

# MEMORANDUM



TO: Deans and Chairs  
FROM: Meredith A. Newman, Vice Provost for Faculty and Global Affairs  
DATE: January 12, 2015  
SUBJECT: 2015 Third Year Review Schedule

The schedule for the 2015 Third Year Review process is outlined below:

Notification of faculty who are eligible for <u>third year review</u> in Spring 2015 e-mailed to chairs and deans:	Tuesday, January 13, 2015
Candidates upload application to the Online Faculty Promotion Portal ( <a href="https://facultyprocess.fiu.edu">https://facultyprocess.fiu.edu</a> ):	Wednesday, January 14, 2015 – Friday, February 13, 2015
Units submit names of department committee members and/or department reviewers to Priscilla Williams ( <a href="mailto:pwilliam@fiu.edu">pwilliam@fiu.edu</a> ) to be added to the Online Faculty Promotion Portal:	Friday, February 13, 2015
Department chairs release <u>third year review</u> files for departmental review:	Monday, February 16, 2015
Department Committee Chairs upload <u>third year review</u> recommendations to the Online Faculty Promotion Portal:	Monday, March 16, 2015
<u>Third year review</u> files available for Department Chair's review:	Tuesday, March 24, 2015
Department Chairs upload <u>third year review</u> recommendations to the Online Faculty Promotion Portal:	Tuesday, April 7, 2015
<u>Third year review</u> files available for the College Dean's review:	Wednesday, April 15, 2015
College Deans upload <u>third year review</u> recommendations to the Online Faculty Promotion portal:	Monday, May 11, 2015
<u>Third year review</u> files available for the Provost's review:	Tuesday, May 19, 2015
Provost uploads <u>third year review</u> recommendations to the Online Faculty Promotion Portal:	<b>Friday, July 31, 2015*</b>

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](mailto:username@fiu.edu)) and password. Once an appraisal is submitted, the department chair/designee is notified and has 3 days to inform the candidate of the results. The appraisal 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 appraisal, 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**