

# Third Year Review Guidelines

Effective Spring 2017 and forward, The Third Year Review process will be conducted using Panther180. Eligible faculty will access Panther180 using the following link, <http://academic.fiu.edu/panther180/> and should login with their AD credentials and password.

## A. General Information

1. Applicants are encouraged to submit concise documentation for the Third Year Review process. In-depth supporting files are not required at this point in the process.
2. Once a Third Year Review appraisal is submitted (department, chair, dean), the system pauses for five days to allow the candidate to submit a rebuttal (should they choose to do so). These five days are automatically allocated and cannot be bypassed once the process has been initiated. Once five days have passed since the submission of the appraisal, the file subsequently progresses to the next stage of review.
3. Updating your application: faculty may update their application by updating the appropriate category in the Activities in Panther180, e.g., a new publication should be entered in the Scholarly Publications and Creative Activities category.

## B. File Content

1. Curriculum Vitae: will be automatically generated based on activities listed Panther180.
2. A list of courses taught – will be generated from Courses Taught category in Panther180. Courses are pre-populated using data from the Office of Class Management but faculty may edit as needed.
3. Student Supervision/Mentoring – will be generated from Student Supervision/Mentoring section in Panther180
4. A 1-3 page description of the applicant's goals and a work plan for the remaining 2 years of tenure-earning status – should be uploaded to the application form
5. Copies of annual evaluations – should be uploaded to the application form
6. Any supplemental materials pertaining to scholarship – any copies of publications/external grant proposals should be uploaded directly to the appropriate category in the Activities section of Panther180. Any additional items not listed that are deemed important in supporting the candidate's application should be uploaded to the application form
7. Third year review appraisals from the Department Committee, Chair and Dean