

MEMORANDUM



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

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

List of faculty who are eligible for <u>tenure and promotion</u> in 2019-2020 e-mailed to chairs and deans:	February 6, 2019 (tentative)
Department Chairs submit list of <u>promotion only</u> candidates to facultypromotion@fiu.edu :	March 1, 2019
Units send external review request letters:	March 1, 2019
Candidates submit application using Panther180:	March 11, 2019 – August 29, 2019
Units send external review packages:	April 1, 2019
Units submit list of department committee members and/or department reviewers to facultypromotion@fiu.edu :	August 22, 2019
Department Chairs release <u>tenure and promotion</u> files for departmental review:	September 3, 2019
Department Committee Chairs submit <u>tenure and promotion</u> recommendations:	October 14, 2019
<u>Tenure and promotion</u> files available for Department Chair's review:	October 19, 2019
Units submit list of college committee members and/or college reviewers to facultypromotion@fiu.edu :	October 28, 2019
Department Chairs submit <u>tenure and promotion</u> recommendations:	November 4, 2019
<u>Tenure and promotion</u> files available for the College Committee's review:	November 9, 2019
College Committee chairs submit <u>tenure and promotion</u> recommendations:	December 9, 2019
<u>Tenure and promotion</u> files available for the College Dean's review:	December 14, 2019
Deans submit <u>tenure and promotion</u> recommendations:	January 21, 2020
<u>Tenure and promotion</u> files available for the Provost's review:	January 26, 2020
Provost submits <u>tenure and promotion</u> recommendations:	April 1, 2020*
<u>Tenure and promotion</u> files available for the President's review:	April 6, 2020
President submits <u>tenure and promotion</u> recommendations:	April 27, 2020*

Provost submits <u>promotion only</u> recommendations:	May 4, 2020*
<u>Promotion only</u> files available for the President's review:	May 9, 2020
President submits <u>promotion only</u> recommendations:	June 1, 2020*
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.**