



Non-Tenure Promotions 101

What Every Potential Candidate Needs to Know
From the Start?

Four Very Important Things

1. Getting Up-to-Date information
2. Knowing your rank, track and criteria
3. Maintaining your CV, collecting evidence and Panther180
4. Keeping up with Annual Faculty Evaluations



Getting Up-To-Date Information

Faculty Affairs Website

[Home](#) / [Resources](#) / [Faculty](#)

Faculty Tools

The Herbert Wertheim College of Medicine is committed to supporting our faculty's excellence, resilience, and vitality throughout their years of service and engagement.

We recognize that faculty fulfill a variety of roles within the college and that these roles vary over time: the clinician working at FIU Health; the researcher (biomedical, clinical or educational); the educator working with trainees in the classroom and clinic; and the leader supervising, serving on committees, and overseeing offices or programs.

Here are various resources to help faculty excel in their many roles.

[Clinical and Classroom Teaching](#)

[Clinical Care](#)

[Training](#)

[Faculty Awards and Recognition](#)

[Panther 180](#)

[Tenure and Non-Tenure Promotion](#)

[Professional Development](#)

[ORCID](#)

[FIU Discovery](#)

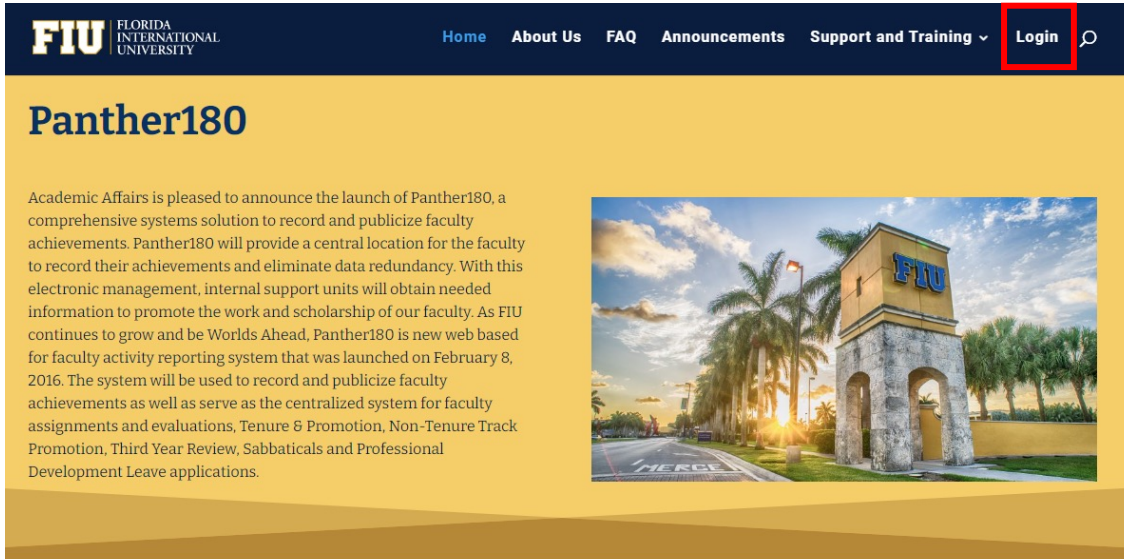
[Forms, Policies and Bylaws](#)

[Code of Professional Conduct](#)

[Conflict of Interest](#)

[Faculty Tools | Herbert Wertheim College of Medicine | Florida International University \(fiu.edu\)](#)

Where to Apply?

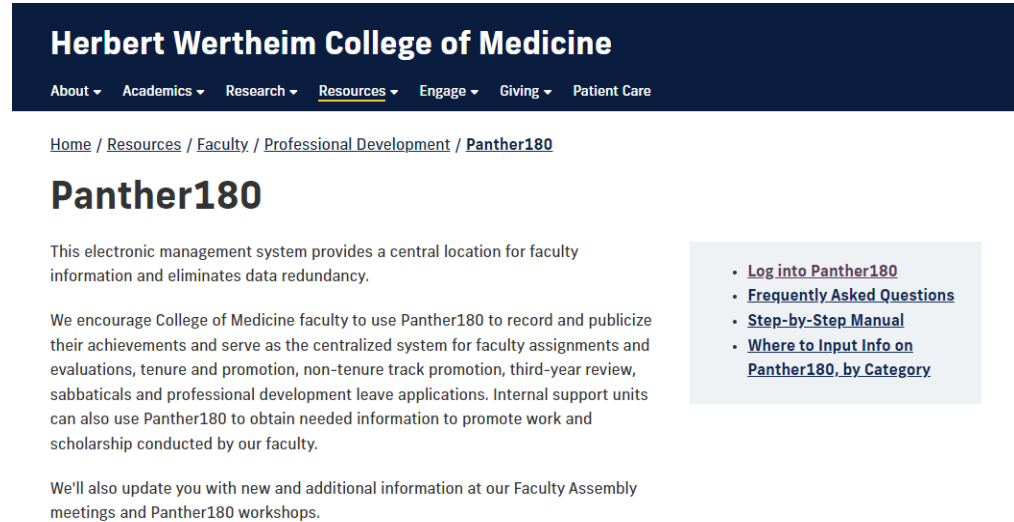



FIU FLORIDA INTERNATIONAL UNIVERSITY

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Panther180

Academic Affairs is pleased to announce the launch of Panther180, a comprehensive systems solution to record and publicize faculty achievements. Panther180 will provide a central location for the faculty to record their achievements and eliminate data redundancy. With this electronic management, internal support units will obtain needed information to promote the work and scholarship of our faculty. As FIU continues to grow and be Worlds Ahead, Panther180 is new web based for faculty activity reporting system that was launched on February 8, 2016. The system will be used to record and publicize faculty achievements as well as serve as the centralized system for faculty assignments and evaluations, Tenure & Promotion, Non-Tenure Track Promotion, Third Year Review, Sabbaticals and Professional Development Leave applications.



Herbert Wertheim College of Medicine

About Academics Research **Resources** Engage Giving Patient Care

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Panther180

This electronic management system provides a central location for faculty information and eliminates data redundancy.

We encourage College of Medicine faculty to use Panther180 to record and publicize their achievements and serve as the centralized system for faculty assignments and evaluations, tenure and promotion, non-tenure track promotion, third-year review, sabbaticals and professional development leave applications. Internal support units can also use Panther180 to obtain needed information to promote work and scholarship conducted by our faculty.

We'll also update you with new and additional information at our Faculty Assembly meetings and Panther180 workshops.

- [Log into Panther180](#)
- [Frequently Asked Questions](#)
- [Step-by-Step Manual](#)
- [Where to Input Info on Panther180, by Category](#)

<https://panther180.fiu.edu/>



Knowing Your Rank, Track & Criteria

Get Out that Offer Letter!



Simple Part: Your Rank

- Instructor
- Assistant Professor
- Associate Professor
- Professor
- Distinguished Professor
- Instructor Medical Librarian
- Assistant Medical Librarian
- Associate Medical Librarian
- Medical Librarian

Know Your Rank

Tenure Track

Basic science researchers and clinicians with a substantial record of scholarly productivity and funding.

Policies and procedures mirror FIU, where the vast majority of faculty are tenure track.

Requires continued significant contributions and external funding.

Requires that you are promoted on a specific timeline to keep your position.

Non-Tenure Track

Majority of HWCOC faculty, deans and administrators.

Policies and procedures mirror FIU, though several specific to HWCOC.

Requires continued progress in your track – through scholarship, service and education.

Knowing the Criteria for your Track

Take out the
APT Manual!

FIU HWCOT APT Manual:
Appointment, Promotion, Evaluation and Maintenance of Status

- I. Introduction/General Consideration**
- II. Overview of Tracks, Ranks and Joint Appointments**
 - A. Employed Faculty Tracks
 - B. Community-Based Faculty (Clinical and Research Faculty)
 - C. Adjunct Faculty
 - D. Faculty Joint Appointments
 - E. Changing Tracks
- III. Tenure Track and Tenured Faculty**
 - A. General Considerations Regarding Tenure Track
 - B. Appointments on Tenure Track: Process and Qualifications
 - C. Promotions on Tenure Track: Criteria
 - D. Annual Evaluations and Third Year Review for Tenure-Track Faculty
 - E. Sustained Performance Evaluations for Tenured Faculty
- IV. Employed Non-Tenure Track Faculty: Clinical/Health Outcomes Research, Research Scientist, Educator Scholar and Medical Librarian**
 - A. General Considerations
 - B. Appointments: Process and Qualifications
 - C. Promotions of Employed Non-Tenure Track Faculty: Criteria and Process
 - D. Evaluations and Maintenance of Status of Non-Tenure Track Employed Faculty
- V. MPAS Program Faculty**
 - A. Appointments: Process, Qualifications and Use of FIU Title
 - B. Promotions of Employed Non-Tenure Track Faculty: Criteria and Process
- VI. Community-Based (Clinical and Research) Faculty**
 - A. Appointments: Process, Qualifications and Use of FIU Title
 - B. Promotions: Process and Criteria
 - C. Evaluations, Reappointments, and Maintenance of Status of Clinical and Research Community-Based Faculty
- VII. Adjunct Faculty**
 - A. Appointments: Process and Qualifications
 - B. Promotions

<https://medicine.fiu.edu/assets/docs/apt-manual-2021.pdf>

Information Required for Promotion

- Updated CV
- Biographical Summary
- Statements of:
 - Education/Teaching
 - Patient Care/Service
 - Research/Scholarship
- Annual Faculty Evaluations – Last 5 years
- Internal Letters of Support – Min. 2; Max 3
- External Letters of Support – Assoc. 3; Prof. 5
- Completed Application (Evidence of Quality of Work)

Annual Faculty Evaluations: Required



Make sure it is documented!

Additional Supporting Documents

- First page of publications
- Administrative reviews and first pages of syllabi from courses you directed
- Student ratings of teaching (from course reviews)
- Peer/expert evaluations of teaching
- Evidence of student learning
- Clinical Productivity
- Research Proposals

Additional Supporting Documents, cont.

- Usage reports from MedEd Portal
- Participation ratings of presentations/workshops (FIU and other institutions)
- Emails/letters: awards, thanks for serving as reviewer; thanks from students/patients/community members
- Testimonials from students, colleagues, staff on the impact and quality of your work and your contributions at FIU HWCOCM
- Peer evaluation (Letters: FIU and/or HWCOCM deans, administrators, leaders)

Quantity x Quality =

FIU



Clinical Scholar Track

Patient Care/Service

- High quality patient care
- FIU & COM service
- Student Organizations
- Advice & governance to agencies & foundations
- National & international
- Mentoring

Research/Scholarship

- Use of scholarly approach
- Number of Manuscripts
- National/International Presentations

Education/Teaching

- Course design
- (Clinical) teaching
- Peer evaluation

Research Scientist Track

Research/Scholarship

- External funding
- Collaboration with others at FIU
- Peer reviewed publications
- Grants: Primary Investigators (PI)

Education/Teaching

- Class module
- Course design

Patient Care/Service

- Role model & mentor
- FIU & HWCOM committees
- Regional & national

Educator Scholar Track

Patient Care/Service

Research/Scholarship

Education/Teaching

- Teaching
- Curriculum
- Assessment (of learning)
- Mentoring
- Leadership

Medical Liberian Track

Service

- Professional Institutional

Research/Scholarship

Degrees & Development

- Masters of Library Science
- Additional Degrees
- Additional coursework
- Continuing Development Activities



Keeping Up Your CV, Collecting “Evidence” & Panther180

Everyone’s got to do it!

CV in FIU Format



NON-TENURE TRACK PROMOTION CURRICULUM VITAE
OF
[NAME and DEPARTMENT]

(Candidate's C.V. should follow the format outlined below. Where there is no reference, indicate by N/A)

EDUCATION (List most recent degree first)
Degree Institution Field Date

FULL-TIME ACADEMIC EXPERIENCE (list most recent first)
Institution Rank Field Dates (Month & Year)

PART-TIME ACADEMIC EXPERIENCE (list most recent first)
Institution Rank Field Dates (Month & Year)

NON-ACADEMIC EXPERIENCE
Place of Employment Title Dates

EMPLOYMENT RECORD AT FIU
Rank Dates

TEACHING AWARDS AND RECOGNITIONS—provide full information and dates.

FUNDED PEDAGOGIC PROJECTS—list all investigators including the title of project, the funding agency [if the funding is a subcontract, from what organization], project dates, and amount of funding [when there are co-PIs on an award, give the portion of the total award coming to the candidate].

PUBLICATIONS—list pedagogic publications first and any disciplinary publications subsequently (listing most recent first). Within these categories list publications in the following order: books, articles, proceedings, chapters in books, government reports, monographs, and book reviews. Provide complete bibliographical references for each. Include only items already in print or accepted for publication. For items accepted but not yet published, indicate "in press" and number of typewritten pages, single or double-spaced. If publication is co-authored, all authors must be listed as they appear in the publication—i.e., same order. If any students are co-authors, indicate by underlining the names of the students. If sole authored, author's name must be given. Indicate by "NPR" any publications that were not peer reviewed.

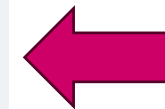
PRESENTED PAPERS, AND LECTURES—list pedagogic presentations first and any disciplinary presentations subsequently listing most recent first list (include title, date, and venue where presented).

OTHER SCHOLARLY AND CREATIVE WORK—list other publications, creative work, funded research, patents, etc. Provide complete references, grant agency information, etc. for each.

Important Forms and Guidelines for Non-Tenure-Track Faculty

These forms and guidelines provide important information regarding the non-tenure-track promotion process and application procedures.

- [Checklist for Non-Tenure-Track Promotion File Structure and Content](#)
- [Letter of Reference Format](#)
- [Non-Tenure-Track Promotion Timeline Infographic](#)
- [Non-Tenure-Track Curriculum Vitae Template](#)
- [Requesting Promotion as Community-Based Faculty](#)
- [2023-2024 NTP Non-Tenure Track Promotion Schedule](#)
- [College of Medicine APT Manual](#)



FIU CV
Format

<https://medicine.fiu.edu/resources/faculty/professional-development/tenure-and-non-tenure-promotion/ntt-promotion-forms-curriculum-vitae-fiu-template.docx>



For Further Support & Guidance

Your Chair and Your Department Coordinator

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Juliet Bello, B.As