

Fall 2025

Division of Academic Affairs

OVERVIEW OF POST-TENURE REVIEW PROCESS FOR FACULTY



Agenda

1. Background
2. PTR Selection Process
3. PTR Review Process
4. PTR Submission Process
5. Resources



BACKGROUND

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



FBOG Regulation 10.003

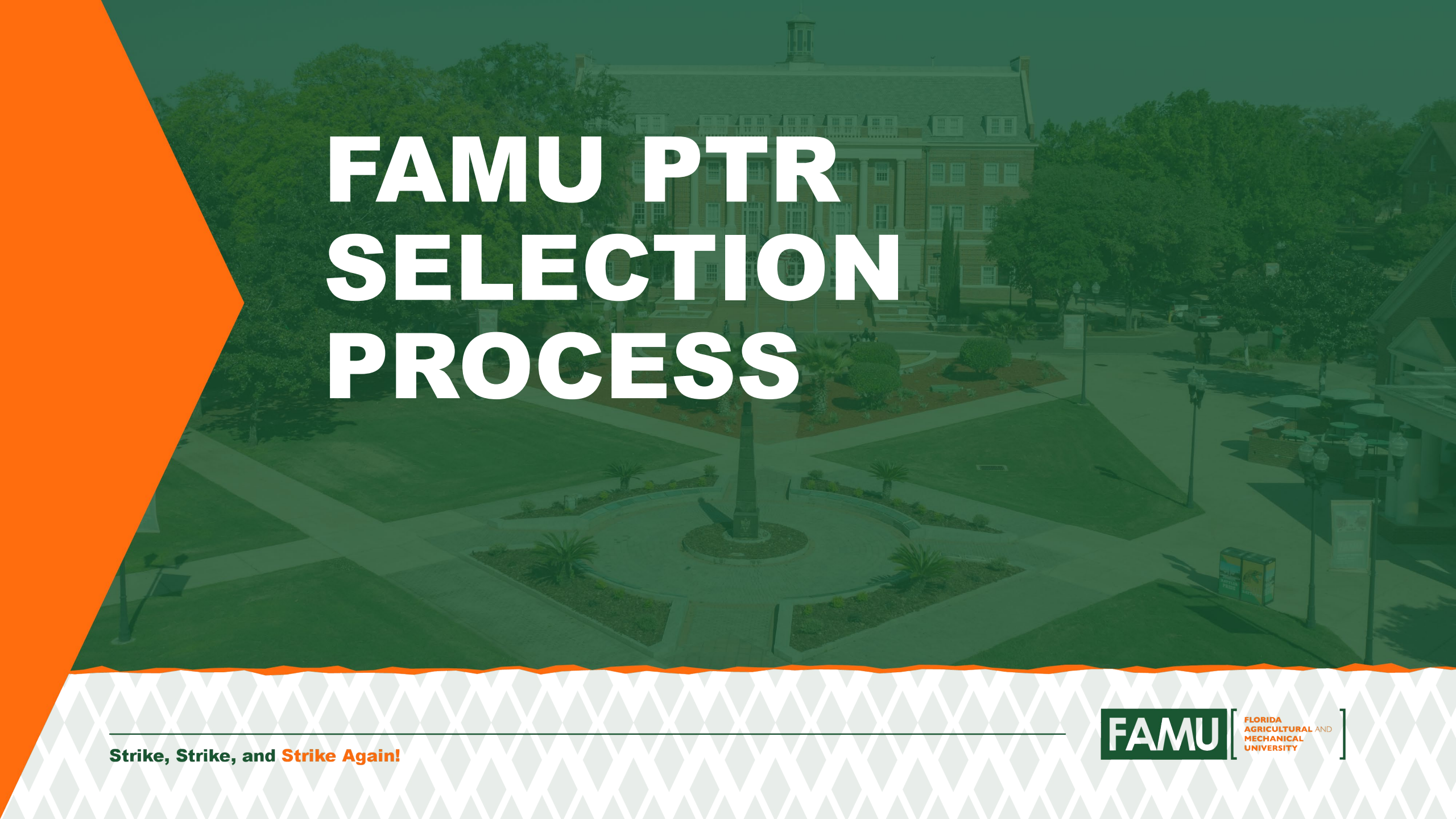
Strike, Strike, and **Strike Again!**

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 SELECTION PROCESS

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

STRIKE Groups

Each faculty member will be assigned to a **STRIKE** group. The 2019 PTR group has been assigned to the “S” group.

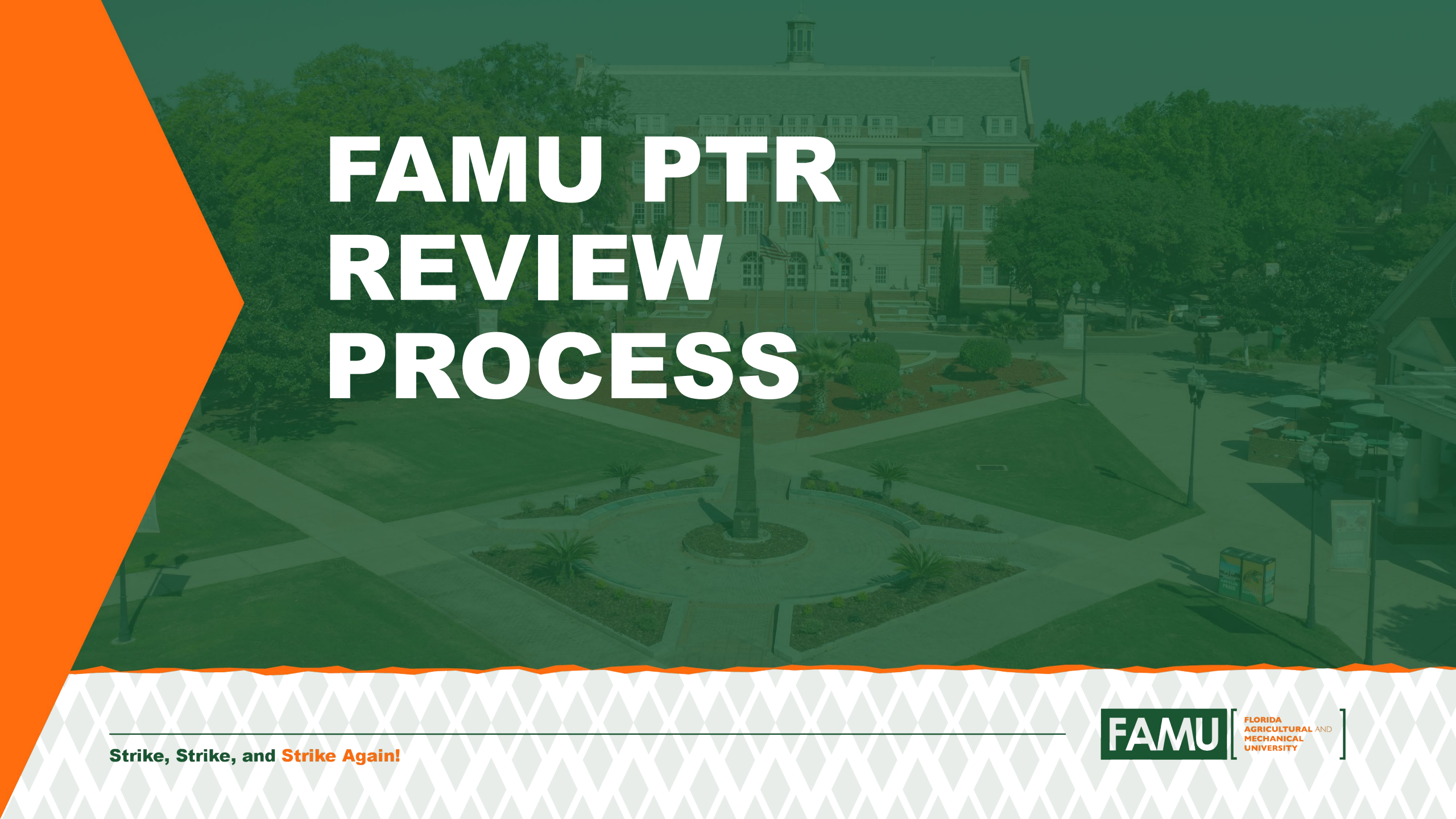
GROUP	1 st Review	2 nd Review	3 rd Review	4 th Review
S	2023-24	2028-29	2033-34	2038-39
T	2024-25	2029-30	2034-35	2039-40
R	2025-26	2030-31	2035-36	2040-41
I	2026-27	2031-32	2036-37	2041-42
K	2027-28	2032-33	2037-38	2042-43
E*	N/A	N/A	N/A	N/A

* Exempt Group

Strike, Strike, and Strike Again!

Exemptions

- Faculty Administrators
 - Department Chairs/Division Directors
 - Deans, Associate/Assistant Deans
 - Provost, Associate/Assistant Provosts
 - President, Vice-Presidents, Assoc VP, Assistant VP
- Faculty who are on an approved university leave
- Former faculty administrators
 - Min of three semesters after return to faculty
- Hardship exemptions may be requested.
- Exemption request may be submitted by:
 - Faculty who have submitted a letter of resignation or retirement.
 - Faculty applying for promotion.

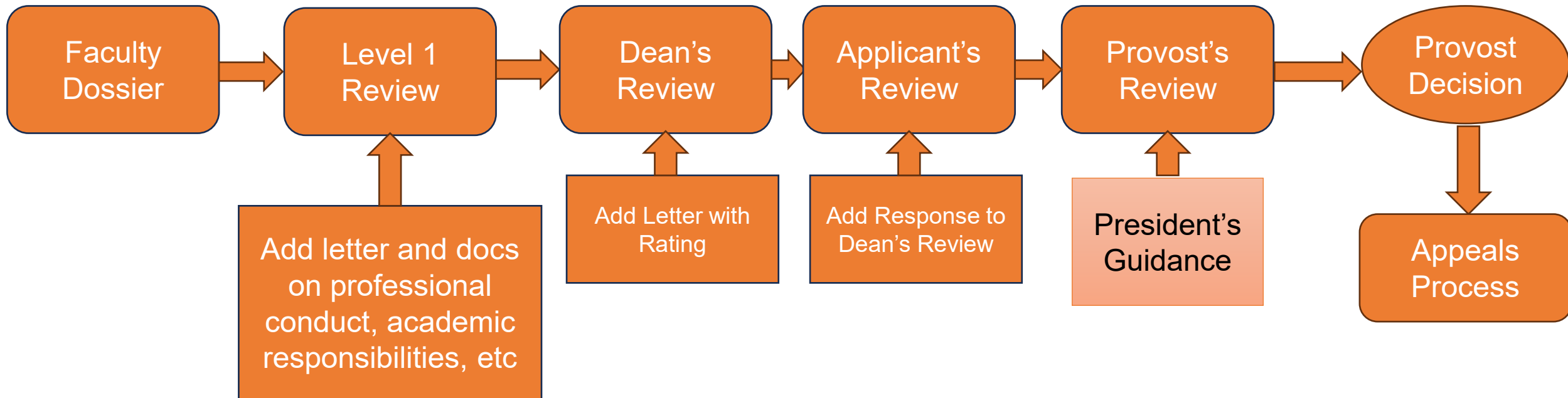


FAMU PTR REVIEW PROCESS

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



FAMU Post-Tenure Review Process



Overview – Review Process

The faculty member **completes a university-designated dossier** highlighting accomplishments and demonstrating performance relative to **assigned** duties during the five-year review period.



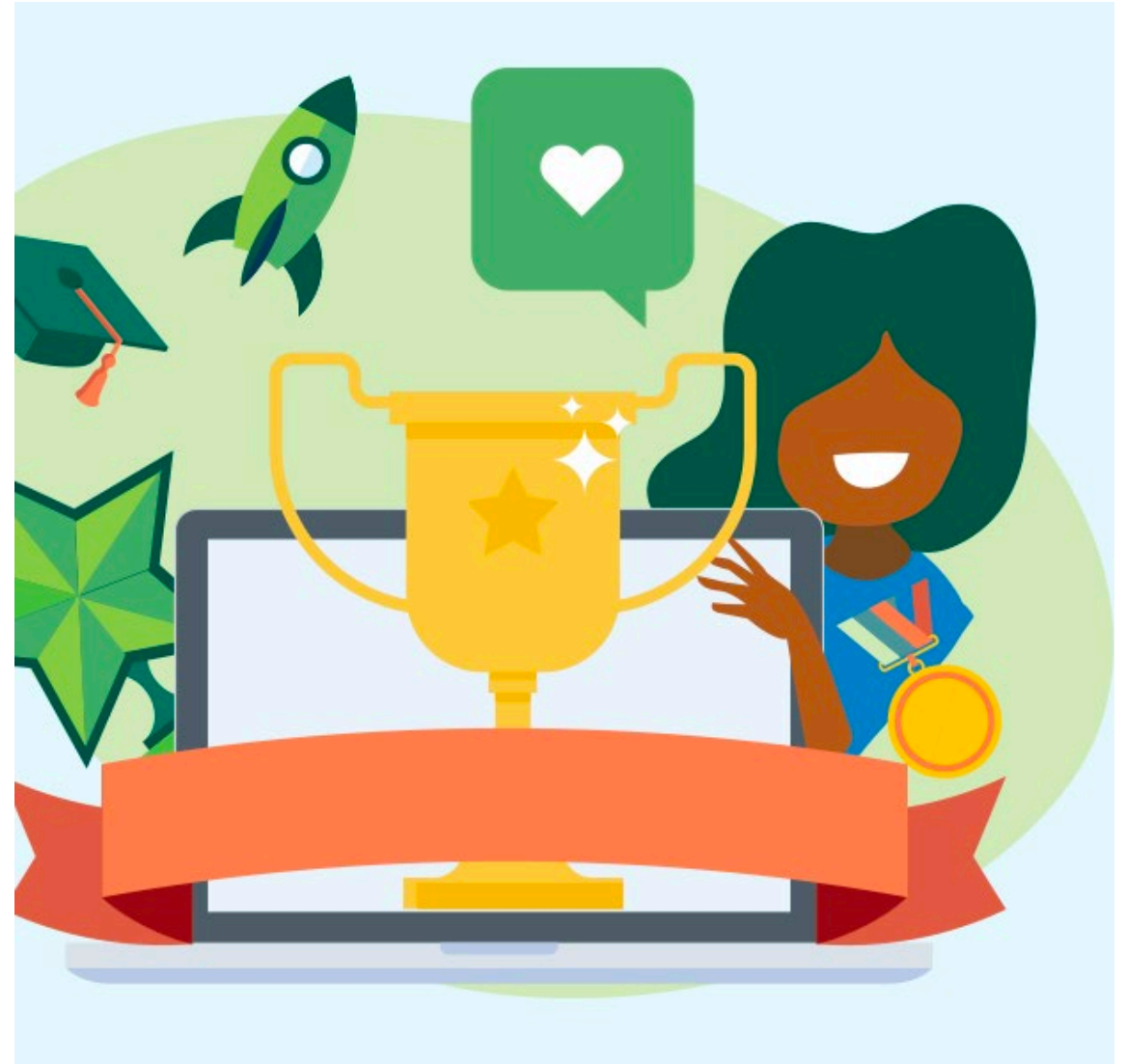
Strike, Strike, and **Strike Again!**

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. **Include a self—evaluation on your student evaluations including a response to student's comments.**
- ❑ 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.

Faculty Narrative

- Use your narrative to describe the **great things** you have achieved or accomplished over the 5-year review period. Evaluated against PTR Review Criteria.



Additional Material

❑ The following additional material will be added to the dossier by the Provost's Office for university level documents **and** the Level 1 Reviewer for department, college, or school level documents:

1. Substantiated student complaints,
2. History of professional conduct and performance of academic responsibilities to the university and its students,
3. Record of non-compliance with state-law, Board of Governor's regulations, and university regulations and policies,
4. Record of unapproved absences from teaching assigned courses, and
5. Other relevant measures of faculty conduct as appropriate.

Level 1 Review

- ❑ The Level 1 Reviewer who is the faculty member's immediate supervisor or designee (normally a department chair, division director, or associate dean) includes a letter to the dossier assessing the level of accomplishment and productivity of the faculty member **relative to assigned duties**.
- ❑ The Level 1 Reviewer completes a checklist which certifies that the dossier including additional material has been reviewed and the review did not consider or otherwise discriminate based on the faculty member's political or ideological viewpoints.

Dean's Review

- ☐ The dean **reviews and rates** the faculty member and includes a letter to the dossier assessing the level of accomplishment and productivity of the faculty member relative to assigned duties.
- ☐ The dean's performance rating uses the following scale:
 - ☐ Exceed Expectations
 - ☐ Meets Expectations
 - ☐ Does not meet Expectations
 - ☐ Unsatisfactory

Post-Tenure Review Ratings

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.

Faculty Member's Response

- ❑ After the dean's review, the faculty member has an opportunity to provide an optional response or rebuttal.



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

Provost's Review

- ❑ After the faculty member's response, the provost will review the dossier and may accept, reject, or modify the dean's recommendation.
- ❑ The provost, with the president's guidance and oversight, finalizes the dean's recommendation using the same scale:
 - ❑ Exceeds, Meets, Does Not Meet, and Unsatisfactory.

Outcomes

- ❑ Faculty who receive an overall rating of **Exceeds Expectations** or **Meets Expectations** are eligible for recognition and/or compensation.
- ❑ Faculty who receives an overall rating of “**Does not meet**” must complete a Performance Improvement Plan.
- ❑ Faculty who receive an overall rating of “Unsatisfactory” will receive a notice of termination.

Appeals

- ❑ An Appeals process appropriate to the faculty member's union status is used.



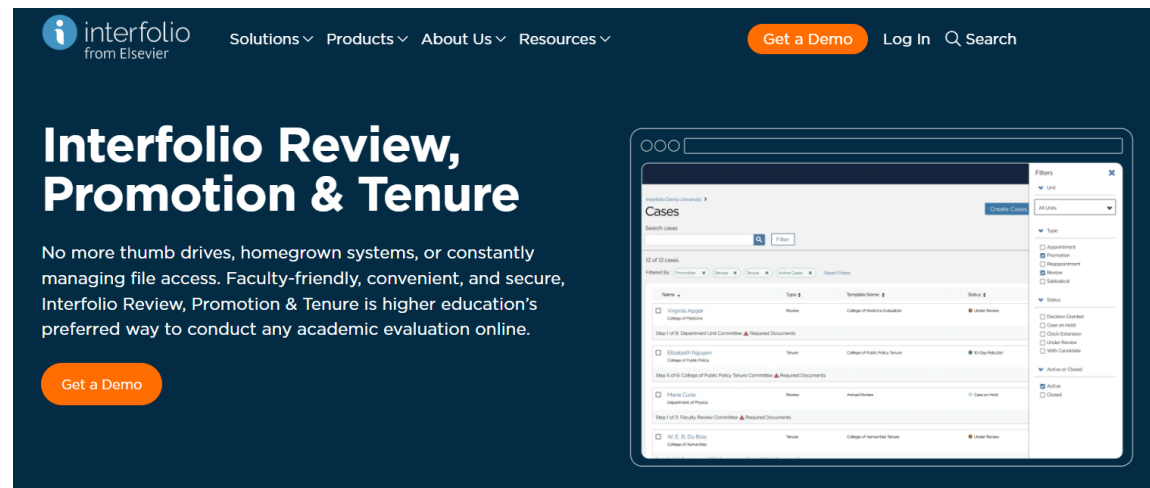


Submission Process

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

PLATFORM

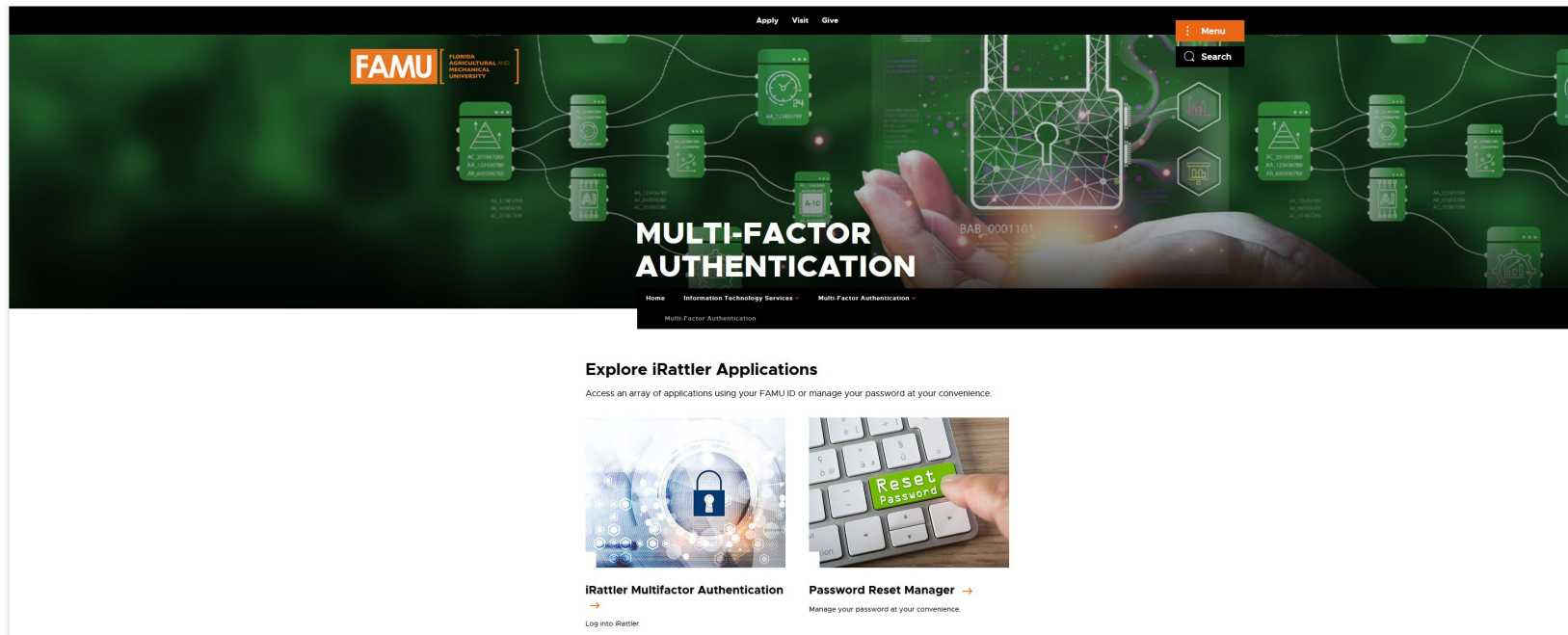
The review will be conducted using the online
Interfolio Review Promotion & Tenure (RPT) platform.



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

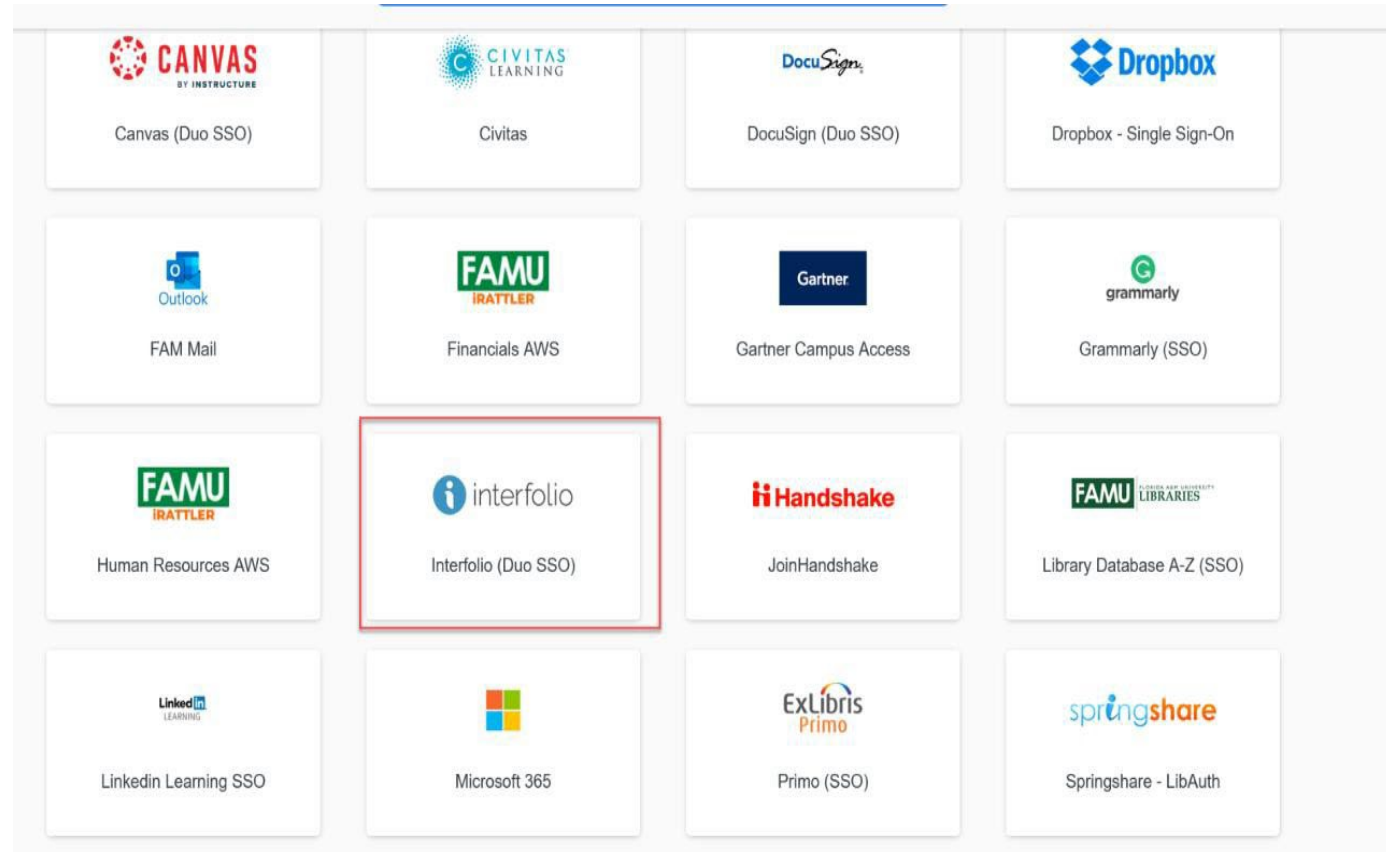
Log into iRattler

http: www.famu.edu → Menu → iRattler



Strike, Strike, and Strike Again!

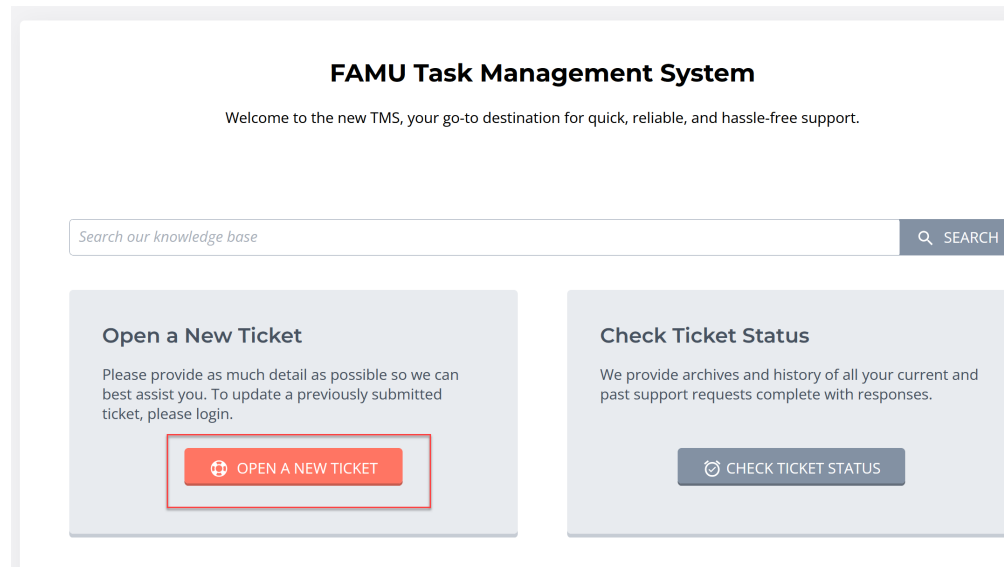
After authentication Select Interfolio Tile



Strike, Strike, and Strike Again!

What if you don't see an Interfolio Tile

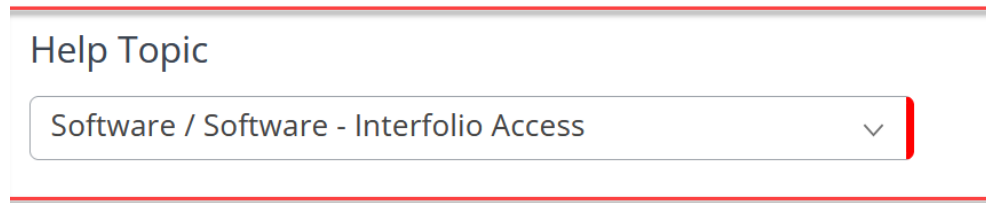
Log into FAMU's Task Management System (TMS) at helpdesk.famu.edu and open a new ticket



The screenshot shows the FAMU Task Management System (TMS) interface. At the top, it says "FAMU Task Management System" and "Welcome to the new TMS, your go-to destination for quick, reliable, and hassle-free support." Below this is a search bar with the placeholder text "Search our knowledge base" and a "SEARCH" button. There are two main sections: "Open a New Ticket" and "Check Ticket Status". The "Open a New Ticket" section includes the text "Please provide as much detail as possible so we can best assist you. To update a previously submitted ticket, please login." and a red button labeled "OPEN A NEW TICKET". The "Check Ticket Status" section includes the text "We provide archives and history of all your current and past support requests complete with responses." and a grey button labeled "CHECK TICKET STATUS".

What if you don't see an Interfolio Tile

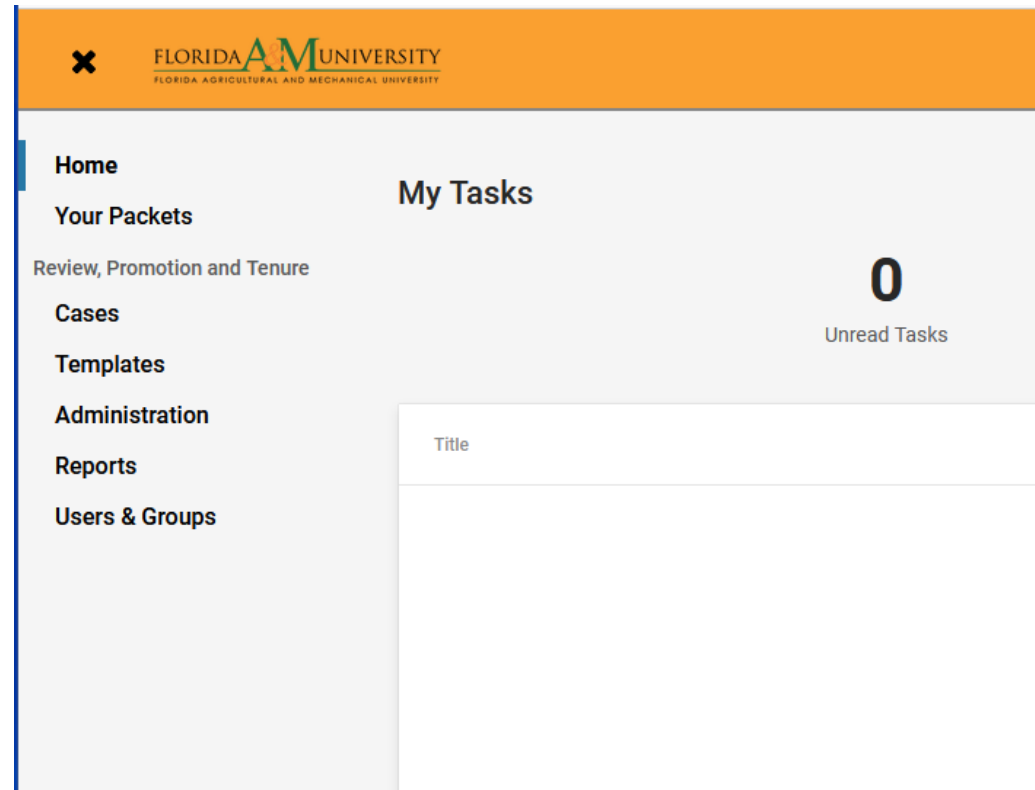
Complete the form selecting “Software/Software – Interfolio Access” as the Help Topic

A screenshot of a web form with a label 'Help Topic' above a dropdown menu. The dropdown menu is open, showing the selected option 'Software / Software - Interfolio Access' with a downward arrow on the right. The entire form element is enclosed in a red rectangular border.

In the comment, indicate that you need access to the Interfolio platform including an Interfolio user account and FAMU SSO access to the application.

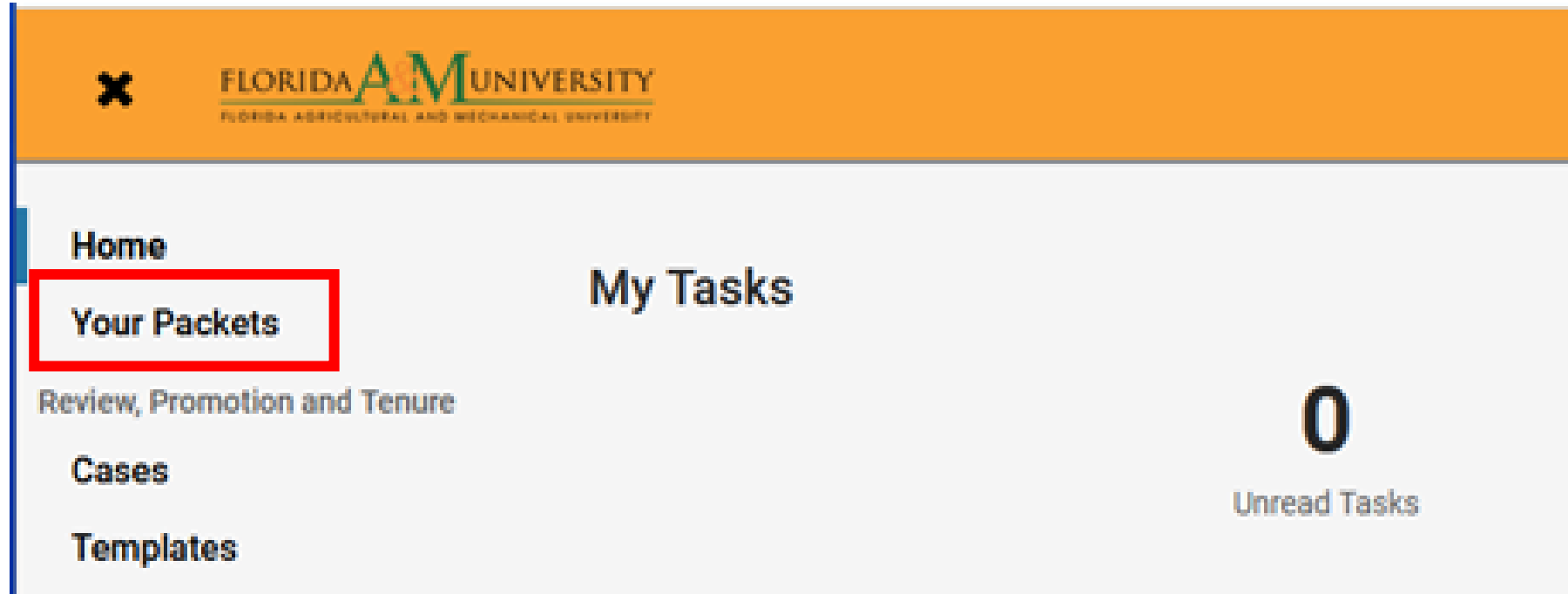
Using Interfolio

After logging into Interfolio, go to your Home page



Strike, Strike, and Strike Again!

Next, Select Your Packets



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

Select your PTR packet*

Home

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

Your Packets

Active

Packet	Type	Status
Florida Agricultural and Mechanical University	Review	Not Submitted
Post Tenure Review - 2023-24		

*If you do not see a PTR packet, email academic.affairs@famuh.edu

Select Packet to Begin Uploading Documents

Post Tenure Review - [View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ	Dec 4, 2023

Overview **Packet**

☐ Expand All ☐ Collapse All

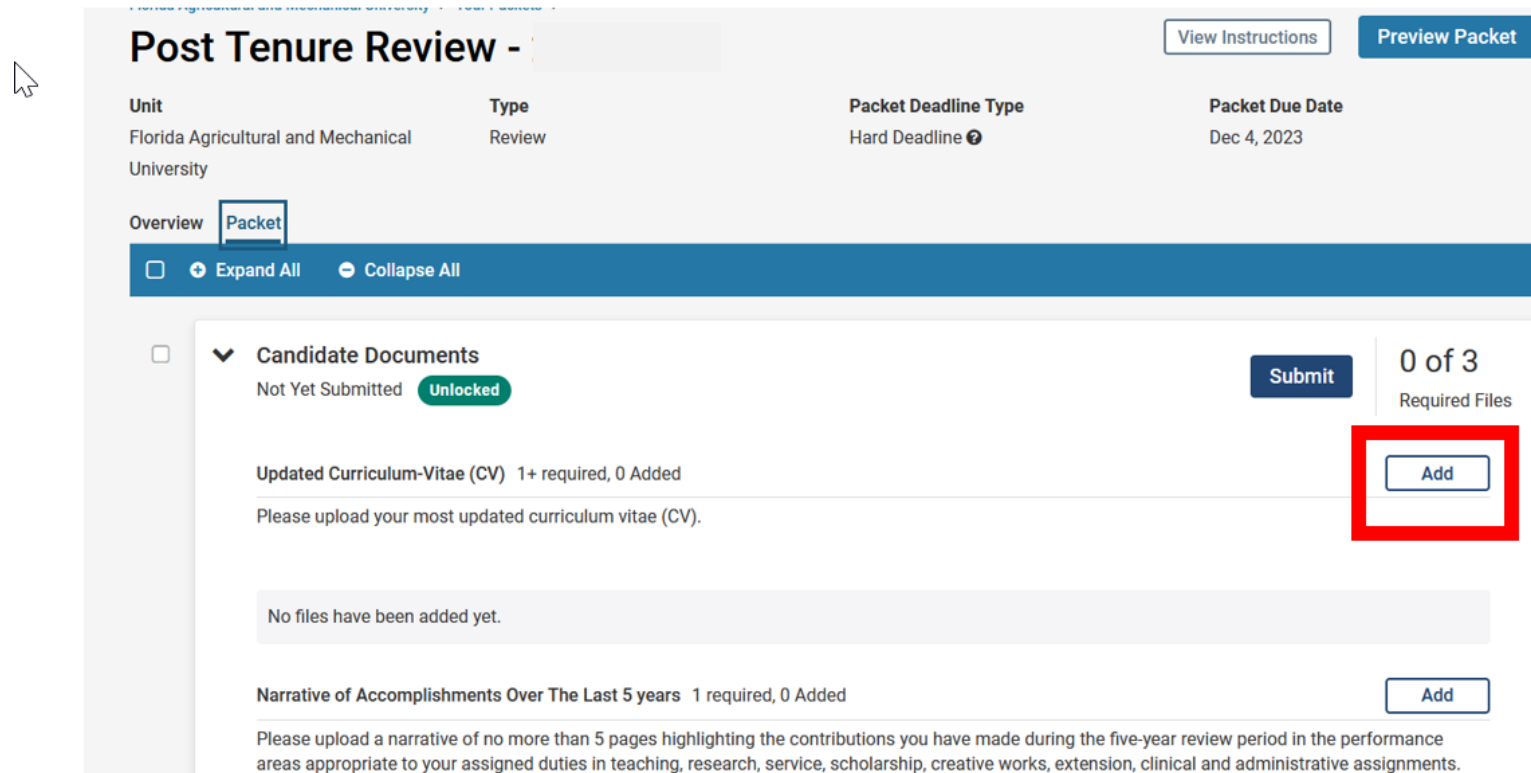
☐ **▼ Candidate Documents**
Not Yet Submitted **Unlocked** [Submit](#) **0 of 3**
Required Files

Updated Curriculum-Vitae (CV) 1+ required, 0 Added [Add](#)
Please upload your most updated curriculum vitae (CV).

No files have been added yet.

Narrative of Accomplishments Over The Last 5 years 1 required, 0 Added [Add](#)
Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

Let's Upload the CV Select Add



Post Tenure Review - [View Instructions](#) [Preview Packet](#)

Unit Florida Agricultural and Mechanical University	Type Review	Packet Deadline Type Hard Deadline ?	Packet Due Date Dec 4, 2023
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Overview **Packet**

☐ [Expand All](#) [Collapse All](#)

☐ **▼ Candidate Documents**
Not Yet Submitted **Unlocked** [Submit](#) **0 of 3**
Required Files


Updated Curriculum-Vitae (CV) 1+ required, 0 Added
Please upload your most updated curriculum vitae (CV). [Add](#)


No files have been added yet.

Narrative of Accomplishments Over The Last 5 years 1 required, 0 Added [Add](#)
Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

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

Select Add New File





Add Updated Curriculum-Vitae (CV)


1+ Required

Choose Existing

Add New File


All Materials


Packets



Filter

☐ All

☐  Default Report

 Add

Cancel

Find your CV and select Add

Find your CV on your drive and select Add.

Add Updated Curriculum-Vitae (CV)

×

1+ Required

Choose Existing

Add New File

Upload

Video

Webpage

myCV

Success ×

+ Add

Cancel

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

Notice that Interfolio records you have uploaded 1 of 3 files

Notice that Interfolio now records you have uploaded 1 of 3 required files.

Florida Agricultural and Mechanical University > Your Packets >


Post Tenure Review -

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ	Dec 4, 2023

Overview **Packet**

☐ Expand All ☐ Collapse All



▼ Candidate Documents

Not Yet Submitted **Unlocked**

[Preview](#) [Submit](#)

1 of 3
Required Files

[Add](#)

Updated Curriculum-Vitae (CV) 1+ required, 1 Added

Please upload your most updated curriculum vitae (CV).

Repeat these steps for the remaining files

After uploading all files you should see 3 of 3 Required Files

▼ Candidate Documents

Not Yet Submitted Unlocked

Preview Submit **3 of 3**
Required Files

Updated Curriculum-Vitae (CV) 1+ required, 1 Added

Add

Please upload your most updated curriculum vitae (CV).

Title	Details	Actions
myCV	Added Sep 27, 2023	Edit Remove

Narrative of Accomplishments Over The Last 5 years 1 required, 1 Added

Add

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may include an explanation of any variation in your annual performance during the review period.

Please include a statement which estimates the average percentage effort over the five-year review period you were assigned in each performance area described in your narrative. Your overall average effort totaled over all of the performance areas described in your narrative should be 100%.

Title	Details	Actions
myNarrative	Added Sep 27, 2023	Edit Remove

Supporting Documents 1 required, 1 Added

Add

Please provide all Assignment of Responsibilities (AORs) or equivalent forms, annual evaluations, and student teaching evaluations.

Title	Details	Actions
mySupportingDocuments	Added Sep 27, 2023	Edit Remove

Optional Information 1 Added

Add

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions.

Fill Out Form

This form has not been completed.

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

Next, Complete the PTR Form located at the bottom of the packet

Optional Information 1 Added

Add

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

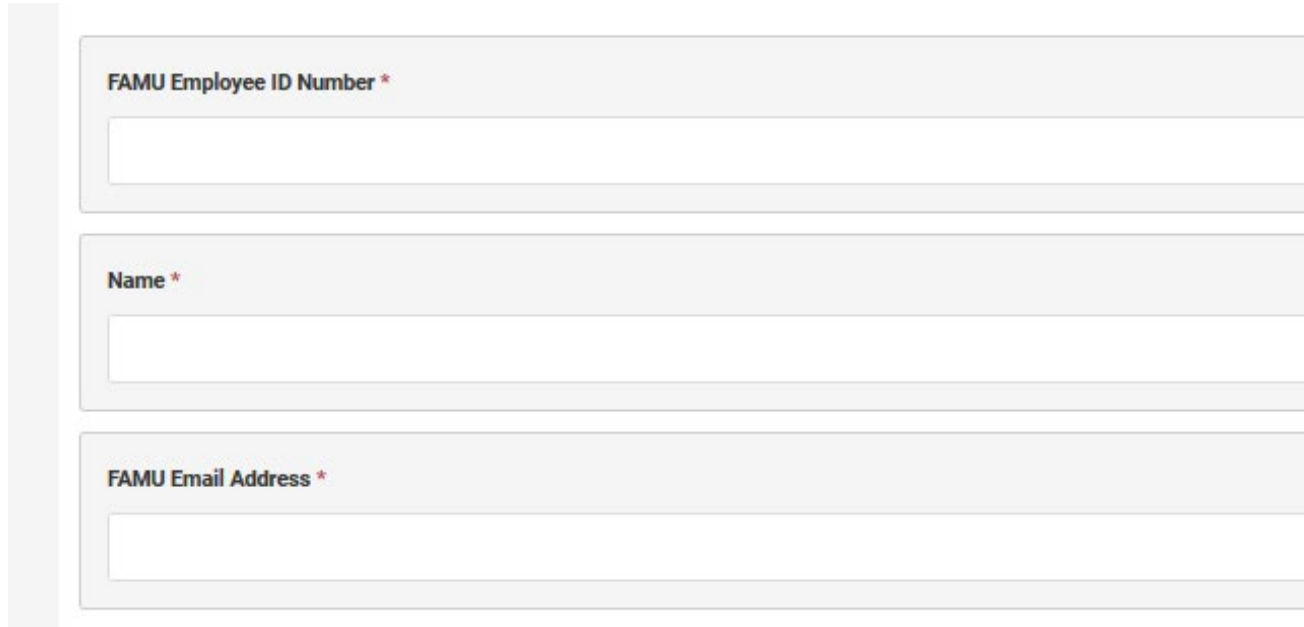
Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions,

Fill Out Form

This form has not been completed.

PTR Application Form



The image shows a screenshot of a web form titled "PTR Application Form". The form is set against a dark green background with a repeating diamond pattern. It contains three input fields, each with a label and a red asterisk indicating a required field:

- FAMU Employee ID Number ***: The first input field.
- Name ***: The second input field.
- FAMU Email Address ***: The third input field.

Each input field is represented by a light gray rectangular box with a thin border. The labels are in a small, dark font, and the asterisks are in red.

Save the form. You are now ready to submit

Submitting the Form

Unit Florida Agricultural and Mechanical University	Type Review	Packet Deadline Type Hard Deadline ?	Packet Due Date Dec 4, 2023
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Overview Packet

☐ + Expand All - Collapse All

☐ **▼ Candidate Documents**
Not Yet Submitted **Unlocked**

Updated Curriculum-Vitae (CV) 1+ required, 1 Added Add

Please upload your most updated curriculum vitae (CV).

Preview **Submit** **3 of 3**
Required Files

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

Verifying the Form

Return to your packets to verify the form

Your Packets

Active

Packet	Type	Status	Due Date
Florida Agricultural and Mechanical University Post Tenure Review - 2023-24	Review	Last Submitted on Sep 27, 2023	Case due Dec 4, 2023



Resources

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

Post-Tenure Review Webpage

<https://www.famu.edu/administration/academic-affairs/post-tenure-review.php>



We are dedicated to promoting and maintaining faculty excellence in academia.

What is Post-Tenure Review?

A Post-tenure Review (PTR) is a process for conducting periodic evaluation of faculty performance. It is designed to:

Strike, Strike, and Strike Again!

Post-Tenure Review Webpage

<https://www.famu.edu/administration/academic-affairs/post-tenure-review.php>

Resources

Here are some helpful resources to help you navigate the PTR process.

For Faculty

- FAMU Faculty Post-Tenure Review (PTR) Quick Start Guide
- FAMU Post-Tenure Calendar of Events
- FAMU Interfolio RPT SSO Website
- Faculty PTR Dossier Requirements
- Faculty PTR Review Process
- Uploading Faculty Response Using Interfolio

For Chairs, Directors Deans

- Post-Tenure Review Guide for Chairs and Directors
- Post-Tenure Review Guide for Deans

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

Post-Tenure Review Videos

<https://www.famu.edu/administration/academic-affairs/post-tenure-review.php>



Strike, Strike, and Strike Again!

Fall 2025

Division of Academic Affairs

AI GENERATED PODCAST OVERVIEW OF POST-TENURE REVIEW FOR FACULTY



Questions?

Email: academic.affairs@famu.edu

Use subject header: PTR Question

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