

# MEMORANDUM



TO: Deans and Chairs  
FROM: Meredith A. Newman, Vice Provost for Faculty and Global Affairs  
DATE: January 26, 2017  
SUBJECT: 2017 Third Year Review Schedule

The schedule for the 2017 Third Year Review process is outlined below:

Notification of faculty who are eligible for <u>third year review</u> in Spring 2017 e-mailed to chairs and deans:	Thursday, January 26, 2017
Candidates submit application using Panther180:	Wednesday, February 1, 2016 – Friday, March 3, 2017
Units submit names of department committee members and/or department reviewers to <a href="mailto:facultypromotion@fiu.edu">facultypromotion@fiu.edu</a> :	Wednesday, March 1, 2017
Department chairs release <u>third year review</u> files for departmental review:	Monday, March 6, 2017
Department Committee Chairs submit <u>third year review</u> recommendations:	Monday, March 27, 2017
<u>Third year review</u> files available for Department Chair's review:	Saturday, April 1, 2017
Department Chairs submit <u>third year review</u> recommendations:	Monday, April 17, 2017
<u>Third year review</u> files available for the College Dean's review:	Saturday, April 22, 2017
College Deans submit <u>third year review</u> recommendations:	Monday, May 15, 2017
<u>Third year review</u> files available for the Provost's review:	Saturday, May 20 2017
Provost submits <u>third year review</u> recommendations:	<b>Monday, July 31, 2017*</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.**