

Spring 2025

Division of Academic Affairs

POST-TENURE REVIEW GUIDE FOR DEANS



Purpose

This is a guide to complete a PTR Dean's Review. This guide assumes no or little knowledge of using the Interfolio platform.



Background

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



FBOG Regulation 10.003

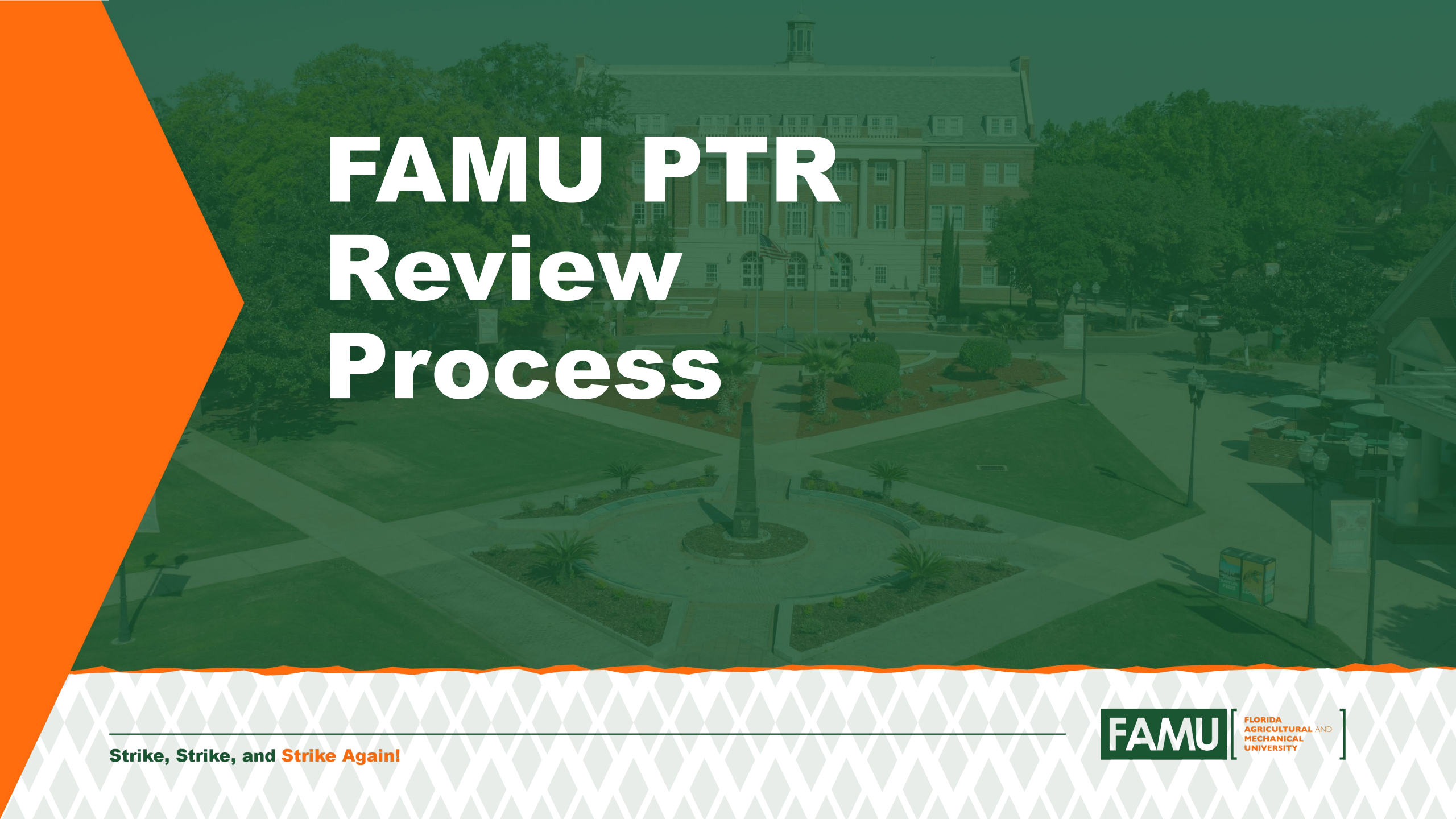
Strike, Strike, and **Strike Again!**

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.

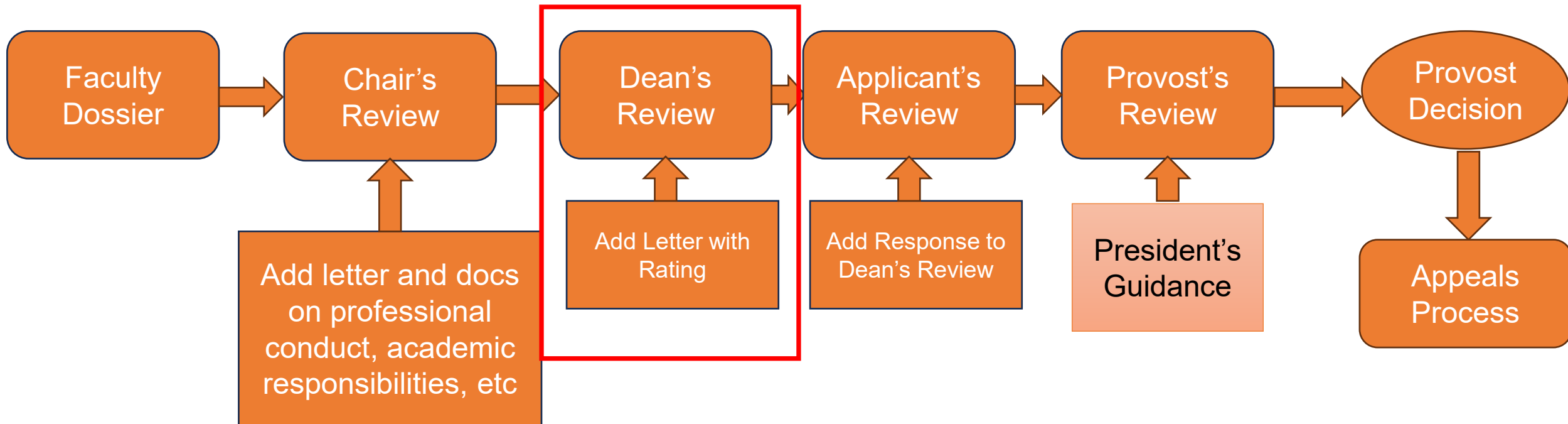
- (a) Ensure high standards of quality and productivity among the tenured faculty in the State University System.
- (b) Determine whether a faculty member is meeting the responsibilities and expectations associated with assigned duties in research, teaching, and service, including compliance with state 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. **Please comment on your teaching evaluations.**
- ☐ 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

- ☐ 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.



Dean's Review Process

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

Dean's Review Process

1. The dean shall review the candidate's packet, Level 1 Reviewer's Evaluation Letter, and reviews provided by a college level committee, if applicable.
2. The dean shall add a letter to the packet assessing the level of achievement of the faculty member during the review period,
 - a) The letter should include any concerns regarding professional conduct, academic responsibilities, and performance
 - b) It should include a recommend performance rating using the criteria approved for the review. The scale includes the following ratings:
 - Exceeds Expectations, Meets Expectations, Does Not Meet Expectations, and Unsatisfactory.
3. The dean shall complete the Dean's Post-Tenure Review Rating Matrix designed to assist the dean in determining the faculty member's overall rating.
4. The dean shall forward the packet including any added material to the provost.



FAMU PTR Review Procedure for the Dean's Review

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

Dean's Review 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. Review the Level 1 Reviewers Evaluation Letter
3. Review any other evaluation materials, if applicable
4. Upload the Dean's Review Letter to Interfolio.
5. Download and complete the Dean's Review PTR Checklist Form.
6. Upload the Dean's Review Checklist Form.
7. Using Interfolio, forward the packet to the Provost.

Evaluation Considerations

For a faculty member to **Exceed Expectations**, the faculty member must Exceed Expectations in **all performance areas**. Exceeds Expectations is defined as “a clear and significant level of accomplishment **beyond the average performance of faculty across the faculty member’s discipline and unit.**” Therefore, it is unlikely that all faculty in a particular school or college will exceed expectations.

The Office of the Provost will evaluate faculty on all applicable evaluation measures including those which are common to all faculty members including but not limited to service, teaching and professional conduct.

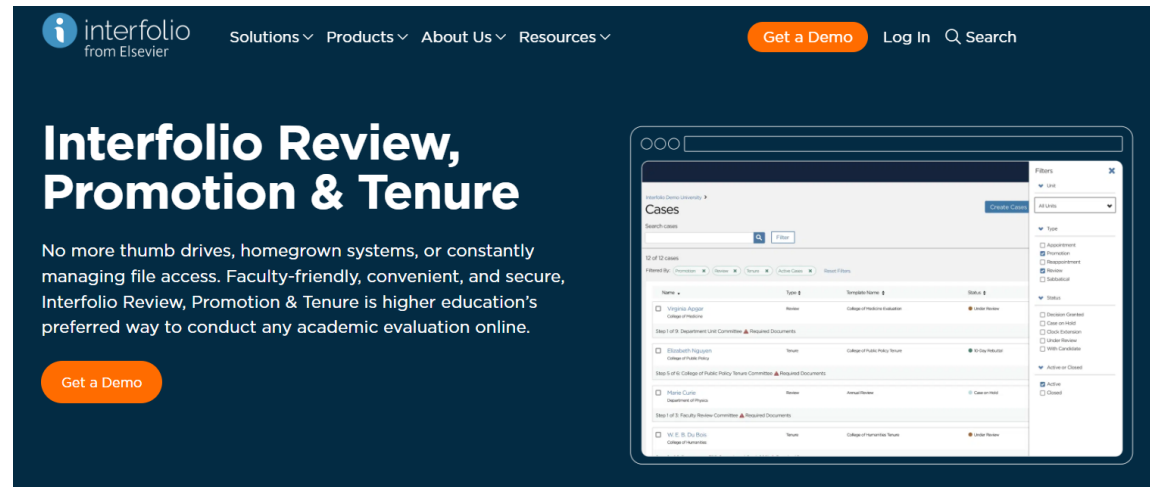


Step 1 Review the Packet in Interfolio

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.

INTERFOLIO WEBSITE

You can select **Review Candidate** to reach the Interfolio website

REVIEW CANDIDATE

Or

Reach it directly from

<https://www.Interfolio.com>

After reaching the Interfolio website, you will need to log in

iRattler Access

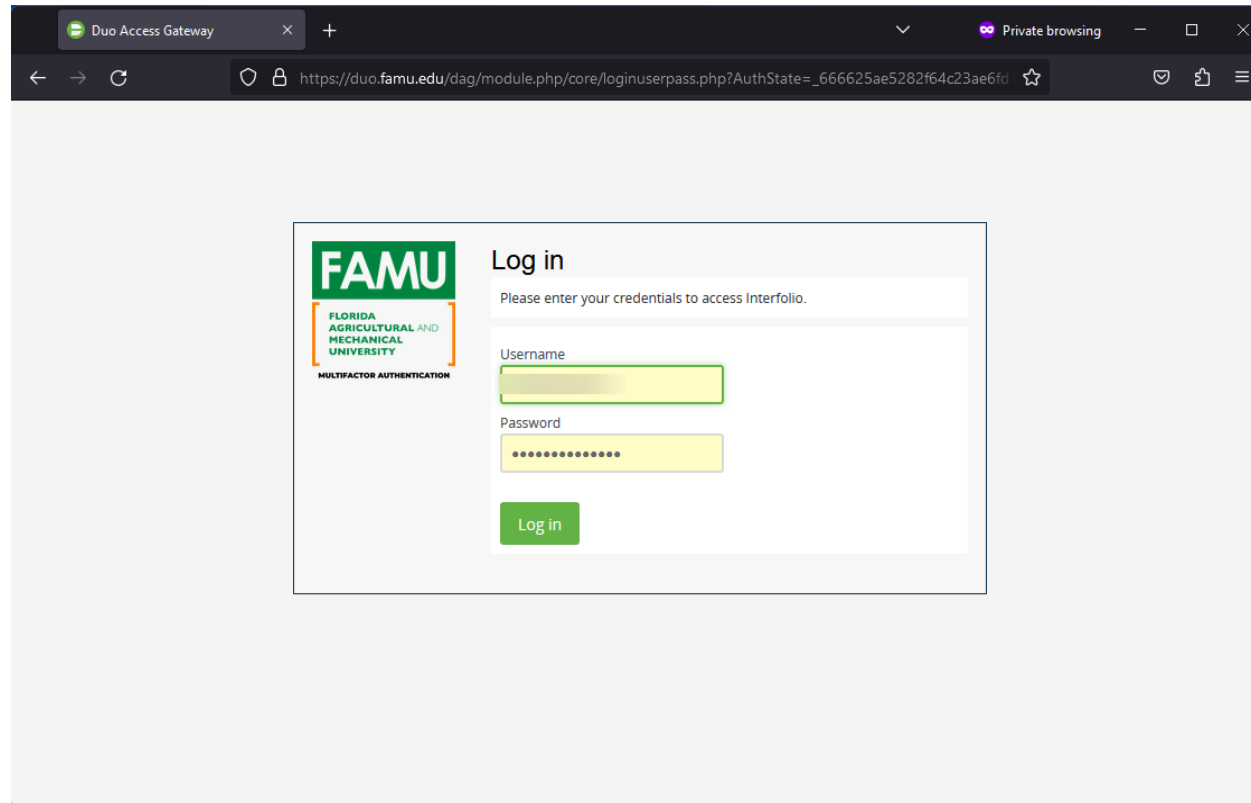
Access the FAMU Website

<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

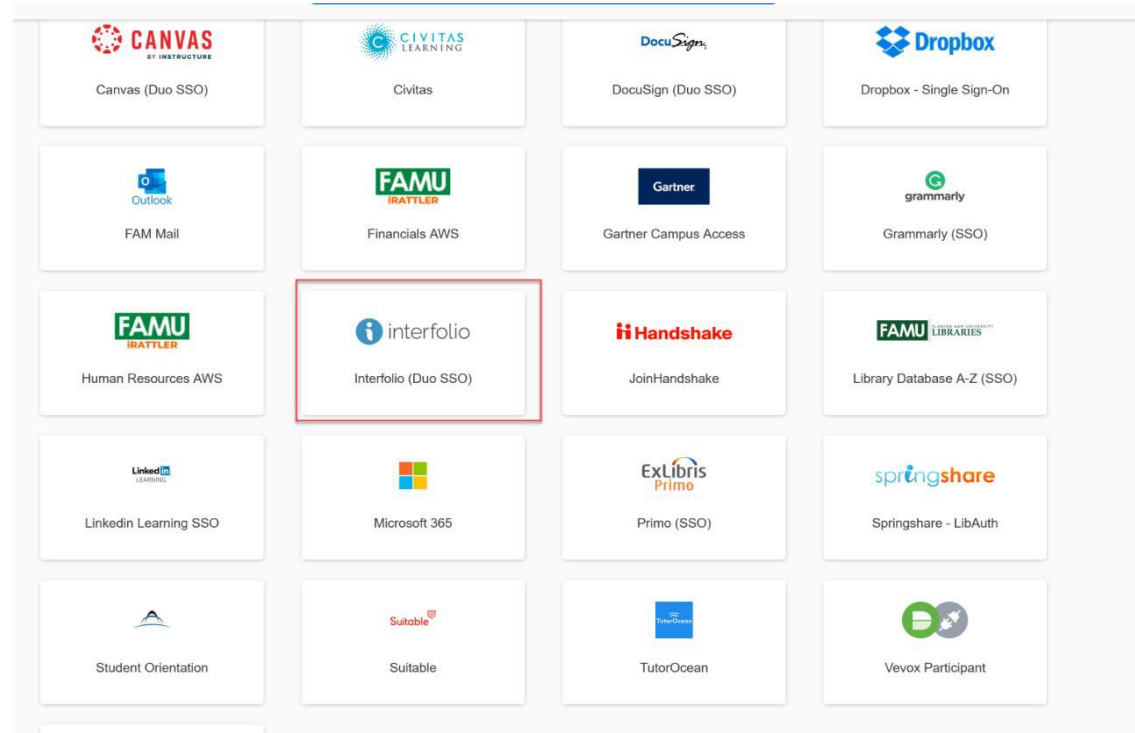


The screenshot shows a web browser window with the address bar displaying "https://duo.famu.edu/dag/module.php/core/loginuserpass.php?AuthState=_666625ae5282f64c23ae6fd". The page features the FAMU logo on the left, which includes the text "FAMU", "FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY", and "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 Materials

Case Details 1

Search case materials by title

Q

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

Candidate Documents

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 —

Committee Documents

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.

Strike, Strike, and Strike Again!

Download Packet

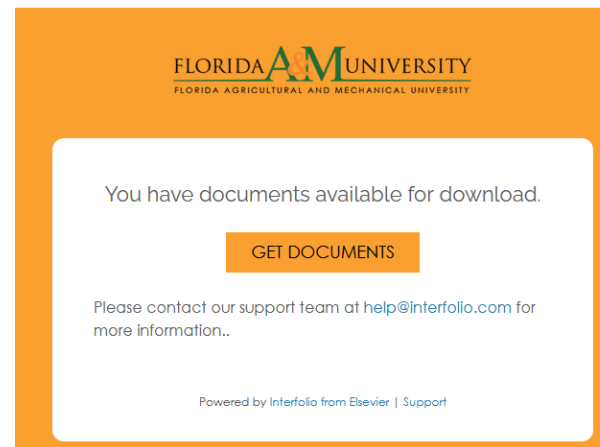
You'll see a notice indicating you need to check your email to see when the ZIP or PDF file is ready

DOWNLOAD REQUESTED



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

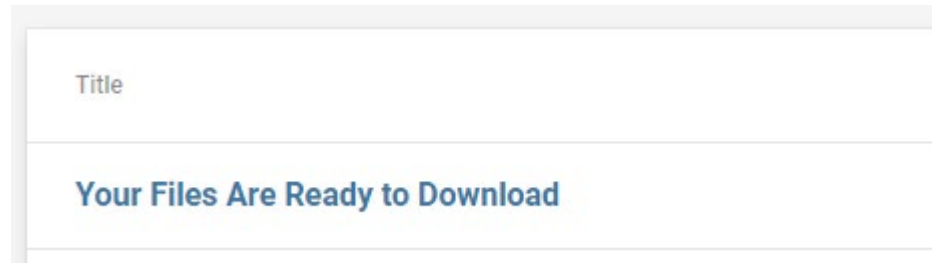
The message will look like this



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

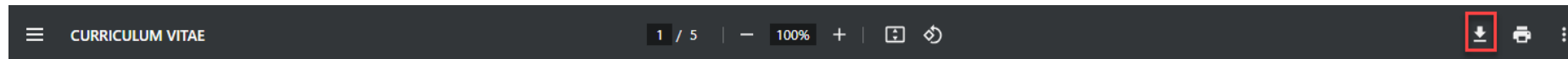


Downloading a Document

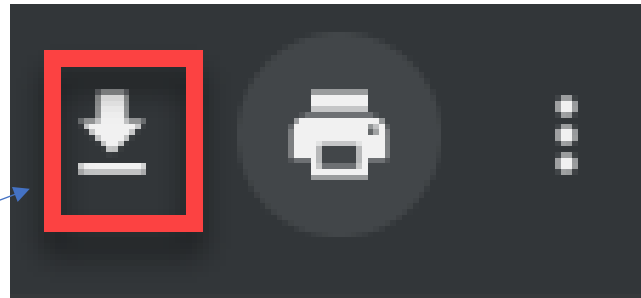
Strike, Strike, and **Strike Again!**

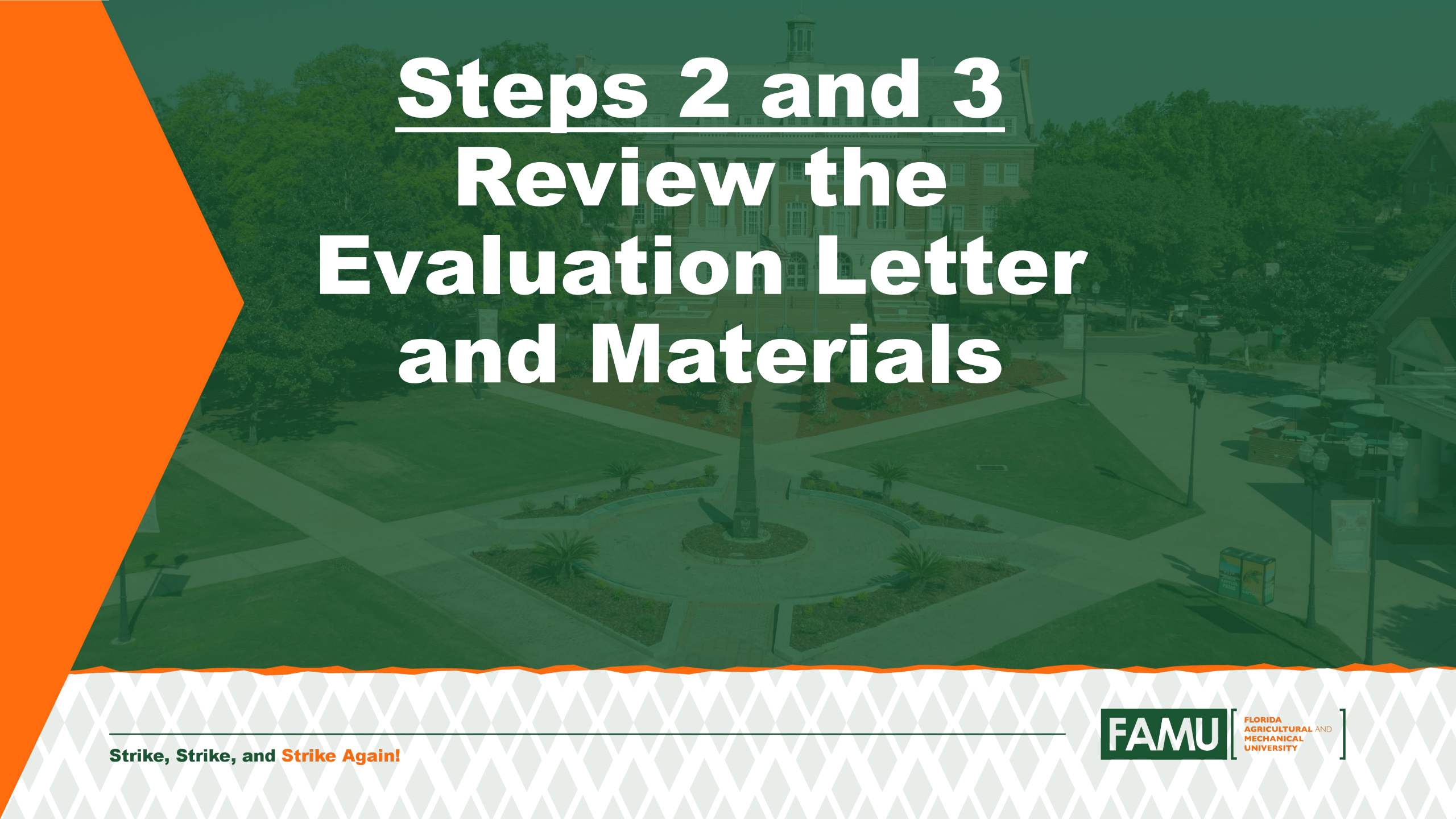
Download Document

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 Review the Evaluation Letter and Materials

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

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 Down to and open Committee Documents

 You are asked to submit required items as part of this case. [View](#)

Committee Documents

EditAdd File

Materials

Title	Details	Actions
<input type="checkbox"/> no_substantiated	Added by I Jul 13, 2024	Edit
<input type="checkbox"/> CHAIRS_EVAL_LETTER	Added by I Jul 13, 2024	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> PTR Chair/Director Review Checklist Step 2:	Last Response Submitted Jul 13, 2024	Edit

Select the Chair's Evaluation Letter



You are asked to submit required items as part of this case. [View](#)

Committee Documents

[Edit](#)[Add File](#)

Materials

Title	Details	Actions
<input type="checkbox"/> no_substantiated	Added by I Jul 13, 2024	Edit
<input type="checkbox"/> CHAIRS_EVAL_LETTER	Added by I Jul 13, 2024	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> PTR Chair/Director Review Checklist Step 2:	Last Response Submitted Jul 13, 2024	Edit

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



Step 4 Upload the Dean's 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. They 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

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.

Dean's Letter

+ Add

The dean of the college shall add to the dossier a brief letter assessing the level of achievement during the period under review. The letter shall include any concerns regarding professional conduct, academic responsibilities, and performance. The letter shall also include the dean's recommended performance rating using the following scale. 1. Exceeds expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit. 2. Meets expectations: expected level of accomplishment compared to faculty across the faculty member's discipline and unit. 3. Does not meet expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement. 4. Unsatisfactory: failure to meet expectations that reflect disregard or failure 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.


No files have been added to this section.


Drag and Drop your Evaluation Letter into the Dialog Box


Add Dean's Letter

Upload a new file

Select file from case







Drag & Drop your files anywhere or

Browse To Upload

Add

Cancel

Now, select Add

Add Dean's Letter ✕

Upload a new file Select file from case

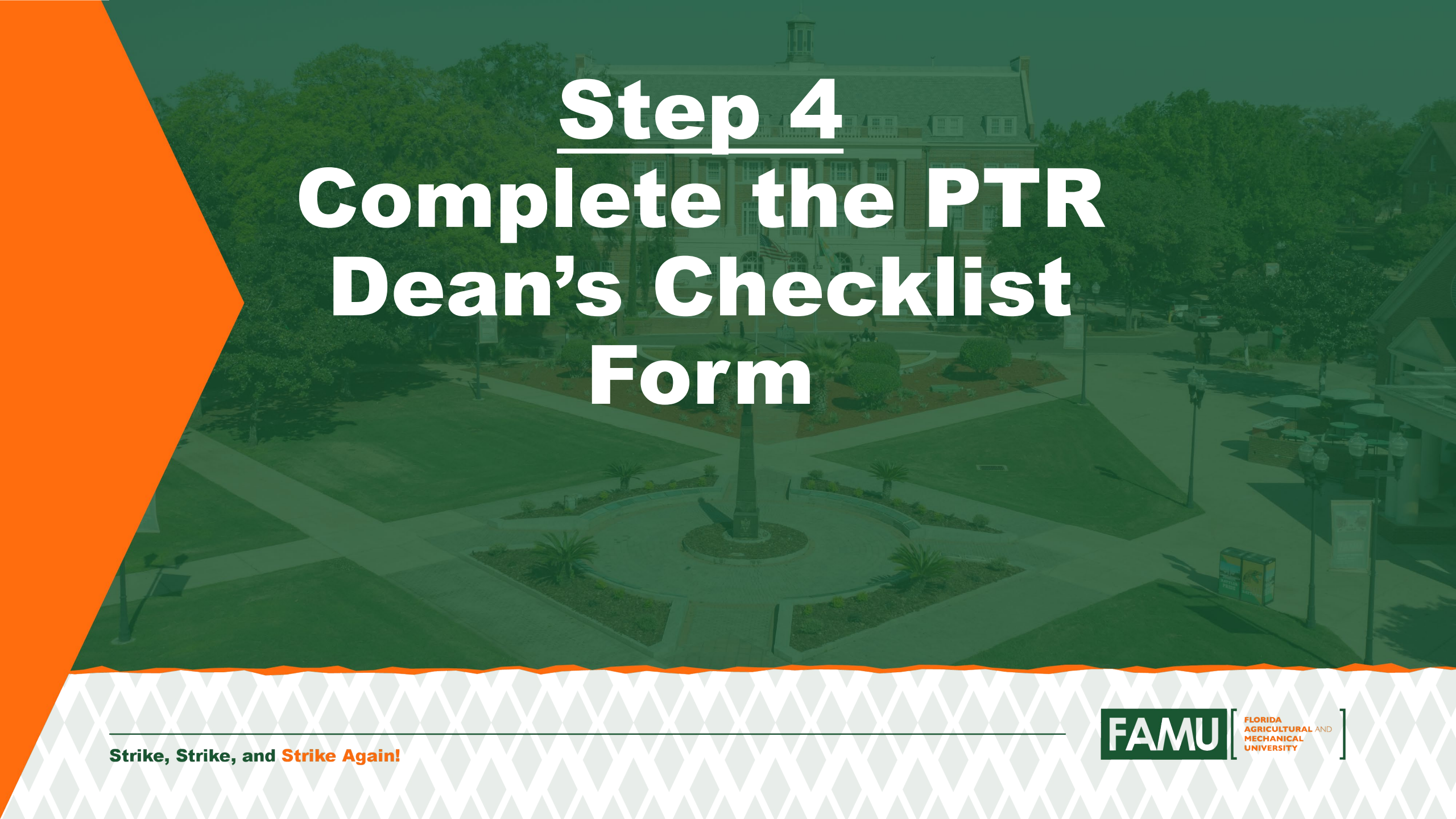
Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *	Section *
<input type="text" value="DEAN'S LETTER"/>	<input data-bbox="1289 751 1829 825" type="text" value="Committee Documents"/>

 Add

Cancel

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



Step 4 Complete the PTR Dean's Checklist Form

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

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. Please note that some materials added to internal 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](#)

Select Fill Out Form

Dean's PTR Checklist 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.

Dean's Letter

✓ Complete

The dean of the college shall add to the dossier a brief letter assessing the level of achievement during the period under review. The letter shall include any concerns regarding professional conduct, academic responsibilities, and performance. The letter shall also include the dean's recommended performance rating using the following scale. 1. Exceeds expectations: a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit. 2. Meets expectations: expected level of accomplishment compared to faculty across the faculty member's discipline and unit. 3. Does not meet expectations: performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but is capable of improvement. 4. Unsatisfactory: failure to meet expectations that reflect disregard or failure 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.

Name

DEANS_EVAL_LETTER



Forms

Form Name	Assignee	Actions
Dean's Post-Tenure Review Form 6 required questions	Reginald Perry	Manage Respondents
Dean's Post-Tenure Review Form 6 required questions	Reginald Perry (You)	Fill Out Form

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

Fill out the Form for Individual Performance Areas

Dean's Post-Tenure Review Form

Faculty members will be evaluated in each performance area of teaching, scholarship/research/creative arts/Extension/Clinical, and service/administrative assignment based on their assigned duties during the review period. Do not evaluate if no duties were assigned in a particular performance area.

Performance Area: Teaching *

See below for Individual Performance Evaluation criteria

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Does Not Meet Expectations
- ☐ Unsatisfactory
- ☐ N/A

Performance Area: Scholarship/Research/Creative Works/Extension/Clinical *

See below for Individual Performance Evaluation criteria

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Does Not Meet Expectations
- ☐ Unsatisfactory
- ☐ N/A

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

Fill out the Form for Individual Performance Areas

Performance Area: Service/Administrative Assignment *

See below for Individual Performance Evaluation criteria

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Does Not Meet Expectations
- ☐ Unsatisfactory
- ☐ N/A

Individual Performance Area Evaluation Criteria

Individual Performance Area Ratings Levels

A rating of **Exceeds Expectations** indicates the faculty member exceeds expectations by demonstrating a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit in the performance area. The faculty member has contributed to the performance area above the average of peers in college or school.

A rating of **Meets Expectations** indicates the faculty member meets expectations by demonstrating the expected level of accomplishment of faculty across the faculty member's discipline and unit in the performance area. The faculty member has contributed to the performance area at the average of peers in college or school.

A rating of **Does Not Meet Expectations** indicates the faculty member performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit in the performance area but the faculty member is capable of improvement. The faculty member has contributed to the performance area below the average of peers in college or school.

A rating of **UNSATISFACTORY** indicates the faculty member fails to meet expectations that reflect disregard or failure 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.

A rating of **N/A** indicate the faculty member was not assigned any duties in the performance area.

Fill out Form for Overall Performance Rating

Overall Performance Rating ^{*}

See below for Overall Performance Evaluation criteria

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Does Not Meet Expectations
- ☐ Unsatisfactory

Overall Performance Rating Evaluation Criteria

Overall Performance Ratings Levels

A summative assessment should be used to determine the overall rating of the faculty member. This assessment should consider the weight of the assign duties and rating level received in the performance.

A rating of **Exceeds Expectations** indicates the faculty member's overall performance exceeds expectations by demonstrating a clear and significant level of accomplishment beyond the average performance of faculty across the faculty member's discipline and unit. Faculty members that receive an Exceeds expectations in **all performance areas** may be considered for this rating.

A rating of **Meets Expectations** indicates the faculty member's overall performance has demonstrated an expected level of accomplishment comparable to the average level of performance across the faculty member's discipline and unit. Faculty members that received a rating of Meets or Exceeds expectations in their **most significant performance area and no more than one individual performance area** with a rating of Does Not Meet expectations may be considered for this rating.

A rating of **Does Not Meet Expectations** indicates the faculty member's overall performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but the faculty member is capable of improvement. **Faculty members that receive a Does Not Meet expectations in their most significant performance area, Does Not Meet expectations in two or more performance areas, or Unsatisfactory in one performance area may be considered for this rating.**

An overall rating of **Unsatisfactory** indicates the faculty member fails to meet expectations that reflect disregard or failure 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. **Faculty members that receive an Unsatisfactory in their most significant performance area, or Unsatisfactory in two or more performance areas may be considered for this rating.**

Certify and Recommend Compensation

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

☐ Yes

☐ No

Do you recommend recognition or compensation for this faculty member? *

☐ Yes

☐ No

Scroll down to submit form

A rating of **Does Not Meet Expectations** indicates the faculty member's overall performance falls below the normal range of annual variation in performance compared to faculty across the faculty member's discipline and unit but the faculty member is capable of improvement. **Faculty members that receive a Does Not Meet expectations in their most significant performance area, Does Not Meet expectations in two or more performance areas, or Unsatisfactory in one performance area may be considered for this rating.**

An overall rating of **Unsatisfactory** indicates the faculty member fails to meet expectations that reflect disregard or failure 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. **Faculty members that receive an Unsatisfactory in their most significant performance area, or Unsatisfactory in two or more performance areas may be considered for this rating.**

Last saved on Jul 13, 2024 at 3:33 PM EDT

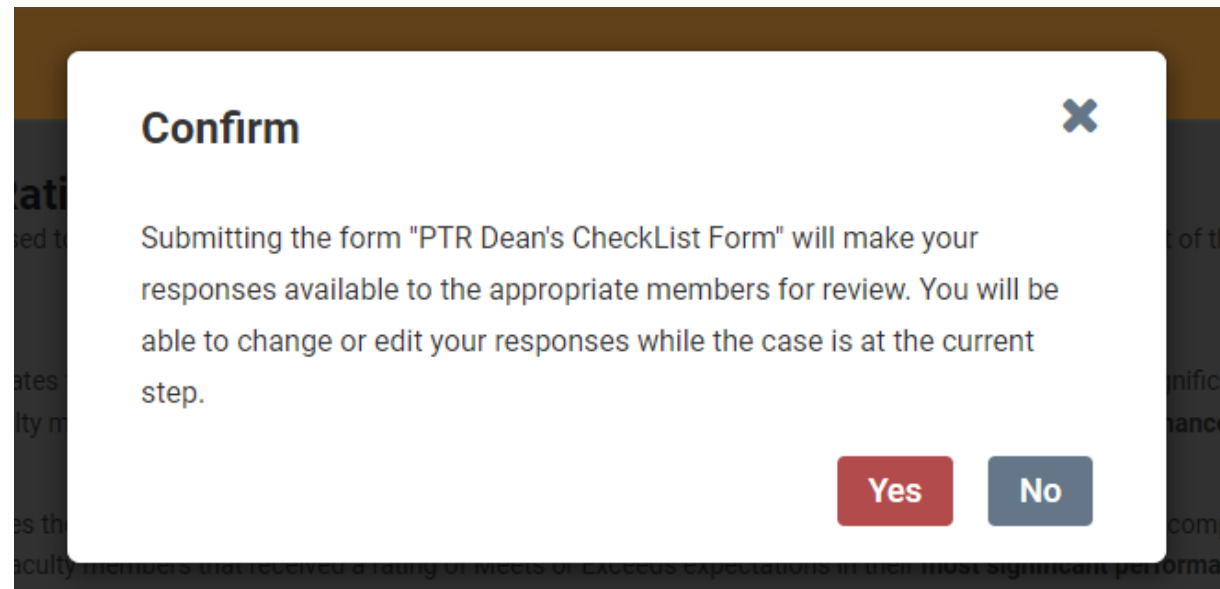
[Submit Form](#)

[Save Responses](#)

[Return to Case](#)

Submit Form

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

A screenshot of a web-based confirmation dialog box. The dialog has a white background and a thin grey border. At the top left, the word "Confirm" is written in a bold, dark grey font. At the top right, there is a small blue "X" icon for closing the dialog. The main body of the dialog contains a paragraph of text: "Submitting the form 'PTR Dean's CheckList Form' 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, there are two buttons: a red button with the word "Yes" in white text, and a grey button with the word "No" in dark grey text.

Confirm

Submitting the form "PTR Dean's CheckList Form" 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 Provost Office

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

Forwarding your Review to the Provost Office

Log into Interfolio and

Select Cases → Faculty Name → Send Case

Now, select Forward to Academic Affairs –Candidate's Comment

The screenshot shows the 'Test Case' page in Interfolio. At the top, there is a breadcrumb trail: 'Florida Agricultural and Mechanical University > Cases >'. Below this, the title 'Test Case' is displayed. To the right of the title are two buttons: 'Send Case' with a dropdown arrow and 'Case Options' with a dropdown arrow. The 'Send Case' dropdown menu is open, showing two options: 'Forward to Academic Affairs – Candidate's Comment' (which is highlighted with a red box) and 'Backwards to Chair's Review'. Below the title, there are two sections: 'Unit' and 'Template'. The 'Unit' section shows 'Florida Agricultural and Mechanical University'. The 'Template' section shows 'Post Tenure Review - 2023-24'. Below these sections, there are two tabs: 'Case Materials' (which is active) and 'Case Details'. At the bottom, there is a search bar with the placeholder text '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 Provost. Select **Continue**

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Academic Affairs – Candidate's Comment. 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 Candidate's Comment

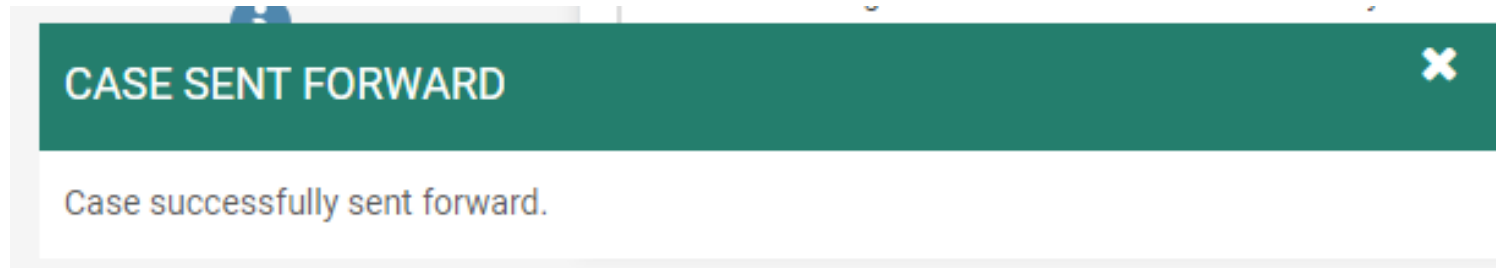
Message *

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@famu.edu



Need help?? Please Contact Us

Email: academic.affairs@famu.edu

Phone: 850-599-3276

WE
STRIKE
AGAIN

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

