied, he or she (or the delegate) can “**submit**” the eBinder. The step will turn green on the left hand side.
 - If the eBinder was created in error or the candidate decides to not go up that year, the eBinder may be **cancelled** only before it is submitted.

The screenshot displays the 'Prepare eBinder for Submission' interface. On the left, a sidebar titled 'Steps and Task' lists various stages of the process, with 'Prepare eBinder for Submission' currently selected and marked with a green circle. The main content area shows candidate information: Template Name (PT1- Colleges of Arts and Sciences), PT Year (2017), Job Title (90039S Asst Professor 9 Mo SAL), Tenure Department (084000-PHYSICS), College Name (COLLEGE OF ARTS & SCIENCES), Document ID (147), and Candidate for (Promotion and Tenure). Below this, there are fields for Years in Rank (5) and Accrued Service (3). A red box highlights the 'Cancel eBinder' button. Below the candidate info, there are instructions to click 'Upload PDF' to add documents and 'View PDF' to review them. A red box highlights the 'View All' button, and another red box highlights the 'Submit' button. At the bottom, under 'Section 1 - Summary Cover Sheets', there is a list of documents: '*Summary Cover Sheet For Promotion', '*Reasons For Negative Committee Reviewer Ballots - Promotion', and '*Summary Cover Sheet For Tenure'. A red box highlights the 'View Section' button next to the first document.