

# MEMORANDUM



TO: Deans and Chairs

FROM: Office of the Provost

DATE: February 1, 2022

SUBJECT: 2022-2023 Tenure and Promotion Schedule

The schedule for the 2022-2023 Tenure and Promotion process is outlined below:

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| <a href="#">List of eligible faculty</a> for tenure and promotion in 2022-2023 e-mailed to chairs and deans:   | February 16, 2022                |
| <b>Department Chairs</b> submit list of promotion only candidates to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> :                    | March 5, 2022                    |
| <b>Units</b> send external review request letters:   | March 14, 2022                   |
| <b>Candidates</b> tenure and promotion application available for the candidate within Panther180:  | March 16, 2022 – August 25, 2022 |
| <b>Units</b> send external review packages:  | April 15, 2022                   |
| <b>Units</b> submit list of department committee members and/or department reviewers to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> : | August 16, 2022                  |
| <b>Candidates</b> reminder of deadline to submit application using Panther180:   | August 25, 2022                  |
| <b>Panther180</b> administration of evaluation workflow and access:  | August 26, 29, 30, 2022          |
| <b>Department Chairs</b> files available for review and attach external letters for departmental review:   | August 31, 2022                  |
| <b>Department Chairs</b> deadline to attach external letters and release tenure and promotion files for departmental review:                         | September 2, 2022                |
| <b>Department Committee</b> tenure and promotion files available for review:   | September 3, 2022                |
| <b>Department Committee Chairs</b> submit tenure and promotion recommendations:  | October 3, 2022                  |
| <b>Department Chairs</b> tenure and promotion files available for review:  | October 9, 2022                  |
| <b>Units</b> submit list of college committee members and/or college reviewers to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> :       | October 27, 2022                 |
| <b>Department Chairs</b> submit tenure and promotion recommendations:  | November 2, 2022                 |
| <b>College Committee</b> tenure and promotion files available for review   | November 8, 2022                 |
| <b>College Committee Chairs</b> submit tenure and promotion recommendations:   | December 1, 2022                 |

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| <b>Deans</b> tenure and promotion files available for the review:             | December 7, 2022       |
| <b>Deans</b> submit tenure and promotion recommendations:                     | January 18, 2023       |
| <b>Provost</b> tenure and promotion files available for review:               | January 24, 2023       |
| <b>Provost</b> submits <u>tenure and promotion</u> recommendations ONLY:      | <b>April 4, 2023*</b>  |
| <b>President</b> only <u>tenure and promotion</u> files available for review: | <b>April 5, 2023*</b>  |
| <b>President</b> submits <u>tenure and promotion</u> only recommendations:    | <b>April 25, 2023*</b> |
| <b>Provost</b> submits <u>promotion only</u> recommendations:                 | <b>May 2, 2023*</b>    |
| <b>President</b> <u>promotion only</u> files available for review:            | <b>May 3, 2023*</b>    |
| <b>President</b> submits <u>promotion only</u> recommendations:               | <b>June 1, 2023*</b>   |
| <b>Board of Trustees</b> submits tenure decisions:                            | June (TBD) 2023        |

Candidates and reviewers will access applications using Panther180 and will login with their FIU MyAccounts credentials. Once a letter of evaluation is submitted, the candidate has 5 calendar days 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 letter, the file will then progress to the next stage of review. Please note that all submission deadlines should be followed unless otherwise communicated.

**\*Date is subject to change depending on the volume of applications.**