

# MEMORANDUM



TO: Deans and Chairs  
FROM: Office of the Provost  
DATE: February 6, 2019  
SUBJECT: 2019-2020 Non-Tenure Track Promotion Schedule

The schedule for the 2019-2020 Non-Tenure Track Promotion process is outlined below:

List of faculty who are eligible for <u>Non-Tenure Track Promotion</u> in 2019-2020 e-mailed to chairs and deans:	March 1, 2019
<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> :	April 1, 2019
<b>Candidates</b> submit application using Panther180:	May 1, 2019 – August 29, 2019
<b>Units</b> submit list of department committee chairs to <a href="mailto:facultypromotion@fiu.edu">facultypromotion@fiu.edu</a> :	August 22, 2019
<b>Department Chairs</b> release <u>Non-Tenure Track Promotion</u> files for departmental review:	September 3, 2019
<b>Department Committee Chairs</b> submit <u>Non-Tenure Track Promotion</u> recommendations:	September 30, 2019
<u>Non-Tenure Track Promotion</u> files available for Department Chair's review:	October 5, 2019
<b>Department Chairs</b> submit <u>Non-Tenure Track Promotion</u> recommendations:	October 28, 2019
<u>Non-Tenure Track Promotion</u> files available for the College Dean's review:	November 2, 2019
<b>Deans</b> submit <u>Non-Tenure Track Promotion</u> recommendations:	December 9, 2019
<u>Non-Tenure Track Promotion</u> files available for the Provost's review:	December 14, 2019
<b>Provost</b> submits <u>Non-Tenure Track Promotion</u> decisions:	<b>February 24, 2019*</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.**