

Spring 2026

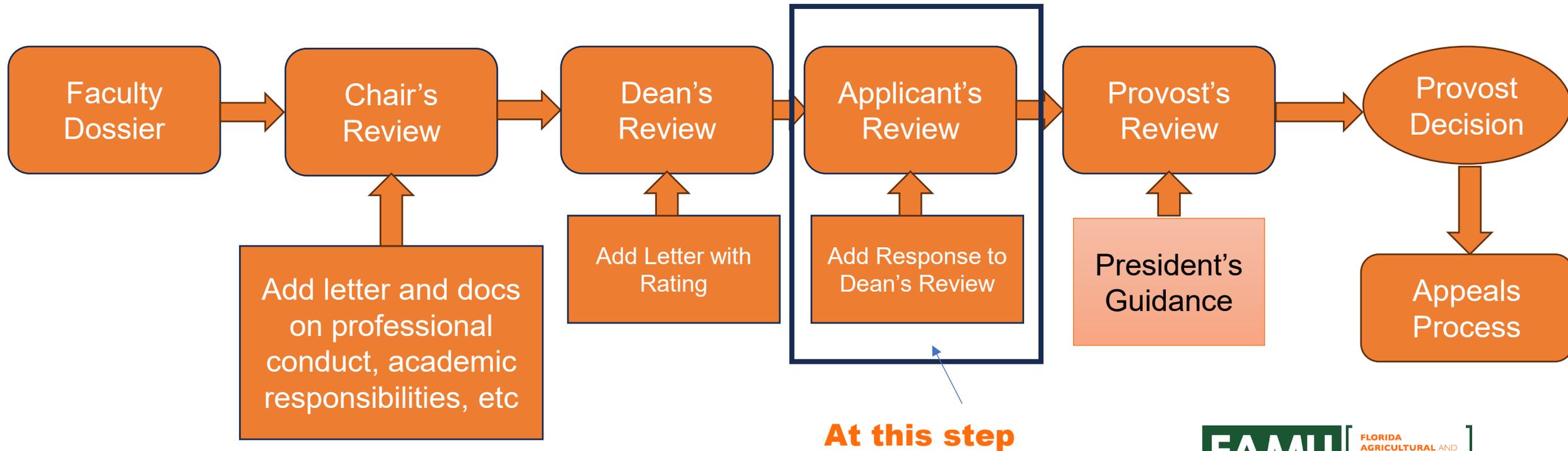
Division of Academic Affairs

# Instructions for Uploading Optional Response to Dean's Post-tenure Evaluation



# Background – PTR Process

- ❑ The Dean has finished your PTR evaluation. You are now able to read the review in Interfolio and provide an **optional** response.



**At this step**



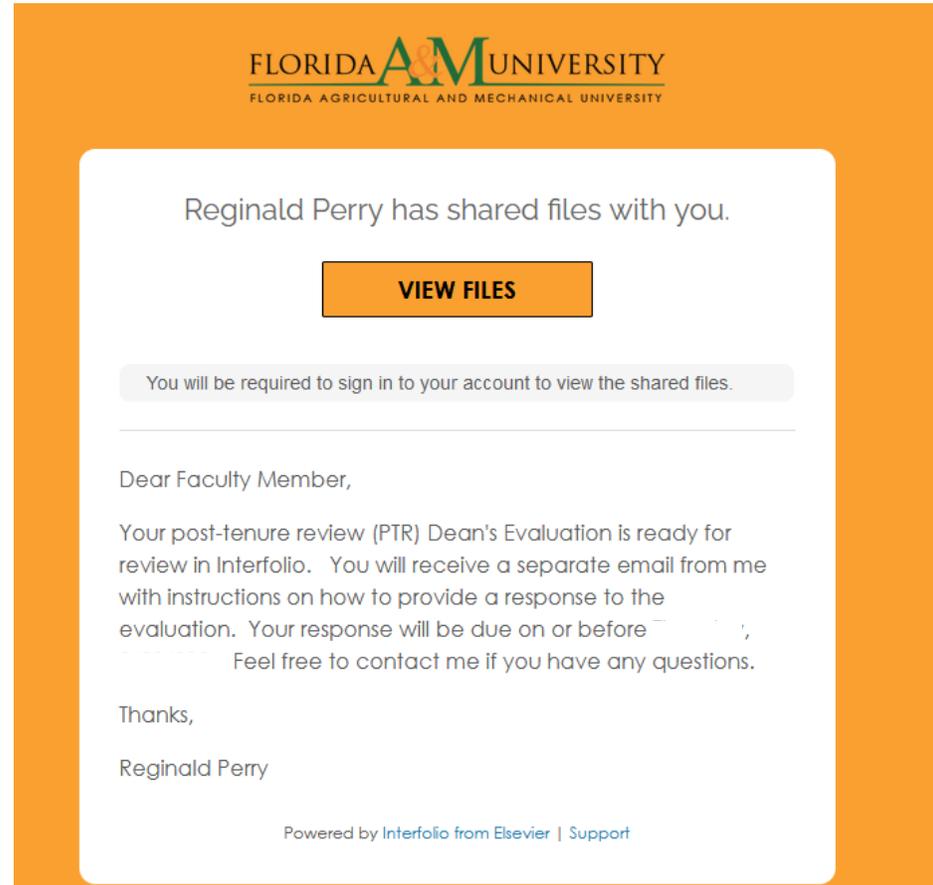
# Interfolio

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Strike, Strike, and **Strike Again!**



# You will receive an email from noreply@interfolio.com indicating a document is available for your review



# Accessing the Interfolio website

## 1. Log into iRattler

1. <https://www.famu.edu>; Menu → iRattler; iRattler MFA

### Explore iRattler Applications

Access an array of applications using your FAMU ID or manage your password at your convenience.



#### iRattler Multifactor Authentication →

→  
Log into iRattler

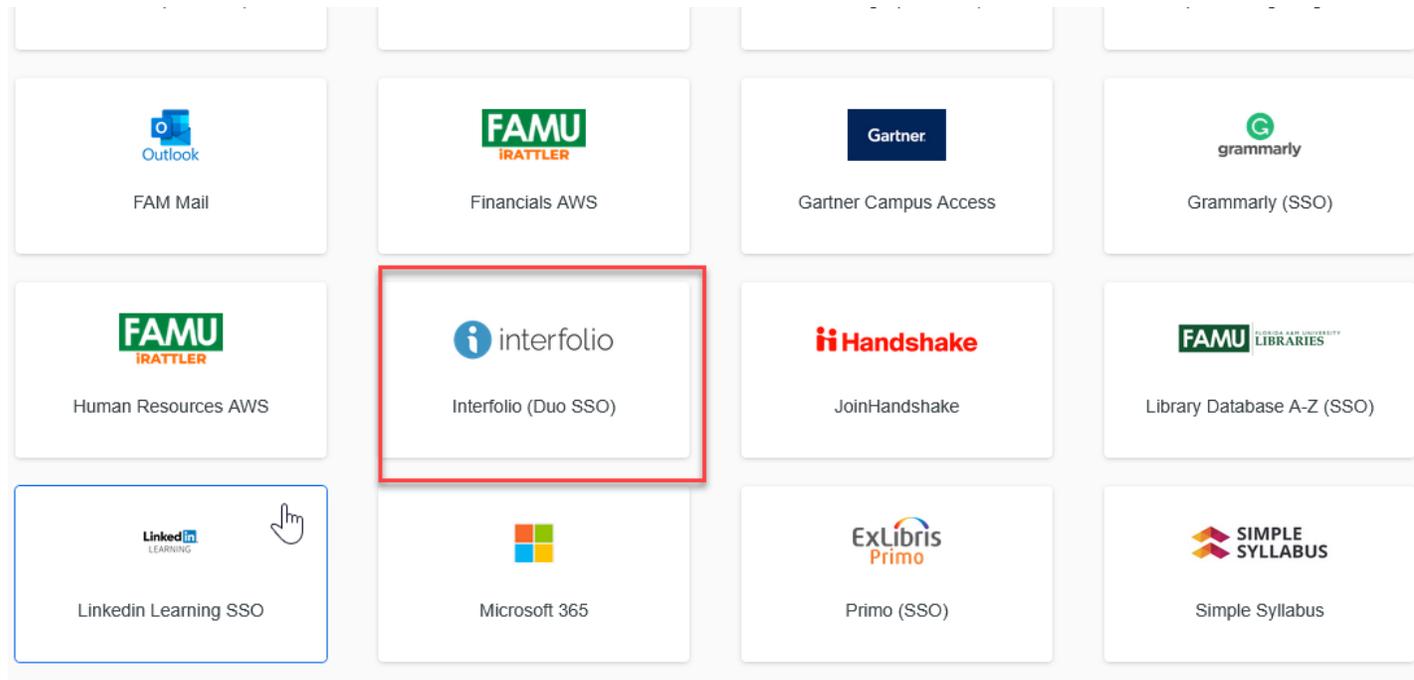


#### Password Reset Manager →

Manage your password at your convenience.

Strike, Strike, and Strike Again!

# Select the Interfolio tile



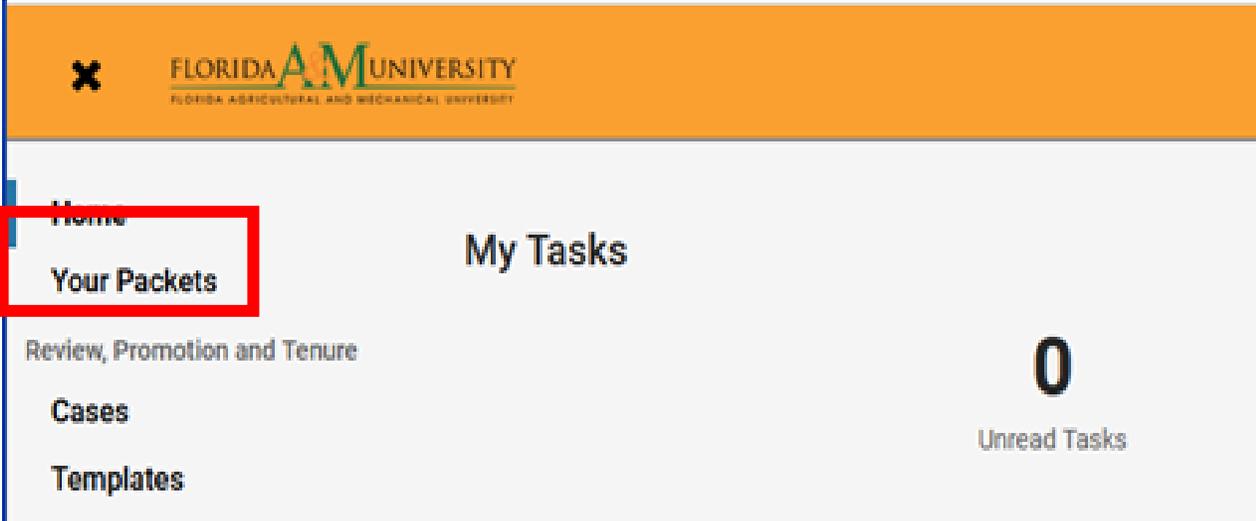
Contact [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu), if you do not see the tile or are unable to log in

# After Logging In, Select Home

The screenshot displays the FAMU user interface. At the top, there is an orange header bar with a close button (X) and the text "FLORIDA AM UNIVERSITY" and "FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY". Below the header is a navigation menu on the left side, with the "Home" item highlighted by a red rectangular box. The main content area is titled "My Tasks" and shows a large "0" indicating "Unread Tasks". Below this, there is a table with a header row containing the word "Title". The navigation menu items listed are: Home, Your Booklets, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups.

Strike, Strike, and **Strike Again!**

# Next, select Your Packets



Strike, Strike, and Strike Again!



# Find Your Post Tenure Review Packet

It should indicate it is  
“Open for Response\*”

## Active

Packet	Type
Florida Agricultural and Mechanical University for Response Post Tenure Review	Open Review

\* If not, please contact [academic.affairs@fam.u.edu](mailto:academic.affairs@fam.u.edu)

Strike, Strike, and Strike Again!

# Select the packet, You should see a new link Shared Committee Files to select

Florida Agricultural and Mechanical University > Your Packets >

## Post Tenure Review -

Unit	Type
Florida Agricultural and Mechanical University	Review

[Overview](#) [Packet](#) [Shared Committee Files](#)

Below you will find an overview of the packet requirements outlined by your institution. [the Candidate's Packet Guide.](#)

Select this link

# You should see the Dean's Evaluation Letter and PTR Form

▼ Sent by

Shared Files	Actions
DEANS_EVAL_LETTER	Copy to Dossier   Download
Deans PTR Form	Copy to Dossier   Download

**Open for Response**  
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

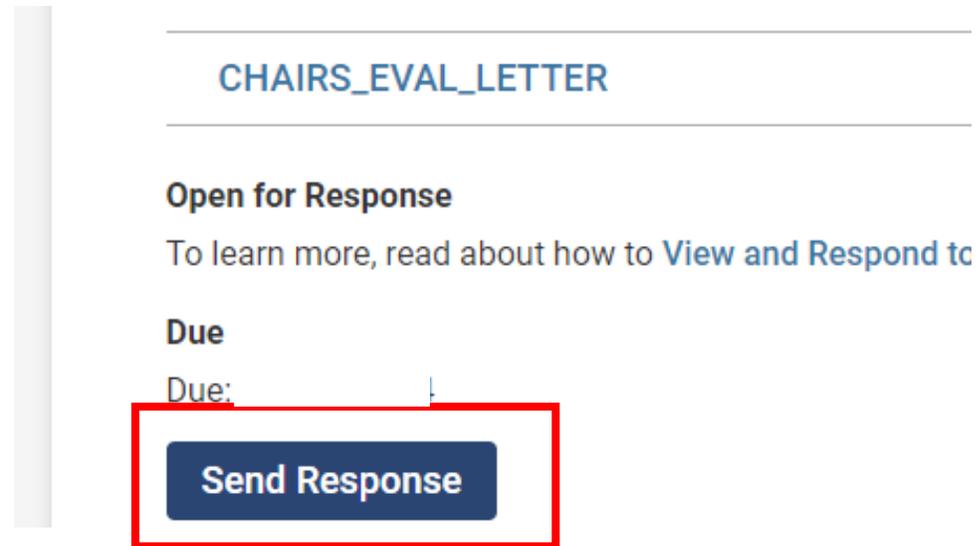
**Due**  
Due:

[Send Response](#)

You may view files within Interfolio or download them for later viewing. You have the option to send a response. You are not **required** to provide a response.

# Sending a Response

After you have prepared your response, you can upload it into Interfolio by Selecting “Send Response”



CHAIRS\_EVAL\_LETTER

Open for Response

To learn more, read about how to [View and Respond to](#)

Due

Due:

**Send Response**

Make sure you send your optional response **by the deadline.**

# After selecting “Send Response” this dialog box will appear

**Response** [Close]

You can respond with a document for the committee to review.

**Title \***

Response Title

Drag & Drop your files anywhere or

Browse To Upload

Send Cancel

# Add a Title, Upload your file and select SEND

## Response ✕

You can respond with a document for the committee to review.

**Title \***

  
 Success ✕

✉ Send Cancel

# Verifying Your Response

❑ Now, when you select Shared Committee Files, you should see your response:

The screenshot displays a web interface with a 'Sent by' dropdown menu. Below the dropdown, there are two rows of shared files. The first row is 'DEANS\_EVAL\_LETTER' with actions 'Copy to Dossier' and 'Download'. The second row is 'Deans PTR Form' with actions 'Copy to Dossier' and 'Download'. Below the files, there is a 'Response' section with a link to 'View and Respond to Files Shared with You by a Committee'. At the bottom, there is a 'Shared' section with a table containing one row: 'My Response to the Evaluation' with a 'Details' column showing 'Sent: Mar 21,'. The text 'My Response to the Evaluation' is highlighted with a red box.

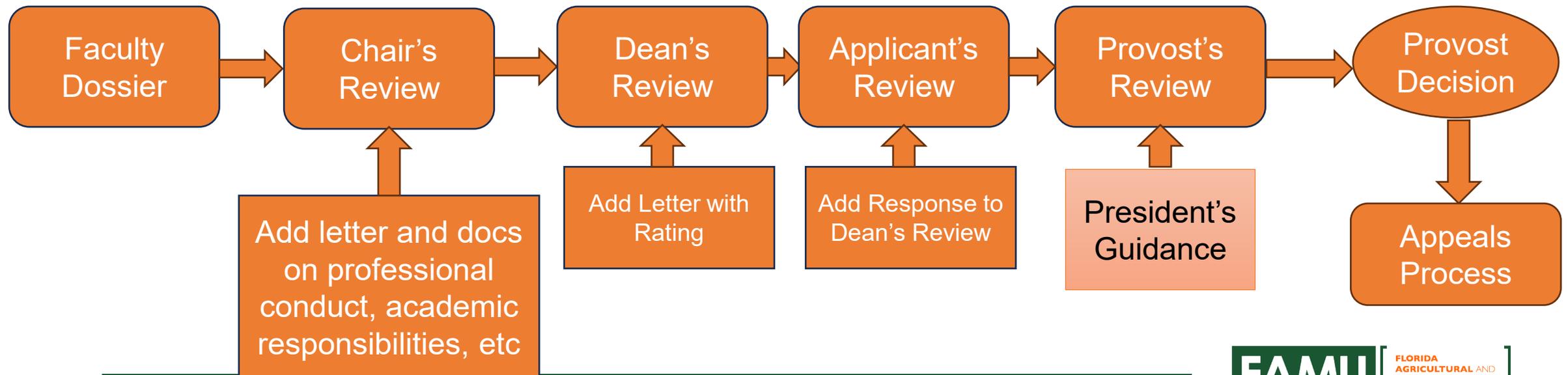
Shared Files	Actions
DEANS_EVAL_LETTER	Copy to Dossier   Download
Deans PTR Form	Copy to Dossier   Download

**Response**  
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Shared	Details
My Response to the Evaluation	Sent: Mar 21,

# Remaining Steps

- Your response will be included in the Provost's review. After this review, you will be notified of the Provost's decision. You may appeal this decision. Instructions on the Appeals process will be provided at that time.



# Contact Information

Please contact us, if you have any questions.

Email:

[academic.affairs@famu.edu](mailto:academic.affairs@famu.edu)

Phone:

850-599-3276

# PTR Response Frequently Asked Questions (FAQ)

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Strike, Strike, and **Strike Again!**

# Do I need to submit a response?

No, a response is **optional**. Some faculty members submit a response to request raising an individual or overall performance rating.

Your overall rating is based on your individual ratings as follows:

To obtain an overall rating of **Exceeds Expectations** you must obtain individual performance ratings of **Exceeds Expectations** in **all** evaluation areas.

To obtain an overall rating of **Meets Expectations**, you must have **Meets Expectations** in your primary performance area and no more than one **Does Not Meet** in other performance areas.

# Do I need to submit a response? (continued)

To obtain an overall rating of **Does Not Meet**, you must obtain an individual rating of **Does Not Meet** in your primary performance area **or** have two or more **Does Not Meet** ratings.

To obtain an overall rating of **Unsatisfactory**, you must have disregarded or failed 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 regarding.

Please note, that failure to submit a complete post-tenure review application may result in an overall performance rating of **Does Not Meet** or **Unsatisfactory**.

# What should I include in my response?

To raise a “Meets” or “Does Not Meet” individual performance rating, your response should highlight specific achievements described in your narrative or on your CV to justify raising the rating. You should use the Dean’s review as a guide on what items to focus on in your response.

Please note, you are **only allowed** to reference information that was included in your original PTR submission. You may not introduce new materials during this stage of the review process.

# Can my Dean's ratings be changed?

Yes, the Provost's review involves ensuring consistency within an academic unit and at the university level with respect to common performance areas such as teaching and service.

The Provost's review will examine your PTR application including your optional response and may change an individual rating (up or down), or may ask a dean to reconsider an individual rating.

# What if I disagree with the Provost's Ratings?

You may appeal. Instructions on the appeal process will be provided to you in your PTR evaluation letter from the Provost's Office.

The process has two steps. In the first step, the PTR Appeals Committee will review your request and makes a recommendation to the Provost. This committee is composed of faculty administrators not involved in your original evaluation.

After receiving a notification describing the result of your appeal, you may submit a formal grievance as outline in the current FAMU-UFF – FAMU-BOT Collective Bargaining Agreement (CBA).

# When would I see my recognition or bonus?

After reviews have been finalized, the Provost Office will process your recognition or bonus for distribution on or before the end of the current fiscal year.

Only overall performance ratings of Exceeds Expectations or Meets Expectations are eligible to receive recognition or a bonus.

# What if I have additional questions?

Please email [academic.affairs@famuc.edu](mailto:academic.affairs@famuc.edu) with  
Subject Header: PTR Question or you may call the  
Office of the Provost at

850-599-3276