

MEMORANDUM



TO: Deans and Chairs

FROM: Office of the Provost

DATE: March 27, 2018

SUBJECT: 2018-2019 Tenure and Promotion Schedule

The schedule for the 2018-2019 Tenure and Promotion process is outlined below:

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| Notification of faculty who are eligible for <u>tenure and promotion</u> in 2017-2018 e-mailed to chairs and deans: | Thursday, February 1, 2018 |
| Department Chairs submit list of <u>promotion only</u> candidates to facultypromotion@fiu.edu : | Friday, March 2, 2018 |
| Units send external review request letters: | Friday, March 2, 2018 |
| Candidates submit application using Panther180: | Monday, March 5, 2018 – Friday, Thursday, August 30, 2018 |
| Units send external review packages: | Monday, April 2, 2018 |
| Units submit list of department committee members and/or department reviewers to facultypromotion@fiu.edu : | Friday, August 24, 2018 |
| Department Chairs release <u>tenure and promotion</u> files for departmental review: | Tuesday, September 4, 2018 |
| Department Committee Chairs submit <u>tenure and promotion</u> recommendations: | Monday, October 8, 2018 |
| <u>Tenure and promotion</u> files available for Department Chair’s review: | Saturday, October 13, 2018 |
| Units submit list of college committee members and/or college reviewers to facultypromotion@fiu.edu : | Wednesday, October 31, 2018 |
| Department Chairs submit <u>tenure and promotion</u> recommendations: | Tuesday, November 6, 2018 |
| <u>Tenure and promotion</u> files available for the College Committee’s review: | Sunday, November 11, 2018 |
| College Committee chairs submit <u>tenure and promotion</u> recommendations: | Monday, December 10, 2018 |
| <u>Tenure and promotion</u> files available for the College Dean’s review: | Saturday, December 15, 2018 |
| Deans submit <u>tenure and promotion</u> recommendations: | Monday, January 21, 2019 |
| <u>Tenure and promotion</u> files available for the Provost’s review: | Saturday, January 26, 2019 |
| Provost submits <u>tenure and promotion</u> recommendations: | Monday, April 1, 2019* |
| <u>Tenure and promotion</u> files available for the President’s review: | Saturday, April 6, 2019 |

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| President submits <u>tenure and promotion</u> recommendations: | Tuesday, April 30, 2019* |
| Provost submits <u>promotion only</u> recommendations: | Monday, May 6, 2019* |
| <u>Promotion only</u> files available for the President's review: | Saturday, May 11, 2019 |
| President submits <u>promotion only</u> recommendations: | Monday, June 3, 2019* |
| Board of Trustees submits <u>tenure</u> decisions: | June, 2019 (TBD) |

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.**