

# MEMORANDUM



TO: Deans and Chairs  
FROM: Office of the Provost  
DATE: March 27, 2018  
SUBJECT: 2018 Third Year Review Schedule

The schedule for the 2018 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, February 1, 2018
Units submit names of department committee members and/or department reviewers to <a href="mailto:facultypromotion@fiu.edu">facultypromotion@fiu.edu</a> :	Wednesday, February 28, 2018
Candidates submit application using Panther180:	Thursday, February 1, 2018 – Monday, March 26, 2018
Department chairs release <u>third year review</u> files for departmental review:	Tuesday, April 3, 2018
Department Committee Chairs submit <u>third year review</u> recommendations:	Wednesday, April 25, 2018
<u>Third year review</u> files available for Department Chair's review:	Monday, May 1, 2018
Department Chairs submit <u>third year review</u> recommendations:	Thursday, May 31, 2018
<u>Third year review</u> files available for the College Dean's review:	Wednesday, June 6, 2018
College Deans submit <u>third year review</u> recommendations:	Friday, July 6, 2018
<u>Third year review</u> files available for the Provost's review:	Thursday, July 12, 2018
Provost submits <u>third year review</u> recommendations:	<b>Friday, August 10<sup>th</sup>, 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.**