

MEMORANDUM



TO: Deans and Chairs
 FROM: Meredith A. Newman, Vice Provost for Faculty and Global Affairs
 DATE: January 26, 2017
 SUBJECT: 2017-2018 Tenure and Promotion Schedule

The schedule for the 2017-2018 Tenure and Promotion process is outlined below:

Notification of faculty who are eligible for <u>tenure and promotion</u> in 2017-2018 e-mailed to chairs and deans:	Thursday, January 26, 2017
Department Chairs submit list of <u>promotion only</u> candidates to facultypromotion@fiu.edu :	Friday, March 3, 2017
Units send external review request letters:	Friday, March 3, 2017
Candidates submit application using Panther180:	Monday, March 20, 2017 – Friday, Thursday, August 31, 2017
Units send external review packages:	Monday, April 3, 2017
Units submit list of department committee members and/or department reviewers to facultypromotion@fiu.edu :	Friday, August 25, 2017
Department Chairs release <u>tenure and promotion</u> files for departmental review:	Tuesday, September 5, 2017
Department Committee Chairs submit <u>tenure and promotion</u> recommendations:	Monday, October 9, 2017
<u>Tenure and promotion</u> files available for Department Chair’s review:	Saturday, October 14, 2017
Units submit list of college committee members and/or college reviewers to facultypromotion@fiu.edu :	Wednesday, November 1, 2017
Department Chairs submit <u>tenure and promotion</u> recommendations:	Tuesday, November 7, 2017
<u>Tenure and promotion</u> files available for the College Committee’s review:	Sunday, November 12, 2017
College Committee chairs submit <u>tenure and promotion</u> recommendations:	Monday, December 11, 2017
<u>Tenure and promotion</u> files available for the College Dean’s review:	Saturday, December 16, 2017
Deans submit <u>tenure and promotion</u> recommendations:	Monday, January 22, 2017
<u>Tenure and promotion</u> files available for the Provost’s review:	Saturday, January 27, 2018
Provost submits <u>tenure and promotion</u> recommendations:	Monday, April 2, 2018*
<u>Tenure and promotion</u> files available for the President’s review:	Saturday, April 7, 2018
President submits <u>tenure and promotion</u> recommendations:	Tuesday, May 1, 2018*
Provost submits <u>promotion only</u> recommendations:	Monday, May 7, 2018*

<u>Promotion only</u> files available for the President's review:	Saturday, May 12, 2018
President submits <u>promotion only</u> recommendations:	Monday, June 4, 2018*
Board of Trustees submits <u>tenure</u> decisions:	June, 2018 (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.**