

MEMORANDUM



TO: Deans and Chairs

FROM: Office of the Provost

DATE: February 6, 2019

SUBJECT: Spring 2019 Third Year Review

The schedule for the Spring 2019 Third Year Review process is outlined below:

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| Notification of faculty who are eligible for <u>third year review</u> e-mailed to chairs and deans: | February 7, 2019 |
| Candidates submit application using Panther180: | February 7, 2019 – March 6, 2019 |
| Units submit names of department committee members and/or department reviewers to facultypromotion@fiu.edu : | March 1, 2019 |
| Department Chairs release <u>third year review</u> files for departmental review: | March 8, 2019 |
| Department Committee Chairs submit <u>third year review</u> appraisals: | April 15, 2019 |
| <u>Third Year Review</u> files available for Department Chair's review: | April 20, 2019 |
| Department Chairs submit <u>third year review</u> appraisals: | May 20, 2019 |
| <u>Third Year Review</u> files available for the College Dean's review: | May 25, 2019 |
| College Deans submit <u>tenure and promotion</u> appraisals: | June 24, 2019 |
| <u>Tenure and promotion</u> files available for the Provost's review: | June 29, 2019 |
| Provost submits <u>third year review</u> appraisals: | August 2, 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.**