

MEMORANDUM



TO: Deans and Chairs
 FROM: Office of the Provost
 DATE: February 5, 2020
 SUBJECT: 2020-2021 Non-Tenure Track Promotion Schedule

The schedule for the 2020-2021 Non-Tenure Track Promotion process is outlined below:

Department Chairs submit list of Clinical, Professional Practice, Research and College of Medicine faculty candidates to panther180@fiu.edu :	April 1, 2020
Candidates submit application using Panther180:	May 1, 2020 – August 28, 2020
Units submit list of department committee members/reviewers to panther180@fiu.edu	August 21, 2020
Department Chairs attach external letters and release Non-Tenure Track Promotion files for departmental review:	September 2, 2020
Department Committee Chairs submit Non-Tenure Track Promotion recommendations:	September 30, 2020
Non-Tenure Track Promotion files available for Department Chair’s review:	October 5, 2020
Department Chairs submit Non-Tenure Track Promotion recommendations:	October 28, 2020
Non-Tenure Track Promotion files available for the College Committee’s review*:	November 2, 2020
College Committee Chairs submit Non-Tenure Track Promotion recommendations:	December 9, 2020
Non-Tenure Track Files available for the Dean’s Review	December 14, 2020
College Deans submit Non-Tenure Track Promotion recommendations	January 19, 2021
Non-Tenure Track Promotion files available for the Provost’s review:	January 25, 2021
Provost submits Non-Tenure Track Promotion decisions:	March 1, 2021**

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 calendar 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.

***If Promotion Process does not include the college committee, the file will proceed to the Dean’s review after the Department Chair review.**

****Date is subject to change depending on the volume of applications.**