



### Graduate Faculty Request For New Tenure/Tenure Earning Faculty

The review process that occurs as part of the search, screen, and appointment for new tenured and tenure track faculty is accepted as a recommendation for graduate faculty appointment at departmental and college levels. The University Graduate School (UGS) accepts requests for graduate faculty status of tenured and tenure-earning faculty within one year of the initial faculty appointment.

The department chair must submit this completed form and the *current CV (including the FIU appointment)* of the applicant to UGS. This form is only accepted for tenure and tenure earning faculty within the one year of the initial appointment. Non-tenure appointments and appointments past one year are required to submit their application online via Panther 180. You can find more information regarding this process [here](#).

Faculty Name: \_\_\_\_\_

Professor Position:            assistant            associate            full

Tenure Status:                tenured            tenure earning

Hiring Date: \_\_\_\_\_ Panther ID: \_\_\_\_\_

Attach a current CV including FIU appointment

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Department: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit electronically to Ashley Mendez ([amendez@fiu.edu](mailto:amendez@fiu.edu)). UGS will process and submit the request for appointment to Graduate Faculty to the Provost. The completed form with CV must be submitted to UGS no later than **October 15** for fall and **March 15** for spring, in order to be processed within the respective semester. \*If deadline falls on a Holiday or weekend, the due date is the business day prior to it.