

Spring 2025

Division of Academic Affairs

POST-TENURE REVIEW GUIDE FOR LEVEL ONE REVIEWERS



Purpose

This is a guide to complete a Level 1 post-tenure review. Level 1 reviewers are generally department chairs, division directors, or associate deans in colleges/schools that do not have departments or divisions. This guide assumes no or little knowledge of using the Interfolio platform.



Background

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



FBOG Regulation 10.003

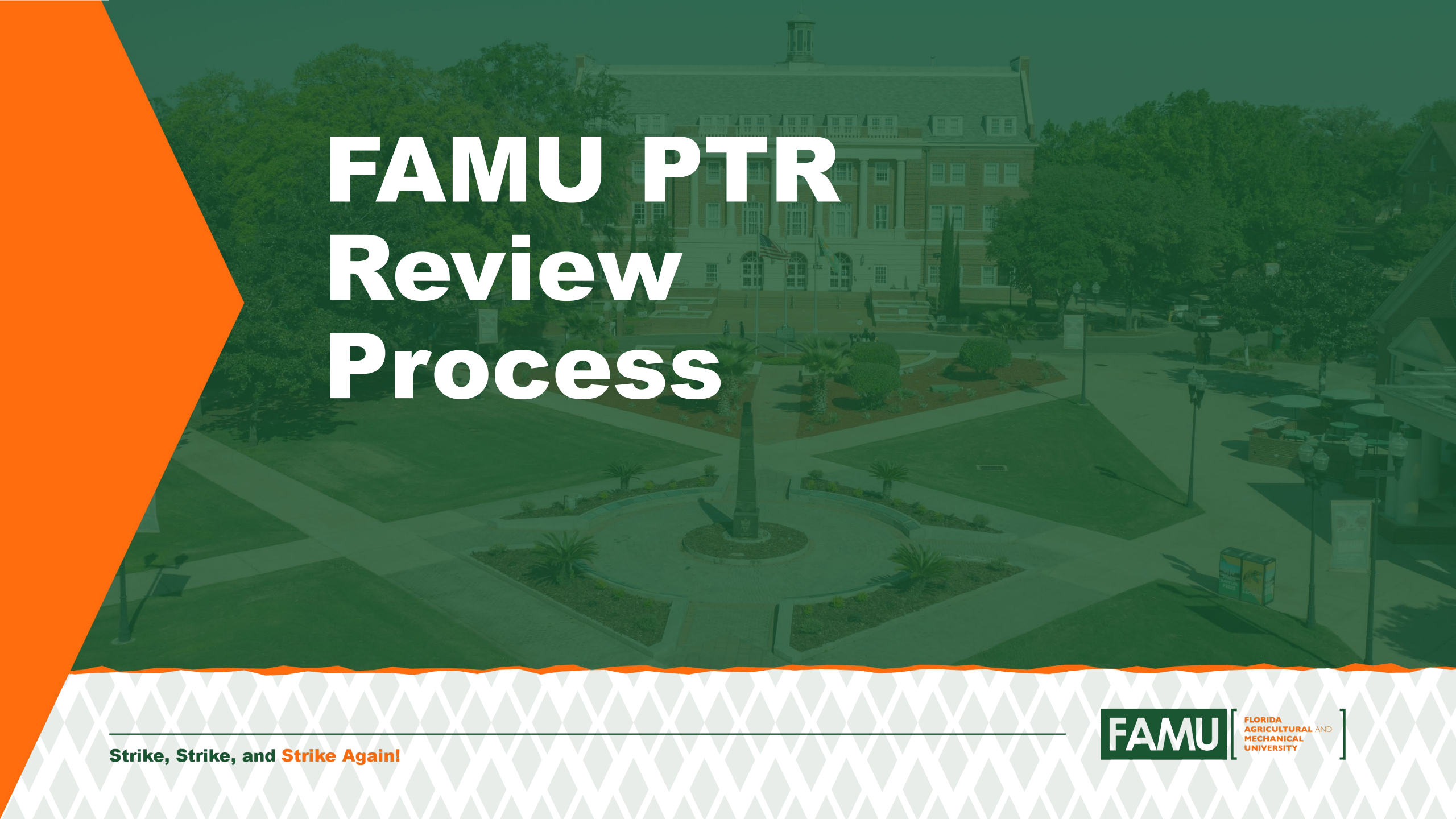
Strike, Strike, and **Strike Again!**

FLBOG Regulation 10.003

10.003 Post-Tenure Faculty Review.

(1) Each board of trustees shall adopt policies requiring each tenured state university faculty member to undergo a comprehensive post-tenure review to accomplish the following.

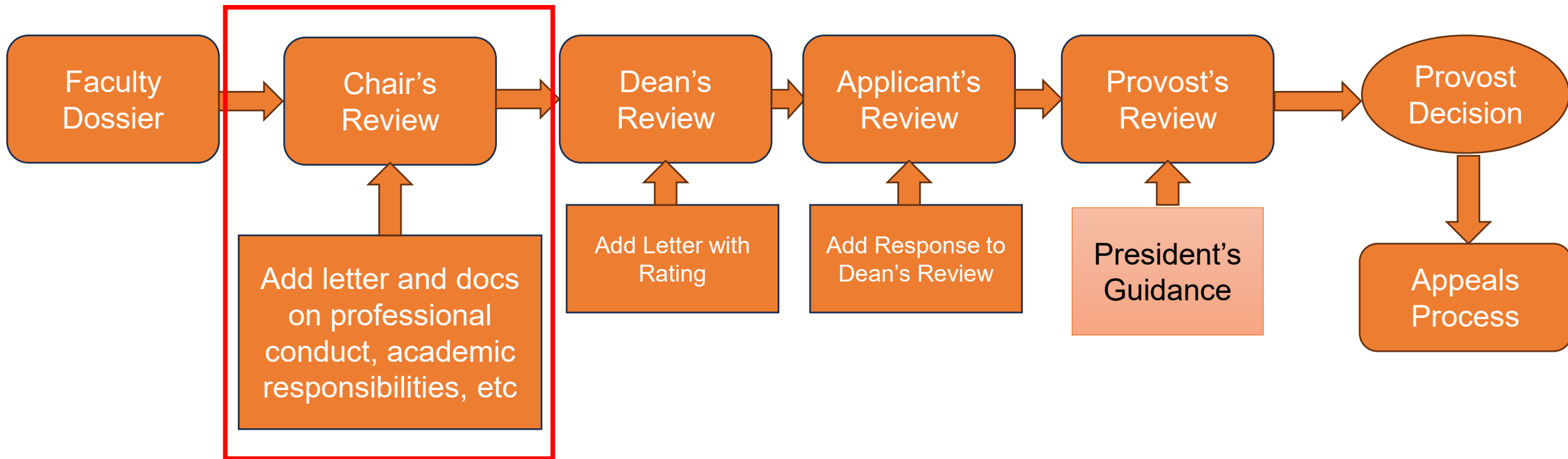
- (a) Ensure high standards of quality and productivity among the tenured faculty in the State University System.
- (b) Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service, including compliance with state laws, Board of Governors' regulations, and university regulations and policies.
- (c) Recognize and honor exceptional achievement and provide an incentive for retention as appropriate.
- (d) Refocus academic and professional efforts and take appropriate employment action when appropriate.



FAMU PTR Review Process

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

Overview – Review Process



Faculty Dossier

- ☐ An updated and comprehensive **Curriculum Vitae (CV)** highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.
- ☐ A **narrative** of no more than 5 pages highlighting the contributions made during the five-year review period by the faculty member in each **performance area** appropriate to their **assigned duties** in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. Faculty may include **an explanation of any variation** in their annual performance during the review period.
- ☐ For most faculty, there will be **three performance areas**:
 - ☐ Teaching
 - ☐ Research, Scholarship, Creative Works, Extension, and/or Clinical
 - ☐ Service and/or non-exempt Administrative Assignment

Faculty Dossier

- ☐ **In the narrative**, include a statement which estimates the average percentage effort over the five-year review period you were assigned to in each performance area described in your narrative. **Faculty should comment on their student evaluations.** The overall average effort over all of your performance areas should total 100%.
- ☐ Any **supporting documents** during the 5-year review period including Assignment of Responsibilities (AORs) or equivalent, annual evaluations, and student teaching evaluations.
- ☐ Up-to 5 pages of optional material relevant to your review may be added.



PTR Level 1 Review Process

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

Level 1 Review Process

1. Level 1 Reviewers should **add** any **missing** Annual Evaluations or Assignment of Responsibilities to the Interfolio packet that are housed in the faculty member's departmental or divisional personnel file.
2. Level 1 Reviewers should **notify** the Office of the Provost **before adding** any of the following to the dossier to ensure it is allowed and that any privileged or confidential information (e.g., student identifiers) has been redacted. These items include:
 - Substantiated student complaints
 - History of professional conduct and performance of academic responsibilities to the university and its students.
 - Record of non-compliance with state-law, BOG regulations, and university regulations and policies.
 - Record of unapproved absences from teaching assigned courses, and
 - Other relevant measures of faculty conduct as appropriate.

Level 1 Review Process

3. Level 1 Reviewers must **add** a letter assessing the level of achievement, accomplishment, and productivity of the faculty member **relative to their** assigned duties. Note, the Level 1 Reviewer **DOES NOT** provide a recommended rating (i.e., Exceeds, Meets, Does Not Meet, and Unsatisfactory) of the faculty member.
4. Level 1 Reviewers **must** complete the Chairs/Directors Post-Tenure Review Checklist certifying the review considered all elements of FAMU's Post-Tenure Review policy and that their review did not consider or otherwise discriminate based on the faculty member's political or ideological viewpoints.
5. Level 1 Reviewers should forward the packet for the Dean's Review.

What is an Evaluation Letter?

Your evaluation letter should, in a non-exaggerated way, identify the strengths and weaknesses of the faculty member's performance over the review period. This evaluation must be based on the faculty member's assigned duties. **Comment on the faculty member's student evaluations in your letter.**



FAMU PTR Review Procedure for Level 1 Reviewers

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

Level 1 Reviewer Procedure

1. Review the candidate's packet which is located on Interfolio. The packet will contain:
 1. Updated CV
 2. Narrative (max of 5 pages)
 3. AORS, Student Evaluations, Annual Evaluations
 4. Optional Information (5 pages max)
2. Write a letter describing the level of achievement the faculty member has made relative to assigned duties. This letter should **not** rate the faculty member relative to the criteria.
3. Upload the Evaluation Letter to Interfolio.
4. Complete the Built-in Chair's/Director's PTR Checklist Form.
5. Using Interfolio, forward the packet to the Dean.

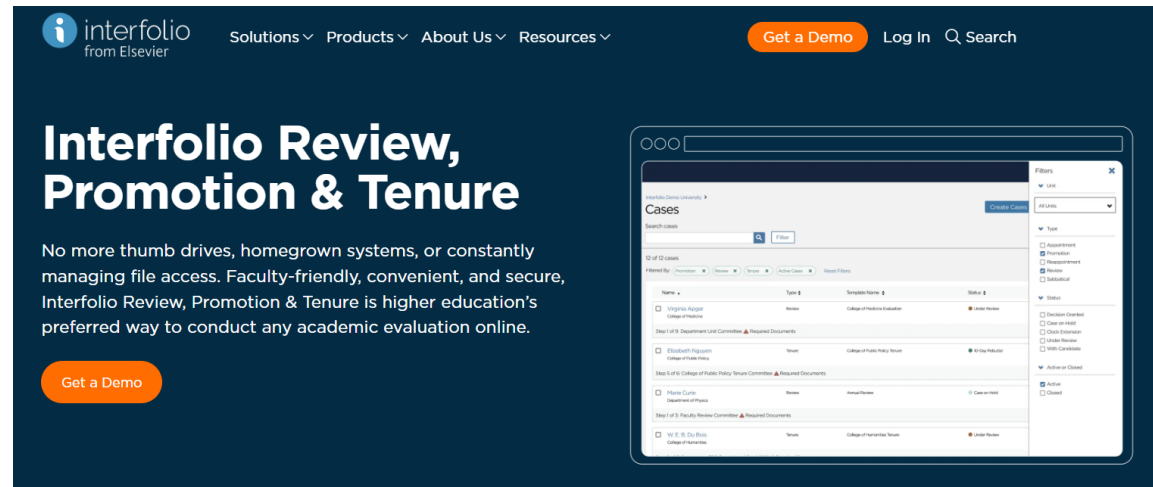


Step 1 Review the Packet in Interfolio

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

INTERFOLIO PLATFORM

The review will be conducted using the online
Interfolio Review Promotion & Tenure (RPT) platform.



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

INTERFOLIO EMAIL

For each candidate you are asked to review, you'll receive an email with subject heading: **PTR Case for Review** and body



[REDACTED] case is now available for your review.

[REVIEW CANDIDATE](#)

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

FAMU Interfolio Access

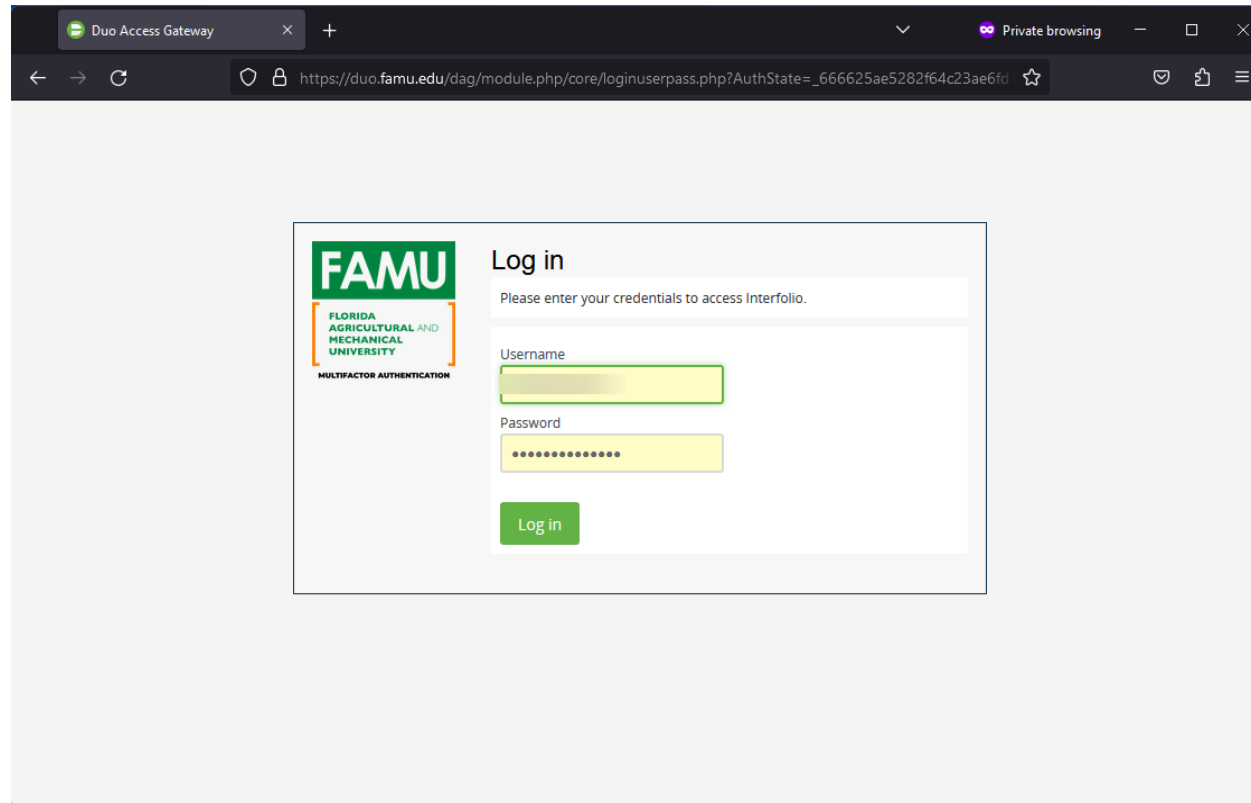
Access the FAMU Website

<https://www.famu.edu>

Select Menu → iRattler

After reaching the iRattler Multi-Factor Authentication page, you will need to log in using your FAMU credentials

Sign-In using your FAMU Credentials

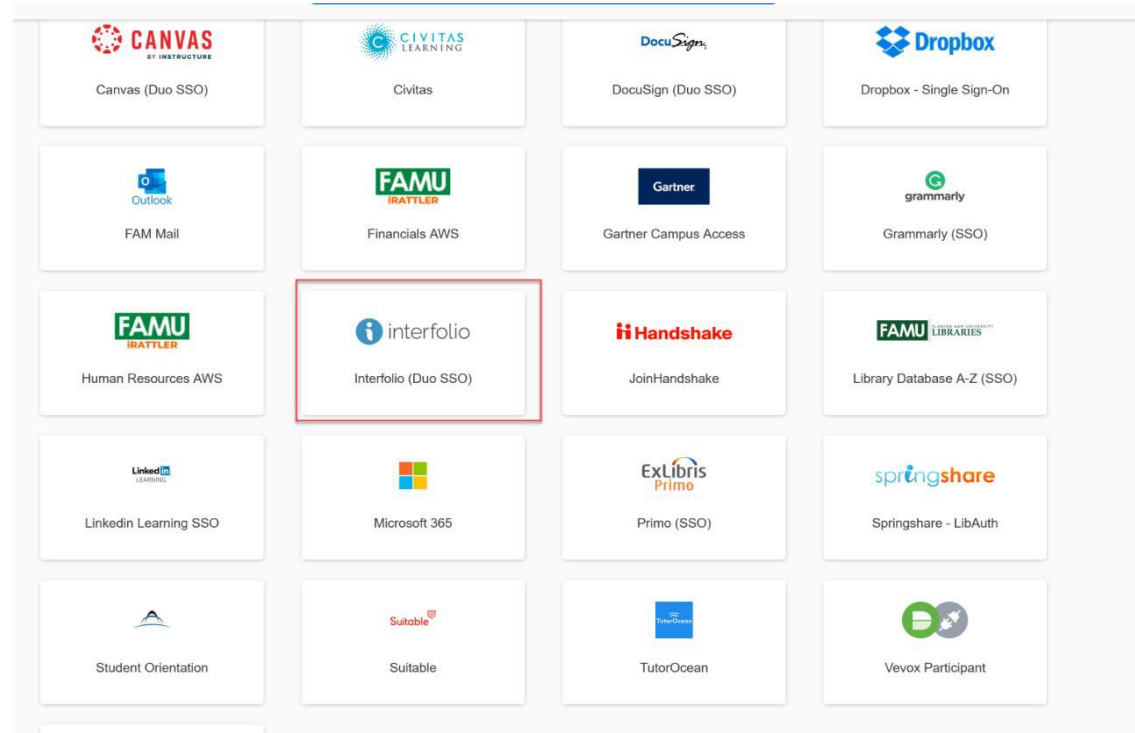


The screenshot shows a web browser window with the address bar displaying "https://duo.famu.edu/dag/module.php/core/loginuserpass.php?AuthState=_666625ae5282f64c23ae6fd". The page features the FAMU logo on the left, which includes the text "FAMU", "FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY", and "MULTIFACTOR AUTHENTICATION". To the right of the logo is a "Log in" section with the instruction "Please enter your credentials to access Interfolio." Below this instruction are two input fields: "Username" and "Password". The "Password" field is masked with dots. A green "Log in" button is positioned at the bottom of the login form.

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

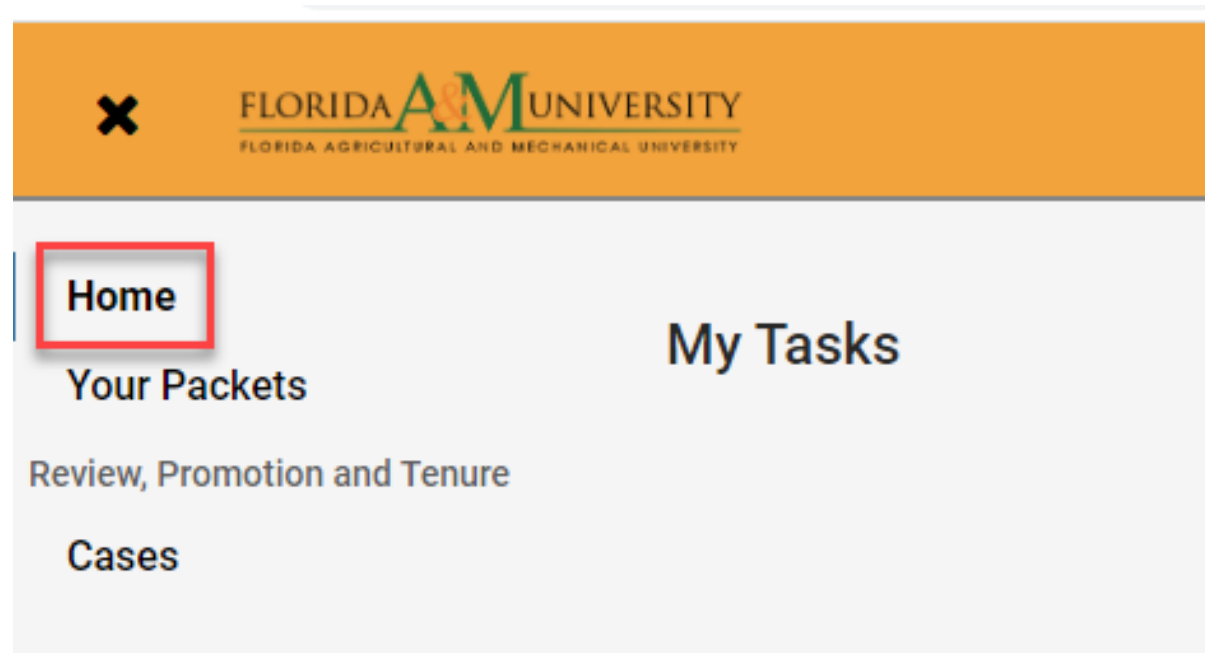


Select the Interfolio Tile



You should be directed to your Interfolio account.
If not, please contact academic.affairs@famu.edu for assistance

After Logging In, Select Home



Next, select Cases



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

You should see all of the PTR cases needing your review

1 of 1 cases			
Name ▼	Type ↕	Template Name ↕	Status ↕
<input type="checkbox"/> Test Case Florida Agricultural and Mechanical University	Review	Post Tenure Review - 2023-24	
Step 2 of 6: Chair's Review ⚠ Required Documents			

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

Select one by selecting the name

☐

1 of 1 cases

Name ▾	Type ▴▾	Template Name ▴▾	Status ▴▾
<input type="checkbox"/> Test Case Florida Agricultural and Mechanical University	Review	Post Tenure Review - 2023-24	

Step 2 of 6: Chair's Review ⚠ Required Documents

Selecting Read Case will give you access to the entire packet

Test Case

Send Case ▼

Unit	Template	Status
Florida Agricultural and Mechanical University	Post Tenure Review - 2023-24	Select Status

Case MaterialsCase Details 1

Search case materials by title

Read Case

You can read the packet online or download it to review at another time



Download Packet will allow you to download the entire packet
Download Document will download the document you are currently viewing



Downloading a Packet

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

Download Packet

Download Packet


☒ Select All


Candidate Documents

<input checked="" type="checkbox"/>	myCV Updated Curriculum-Vitae (CV)
<input checked="" type="checkbox"/>	myNarrative Narrative of Accomplishments Over The Last 5 years
<input checked="" type="checkbox"/>	mySupportingDocs Supporting Documents
<input checked="" type="checkbox"/>	myOptionalDocs Optional Information

Committee Documents

<input checked="" type="checkbox"/>	No_Substantiated_Complaints —
<input checked="" type="checkbox"/>	Deans Post Tenure Review Matrix with Form Fields_Final —
<input checked="" type="checkbox"/>	Chairs Post Tenure Review Matrix with Form Fields_Final —

 Download ZIP

 Download PDF

Cancel

Choosing Download Packet gives you the option of downloading some or all files in the packet.

You can download individual files into a single ZIP file or all selected files into a single PDF.

Download Packet

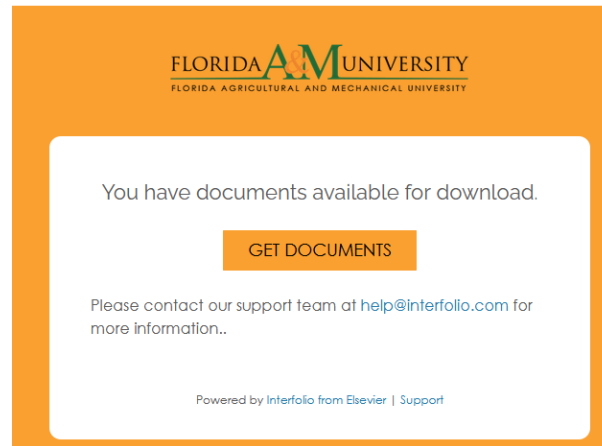
You'll see a notice indicating you need to check your email to see when the ZIP or PDF file is ready

DOWNLOAD REQUESTED



We will be sending you an email with a link to your documents shortly.

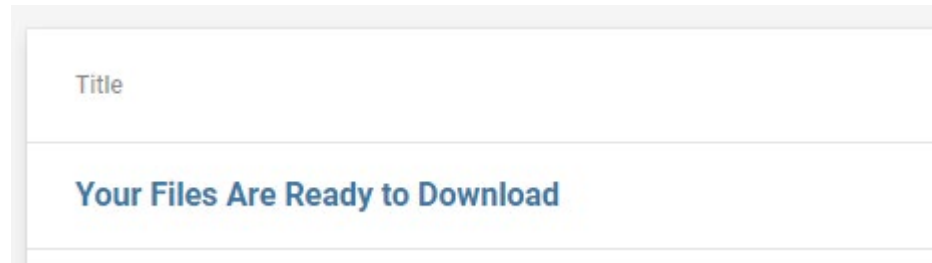
The message will look like this



Strike, Strike, and Strike Again!

Download Packet

You'll **must** log back into Interfolio to download the file. After logging into Interfolio, you'll see this message on your **Home** screen



Select the link and will be taken to a new screen with your downloads

Florida Agricultural and Mechanical University >

Requested Downloads

Below is a list of materials you've requested to download. Please note that if you've requested to download a set of documents, materials might have been added to the set since you last requested the download. Please check back to make sure you have all of the relevant documents.

Name	Date Requested ▾	Action
Your download of documents materials for Test Case's case is ready. Florida Agricultural and Mechanical University Review Post Tenure Review - 2023-24	January 27, 2024	Download Remove

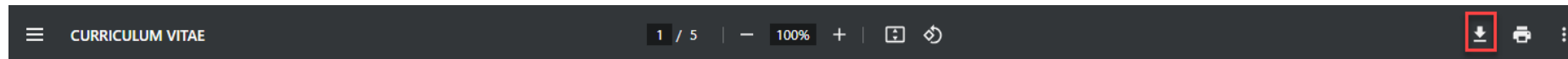


Downloading a Document

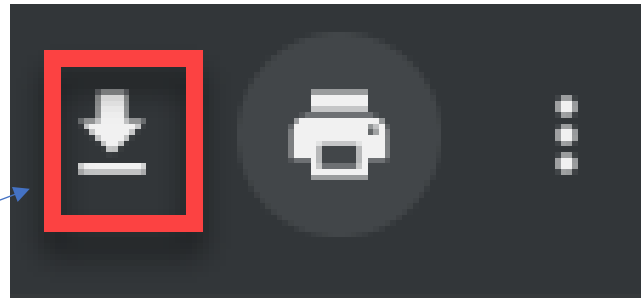
Strike, Strike, and **Strike Again!**

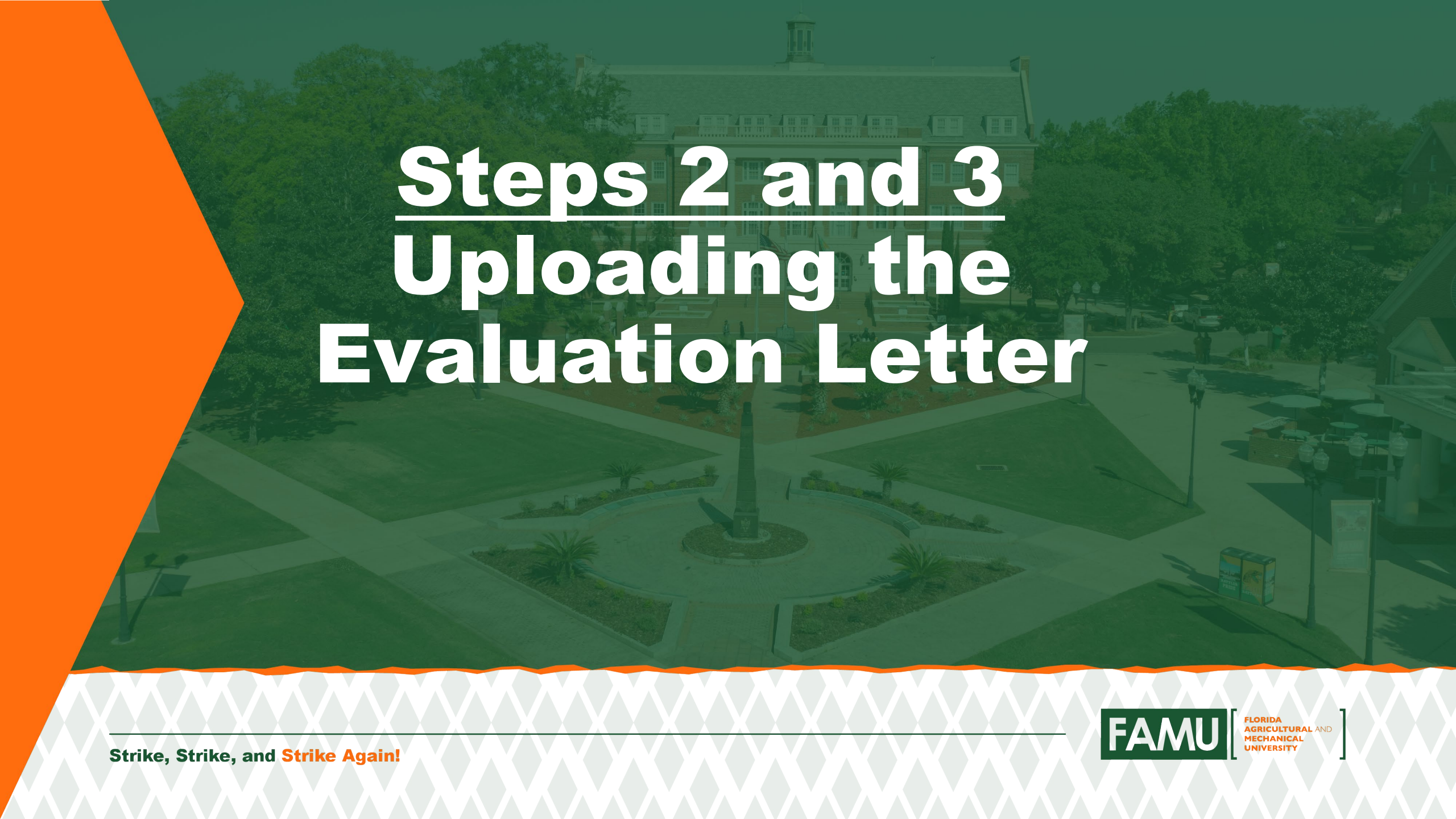
Download Document

If you choose **Download Document**, a PDF of the document will open in your browser and you can download it to a local drive directly



Download





Steps 2 and 3 Uploading the Evaluation Letter

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

After you written your evaluation letter, you'll need to upload it into Interfolio

Log into Interfolio and Select the case

1 of 1 cases

Name ▼	Type ◆	Template Name ◆	Status ◆
<input type="checkbox"/> Test Case Florida Agricultural and Mechanical University	Review	Post Tenure Review - 2023-24	

Step 2 of 6: Chair's Review ⚠ Required Documents

Scroll to the end of the document until you see Internal Sections and select View

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. These sections can be shared with the candidate by an administrator or committee manager.



You are asked to submit required items as part of this case.

[View](#)

> Committee Documents

Scroll down again until you see Required Items and Select Add

▼ Required Items

2 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Chair's Letter

+ Add

The faculty member's department chair shall add a letter assessing the level of achievement and certification that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review

No files have been added to this section.

Drag and Drop your Evaluation Letter into the Dialog Box

Add Chair's Letter

Upload a new file

Select file from case

Drag & Drop your files anywhere or

Browse To Upload

+ Add

Cancel

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

Now, select Add


Add Chair's Letter ✕

[Upload a new file](#) [Select file from case](#)


Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *

Section *

 Add

Cancel



Step 4 Completing and Submitting the PTR Checklist Form

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

Log into Interfolio and scroll down until you see Required Items -- Forms

▼ Required Items

1 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Chair's Letter

Complete

The faculty member's department chair shall add a letter assessing the level of achievement and certification that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review

Name

CHAIRS_EVAL_LETTER

Forms

Form Name	Assignee	Actions
PTR Chair/Director Review Checklist 6 required questions	Reginald Perry	Manage Respondents
PTR Chair/Director Review Checklist 6 required questions	Reginald Perry (You)	Fill Out Form

Select Fill Out Form

▼ Required Items

1 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Chair's Letter

✔ Complete

The faculty member's department chair shall add a letter assessing the level of achievement and certification that the letter includes, if applicable, any concerns regarding professional conduct, academic responsibilities, and performance during the period under review

Name

CHAIRS_EVAL_LETTER

Forms

Form Name	Assignee	Actions
PTR Chair/Director Review Checklist 6 required questions		Manage Respondents
PTR Chair/Director Review Checklist 6 required questions		Fill Out Form

Complete PTR Chair/Director Checklist Form

PTR Chair/Director Review Checklist

PTR Checklist for Chairs/Unit Directors

Department Chair/Unit Director Post-Tenure Review Checklist

The department chair or unit director shall complete this checklist certifying the review considered all elements of the FAMU's Post-Tenure Review Regulation 10.204(9) and that the review did not consider or otherwise discriminate based on the faculty member's political or ideological viewpoints.

Have you considered the faculty member's assigned duties in the areas of teaching, scholarship, research, creative arts, extension, clinical, service and administrative assignments your review, if applicable? *

☐ Yes

☐ No

Have you considered the faculty member's history of professional conduct including performance of academic responsibilities to the university and its students in your review? *

☐ Yes

☐ No

Complete PTR Chair/Director Checklist Form

Have you considered if the faculty member has been non-compliant with state law, BOG regulations, or University regulations and policies in your review? *

☐ Yes

☐ No

Have you considered if the faculty member has unapproved absences from teaching assigned courses, substantiated student complaints, or other relevant measures of faculty conduct as appropriate in your review? *

☐ Yes

☐ No


Do you recommend the faculty member receive recognition and/or compensation? *

☐ Yes

☐ No

Complete Form

Additional Comments



0 / 8000 characters

Do you certify that your review did not consider or otherwise discriminate based on the faculty members' political or ideological viewpoints? *

☐ Yes

☐ No

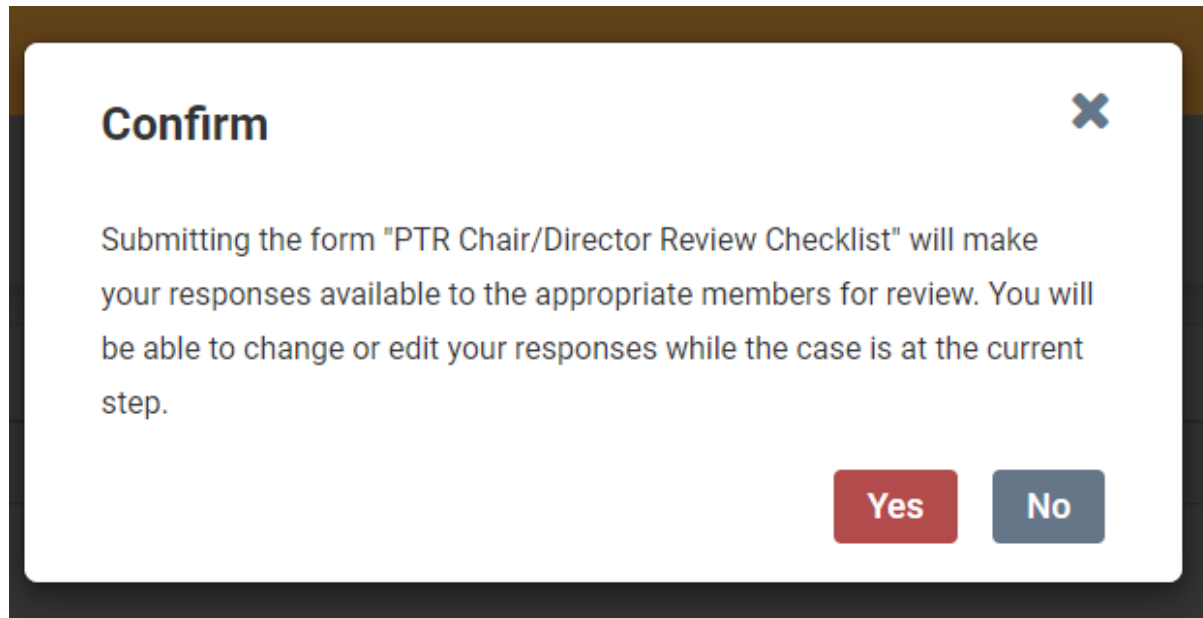
Submit Form

Save Responses

Return to Case

Submit Form

You'll have an opportunity to revise your response before forwarding your form to the dean.

A screenshot of a web browser showing a 'Confirm' dialog box. The dialog box has a title bar with a close button (X) in the top right corner. The main text inside the dialog box reads: 'Submitting the form "PTR Chair/Director Review Checklist" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.' At the bottom right of the dialog box, there are two buttons: a red button labeled 'Yes' and a grey button labeled 'No'.

Confirm

Submitting the form "PTR Chair/Director Review Checklist" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

Yes No



Step 6 Forwarding the Packet to the Dean

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

Forwarding your Review to the Dean

Log into Interfolio and
Select Cases → Faculty Name → Send Case
Now, select Forward to Dean's Review



The screenshot shows the Interfolio interface for sending a case. At the top right, there are two buttons: "Send Case" and "Case Options", both with downward arrows. The "Send Case" button is active, and its dropdown menu is open. The menu contains two options: "Forward to Dean's Review" (which is highlighted with a red rectangle) and "Backwards to Academic Affairs – Add Additional Materials". On the left side of the interface, there is a section for "Unit" (Florida Agricultural and Mechanical University) and "Template" (Post Tenure Review - 2023-24). Below this, there are tabs for "Case Materials" and "Case Details" (with a notification badge showing the number 1). At the bottom, there is a search bar labeled "Search case materials by title" and a "Read Case" button.

You'll see the Send Case Forward dialog box

You have an option of sending a message to the dean.
Select **Continue**

Send Case Forward

Great job! You're sending the case forward to the next step, Chair's Review. The following reviewers will lose access to the case:


The following reviewers will gain access to the case:

☒ Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Forward Case for Dean's Review

Message *



Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Preview

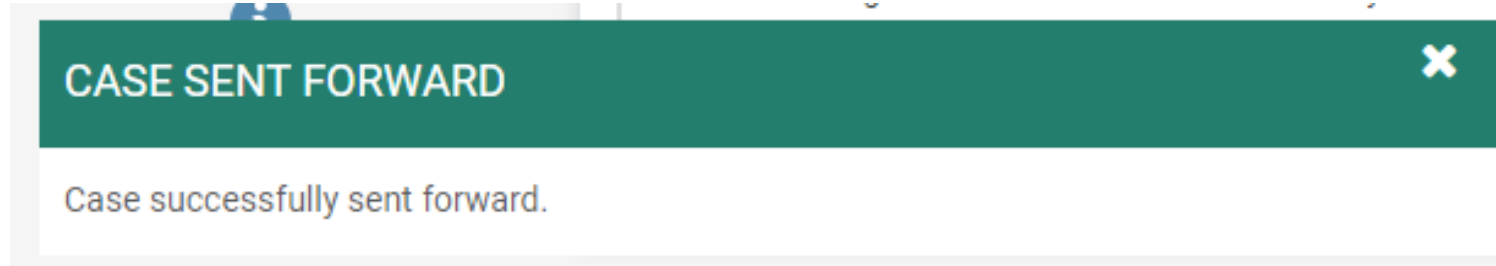
Continue

Cancel

Strike, Strike, and Strike Again!

Sending a Case Forward

You'll receive the message below if everything worked as anticipated.



If not, please contact our office for help. Our phone number is 850-599-3276 or via email at academic.affairs@famuh.edu



Need help?? Please Contact Us

Email: academic.affairs@famu.edu

Phone: 850-599-3276

WE
STRIKE
AGAIN

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