

# MEMORANDUM



TO: Deans and Chairs  
 FROM: Office of the Provost  
 DATE: February 1, 2022  
 SUBJECT: 2022-2023 Non-Tenure Track Promotion Schedule

The schedule for the 2022-2023 Non-Tenure Track Promotion process is outlined below:

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| <a href="#">List of eligible faculty</a> for Non-Tenure Track Promotion in 2021-2022 e-mailed to chairs and deans:                                   | February 16, 2022             |
| <b>Department Chairs</b> submit list of non-tenure track promotion candidates to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> :        | April 1, 2022                 |
| <b>Candidates</b> submit application using Panther180:   | May 5, 2022 – August 25, 2022 |
| <b>Units</b> submit names of department committee chairs and/or department reviewers to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> : | August 16, 2022               |
| <b>Candidates</b> reminder to submit application using Panther180:   | August 25, 2022               |
| <b>Panther180</b> administration of evaluation workflow and access:  | August 26, 29, 30, 2022       |
| <b>Department Chairs</b> files available for review (attach external letters)* for departmental review:  | August 31, 2022               |
| <b>Department Chairs</b> release Non-Tenure Track Promotion files for departmental review:   | September 2, 2022             |
| <b>Department Committee</b> Non-Tenure track promotion files available for review:   | September 3, 2022             |
| <b>Department Committee Chairs</b> submit Non-Tenure Track Promotion recommendations:  | October 3, 2022               |
| <b>Department Chairs</b> Non-Tenure track promotion files available for review:  | October 9, 2022               |
| * <b>Units</b> submit list of college committee members and/or college reviewers to <a href="mailto:panther180@fiu.edu">panther180@fiu.edu</a> :     | October 27, 2022              |
| <b>Department Chairs</b> submit Non-Tenure Track Promotion recommendations:  | November 2, 2022              |
| * <b>College Committee</b> Non-Tenure Track Promotion files available for review:  | November 8, 2022              |
| * <b>College Committee Chairs</b> submit Non-Tenure Track Promotion recommendations:   | December 1, 2022              |
| <b>Deans</b> Non-Tenure Track Promotion files available for review:  | December 7, 2022              |
| <b>Deans</b> submit Non-Tenure Track Promotion recommendations:  | January 18, 2023              |
| <b>Provost</b> Non-Tenure Track Promotion files available for review:  | January 24, 2023              |

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| <b>Provost</b> submits Non-Tenure Track Promotion decisions: |
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| <b>March 1, 2023**</b> |
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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 applicable, based on department/unit guidelines**

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