

MEMORANDUM



TO: Deans and Chairs

FROM: Meredith A. Newman, Vice Provost for Faculty and Global Affairs

DATE: January 12, 2015

SUBJECT: 2015-2016 Tenure and Promotion Schedule

The schedule for the 2015-2016 Tenure and Promotion process is outlined below:

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| Notification of faculty who are eligible for <u>tenure and promotion</u> in 2015-2016 e-mailed to chairs and deans: | Tuesday, January 13, 2015 |
| Department Chairs submit list of <u>promotion only</u> candidates to Priscilla Williams (pwilliam@fiu.edu) to be added to the Online Faculty Promotion Portal: | Friday, March 6, 2015 |
| Units send external review request letters: | Friday, March 6, 2015 |
| Candidates upload application to the Online Faculty Promotion Portal (https://facultyprocess.fiu.edu): | Monday, March 16, 2015 – Friday, August 28, 2015 |
| Units send external review packages: | Monday, April 6, 2015 |
| Units submit list of department committee members and/or department reviewers to Priscilla Williams (pwilliam@fiu.edu) to be added to the Online Faculty Promotion Portal: | Friday, August 28, 2015 |
| Department Chairs release <u>tenure and promotion</u> files for departmental review: | Monday, August 31, 2015 |
| Department Committee Chairs (except CAS) upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Thursday, September 17, 2015 |
| CAS Department Committee Chairs upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Thursday, September 24, 2015 |
| <u>Tenure and promotion</u> files (except CAS) available for Department Chair's review: | Friday, September 25, 2015 |
| CAS <u>tenure and promotion</u> files available for Department Chair's review: | Friday, October 2, 2015 |
| Units (except CAS) submit list of college committee members and/or college reviewers to Priscilla Williams (pwilliam@fiu.edu) to be added to the Online Faculty Promotion Portal: | Monday, October 12, 2015 |
| Department Chairs (except CAS) upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Monday, October 12, 2015 |
| CAS submits list of college committee members and/or college reviewers to Priscilla Williams (pwilliam@fiu.edu) to be added to the Online Faculty Promotion Portal: | Monday, October 19, 2015 |

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| CAS Department Chairs upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Monday, October 19, 2015 |
| <u>Tenure and promotion</u> files (except CAS) available for the College Committee's review: | Tuesday, October 20, 2015 |
| CAS <u>tenure and promotion</u> files available for the College Committee's review: | Tuesday, October 27, 2015 |
| College Committee chairs (except CAS) upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Thursday, November 12, 2015 |
| <u>Tenure and promotion</u> files (except CAS) available for the College Dean's review: | Friday, November 20, 2015 |
| CAS College Committee chairs upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Monday, November 30, 2015 |
| CAS <u>tenure and promotion</u> files available for the College Dean's review: | Tuesday, December 8, 2015 |
| College Deans (except CAS) upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion portal: | Friday, December 11, 2015 |
| <u>Tenure and promotion</u> files available for the Provost's review: | Saturday, December 18, 2015 |
| CAS Deans upload <u>tenure and promotion</u> recommendations to the Online Faculty Promotion portal: | Friday, January 8, 2016 |
| CAS <u>tenure and promotion</u> files available for the Provost's review: | Saturday, January 16, 2016 |
| Provost uploads <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | Monday, April 4, 2016* |
| <u>Tenure and promotion</u> files available for the President's review: | Tuesday, April 12, 2016 |
| President uploads <u>tenure and promotion</u> recommendations to the Online Faculty promotion Portal: | Monday, May 2, 2016* |
| <u>Tenure and promotion</u> files available for the Board of Trustees: | Wednesday, May 5, 2016 |
| Provost uploads <u>promotion only</u> recommendations to the Online Faculty Promotion Portal: | Monday, May 9, 2016* |
| <u>Promotion only</u> files available for the President's review: | Tuesday, May 17, 2016 |
| President uploads <u>promotion only</u> recommendations to the Online Faculty Promotion Portal: | Monday, June 6, 2016* |
| Board of Trustees uploads <u>tenure and promotion</u> recommendations to the Online Faculty Promotion Portal: | June, 2016 (TBD) |

Candidates and reviewers should access the portal by using the following link, <https://facultyprocess.fiu.edu> and login with their AD credentials (e.g., username@fiu.edu) and password. Once a letter of evaluation is submitted, the department chair/designee is notified and has 3 days to inform the candidate of the results. The letter and any votes will be automatically released to the candidate after 3 days. The candidate then 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.**