

# MEMORANDUM



TO: Deans and Chairs

FROM: Meredith A. Newman, Vice Provost for Faculty and Global Affairs

DATE: January 26, 2017

SUBJECT: 2017-2018 Non-Tenure Track Promotion Schedule

The schedule for the 2017-2018 Non-Tenure Track Promotion process is outlined below:

List of eligible <u>non-tenure track promotion</u> faculty in 2017-2018 e-mailed to chairs and deans:	Monday, April 10, 2017
<b>Department Chairs</b> submit list of <u>non-tenure track promotion</u> (including Clinical, Professional Practice and Research faculty) candidates to <a href="mailto:facultypromotion@fiu.edu">facultypromotion@fiu.edu</a> :	Friday, April 28, 2017
<b>Candidates</b> submit application using Panther180:	Monday, May 1, 2017- Thursday, August 31, 2017
<b>Units</b> submit names of department committee chairs to <a href="mailto:facultypromotion@fiu.edu">facultypromotion@fiu.edu</a> :	Friday, August 25, 2017
<b>Department Chairs</b> release <u>non-tenure track promotion</u> files for departmental review:	Tuesday, September 5, 2017
<b>Department Committee Chairs</b> submit <u>non-tenure track promotion</u> recommendations:	Monday, October 2, 2017
<u>Non-tenure track promotion</u> files available for Department Chair's review:	Saturday, October 7, 2017
<b>Department Chairs</b> submit <u>non-tenure track promotion</u> recommendations:	Monday, October 30, 2017
<u>Non-tenure track promotion</u> files available for the College Dean's review:	Saturday, November 4, 2017
<b>College Deans</b> submit <u>non-tenure track promotion</u> recommendations:	Monday, December 11, 2017
<u>Non-tenure track promotion</u> files available for the Provost's review:	Saturday, December 16, 2017
<b>Provost</b> submits <u>non-tenure track promotion</u> decisions:	<b>Monday, February 12, 2018*</b>

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 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.**