

MEMORANDUM



TO: Deans and Chairs
FROM: Office of the Provost
DATE: March 27, 2018
SUBJECT: 2018-2019 Non-Tenure Track Promotion Schedule

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

List of eligible <u>non-tenure track promotion</u> faculty in 2018-2019 e-mailed to chairs and deans:	Monday, April 9, 2018
Department Chairs submit list of <u>non-tenure track promotion</u> (including Clinical, Professional Practice and Research faculty) candidates to facultypromotion@fiu.edu :	Friday, April 27, 2018
Candidates submit application using Panther180:	Tuesday, May 1, 2017- Thursday, August 30, 2018
Units submit names of department committee chairs to facultypromotion@fiu.edu :	Friday, August 24, 2018
Department Chairs release <u>non-tenure track promotion</u> files for departmental review:	Tuesday, September 4, 2018
Department Committee Chairs submit <u>non-tenure track promotion</u> recommendations:	Monday, October 1, 2018
<u>Non-tenure track promotion</u> files available for Department Chair's review:	Saturday, October 6, 2018
Department Chairs submit <u>non-tenure track promotion</u> recommendations:	Monday, October 29, 2018
<u>Non-tenure track promotion</u> files available for the College Dean's review:	Saturday, November 3, 2018
College Deans submit <u>non-tenure track promotion</u> recommendations:	Monday, December 10, 2018
<u>Non-tenure track promotion</u> files available for the Provost's review:	Saturday, December 15, 2018
Provost submits <u>non-tenure track promotion</u> decisions:	Monday, February 25, 2019*

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.**