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?**

➢ <u>**Only department/college delegates**</u> **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
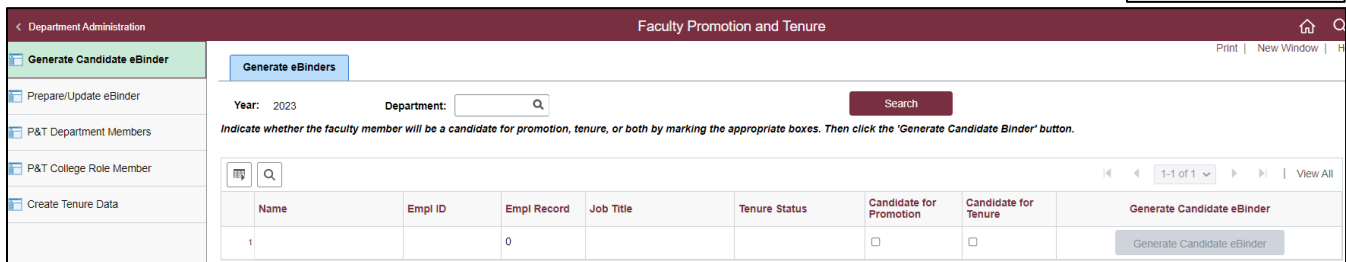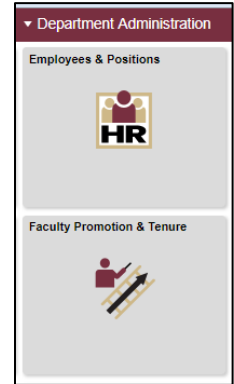
➢ Click on the look-up icon and select your department/school or college and click "search." (Example, EOAS.)
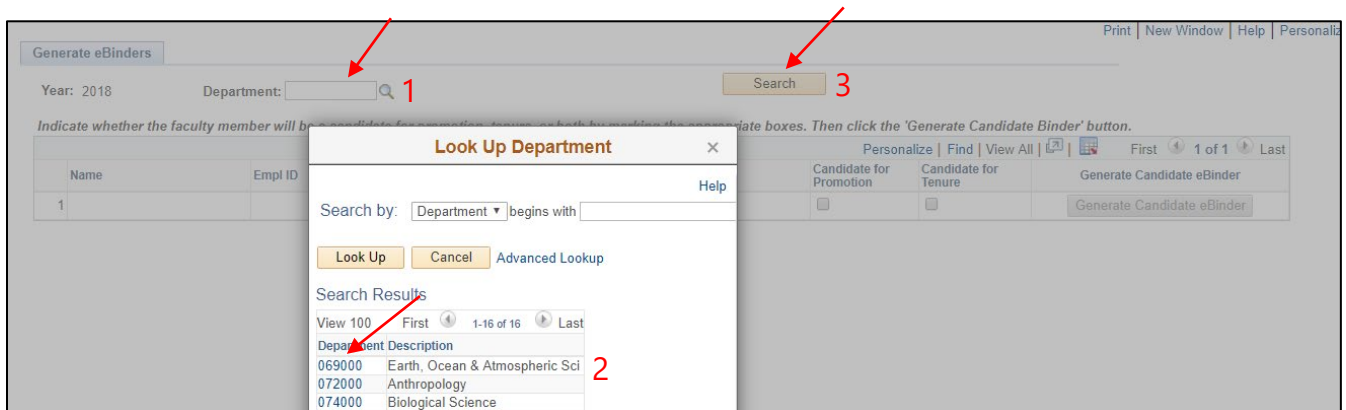
➢ A list of promotion and/or tenure-eligible faculty from your department/school/college will be generated. Click the appropriate box(es) for your candidate.
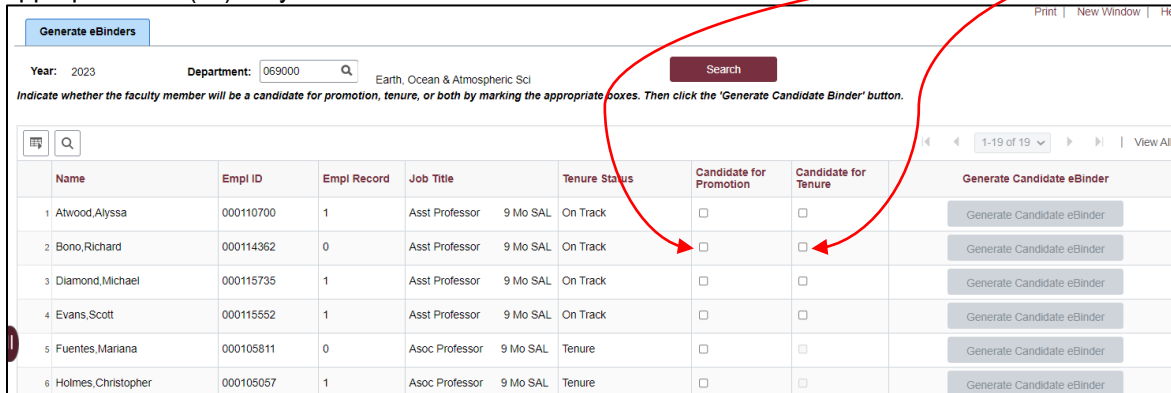
➤ Once the boxes are checked, the "Generate Candidate eBinder" button will be available. Click the "Generate Candidate eBinder" button. Once the eBinder has been generated, the button will say "View Candidate eBinder."

➤ 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.

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.

➤ This will take you to the "Prepare eBinder for Submission" page. Click "expand all" **once**.

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

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

- 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.**

- 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.

- 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.

- 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.