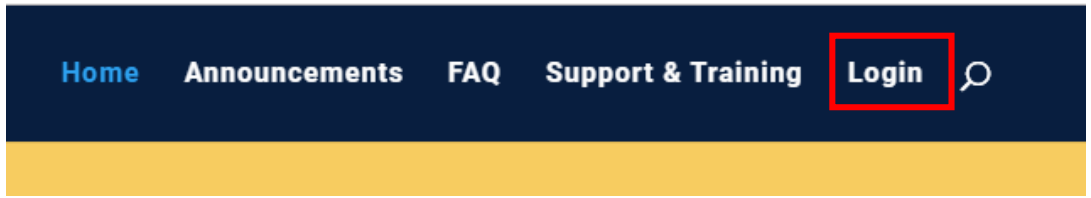
Committee Member/Chair guide to review candidate file in Panther180 Tutorial

*Updated Spring 2019

FIU | Panther180

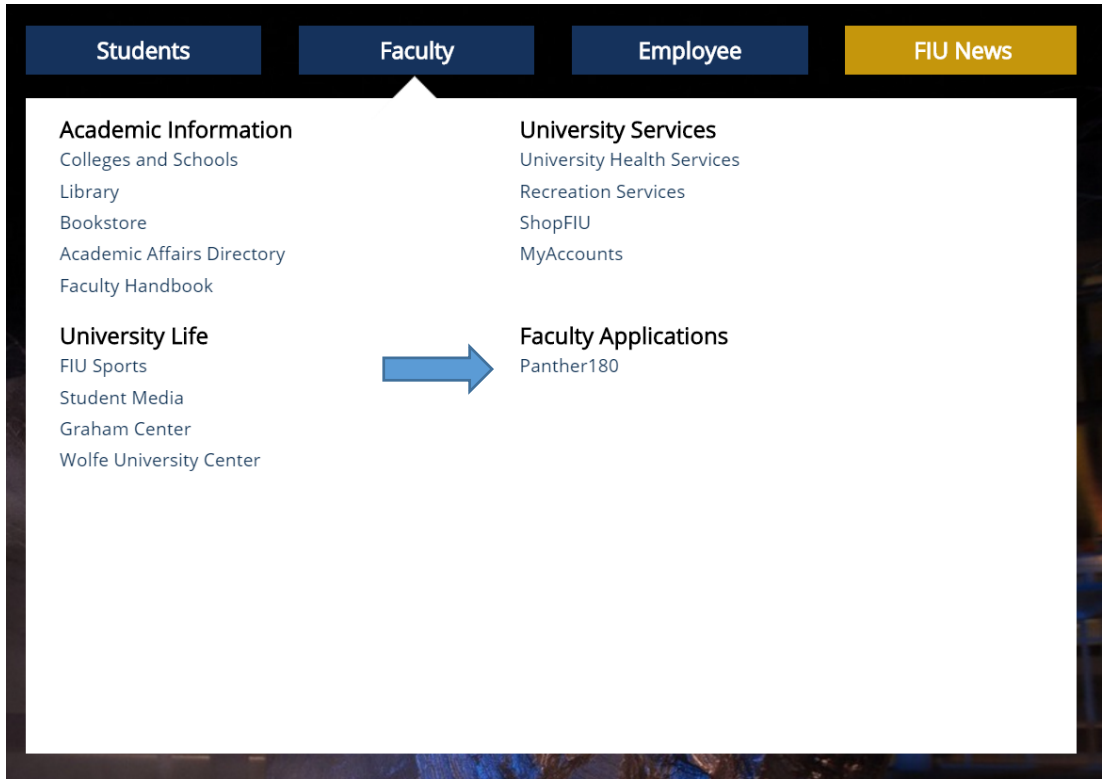
How Do I Login to Panther180?

- http://panther180.fiu.edu



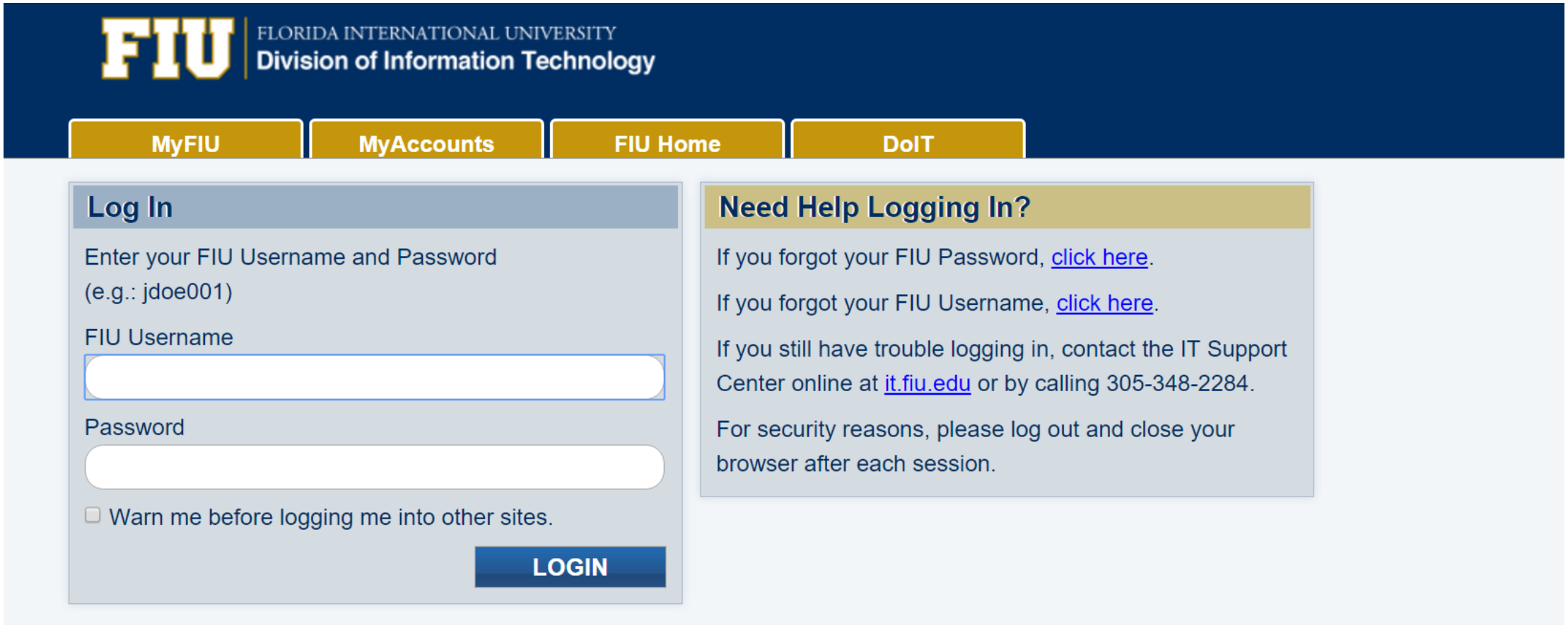
OR

- https://my.fiu.edu
- Click on Faculty tab > Faculty Applications > Panther180

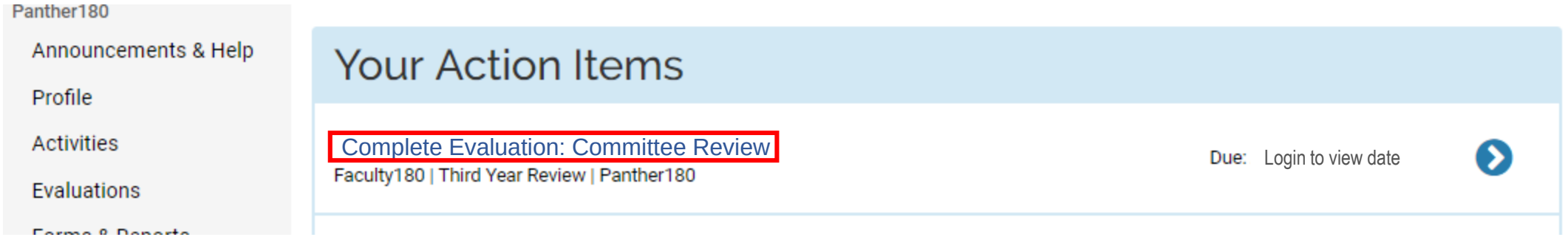


FIU | Panther180

Single Sign-On has been implemented which allows faculty to login with their AD credentials

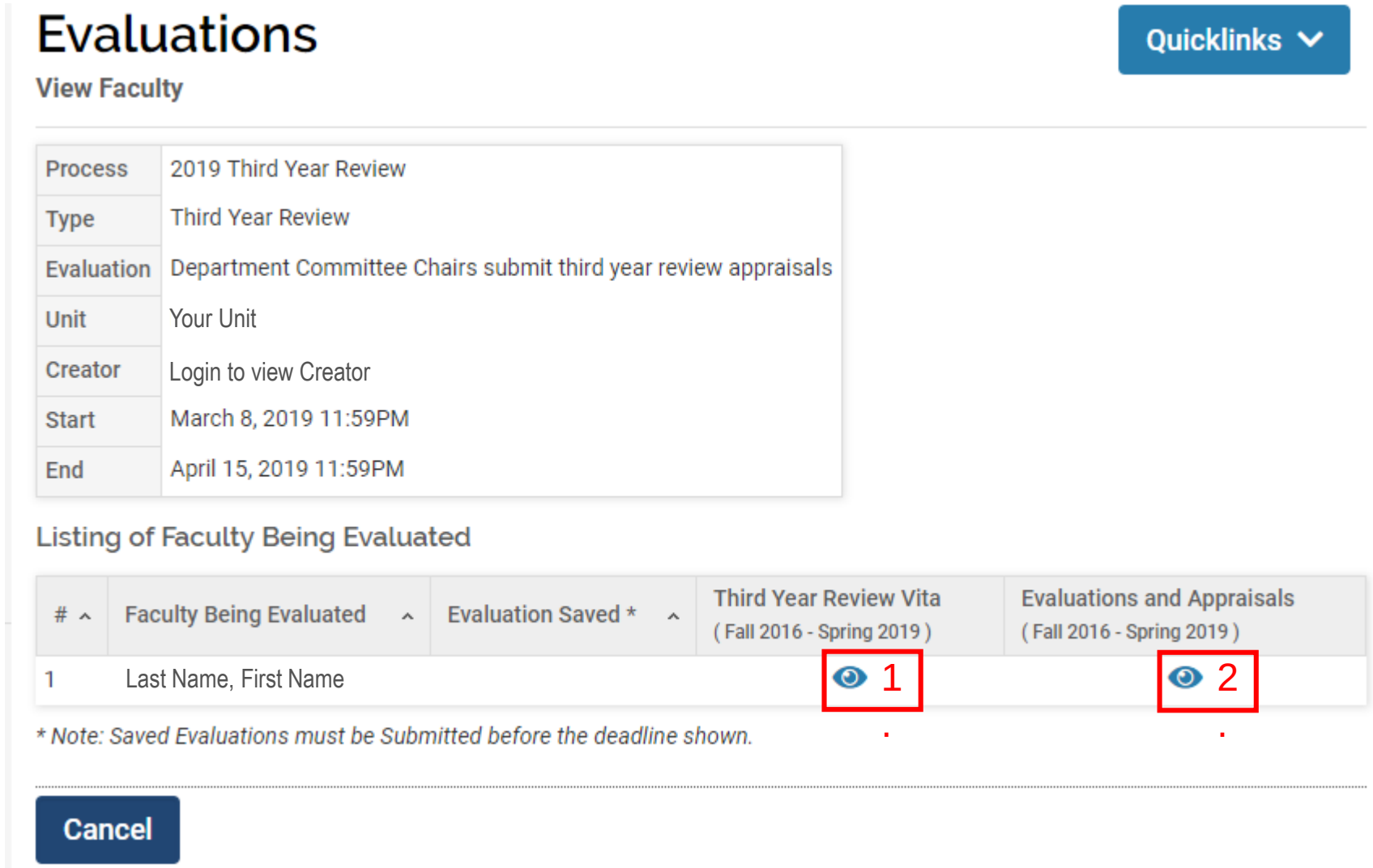


Once logged into Panther180, you will see a link. This link is for everyone in the committee. If you are on the committee and do not see a link for the candidates file, please contact Panther180 to find out why it is not visible.



Please note that this is an example link to be used for this tutorial. The name on the link will vary for each type of promotion/evaluation we are currently in. The process is still the same no matter what type of promotion/evaluation you are referring to.

After clicking the link, you should be able to see all of the faculty being evaluated.



1. Eyeball number 1 is the application that has been submitted by the candidate in a vita format.

2. Eyeball number 2 provides any evaluations previously completed. Generally you will find the outcome of the previous steps here. Please note the timeframe selected above the eyeball.

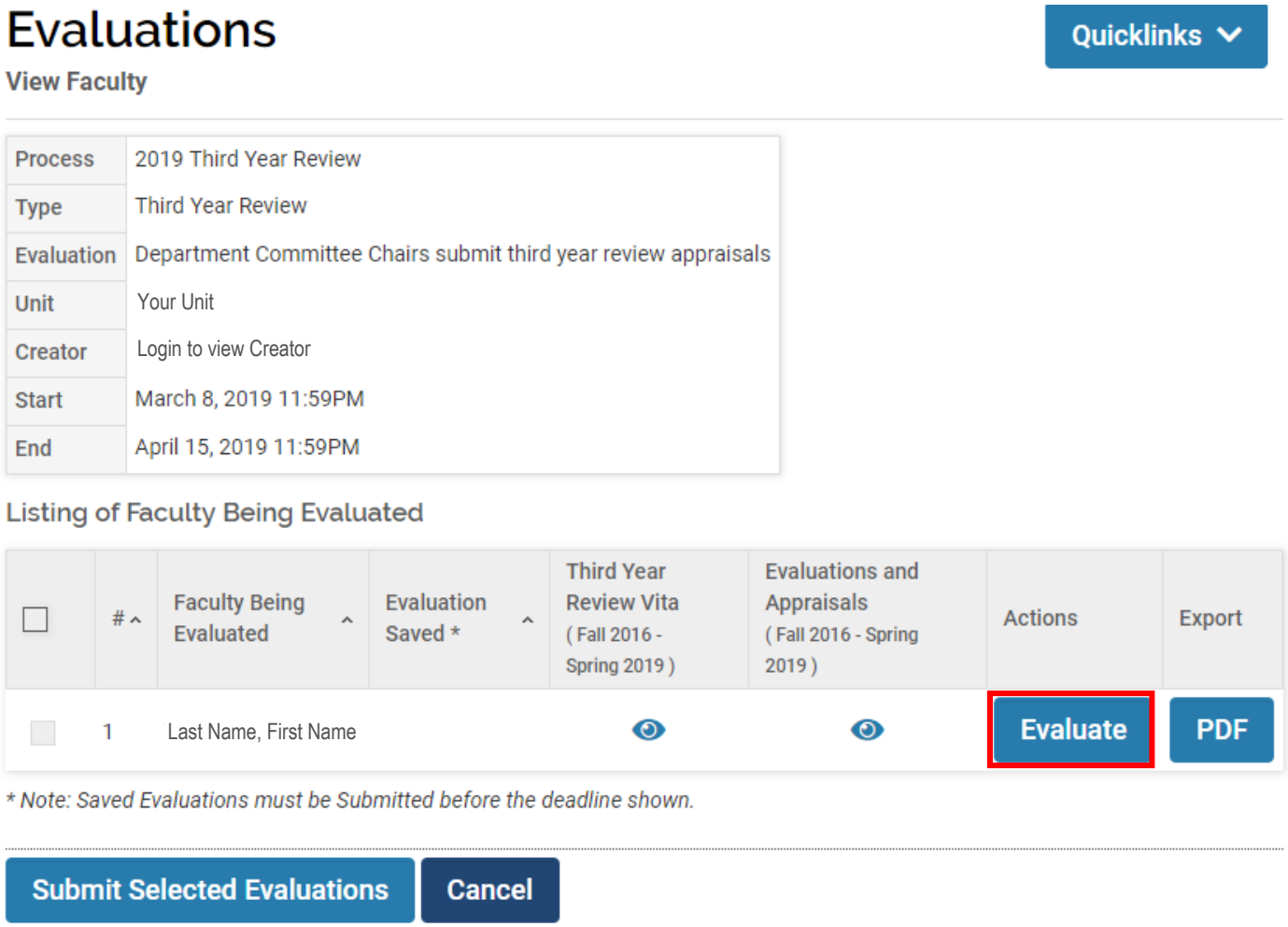
FIU | Panther180

Committee Members: As a committee member you have access to the candidates file. You may review the file at any time during the allotted time period. There is no further action needed, the committee chair will be responsible to adding the committee's decision.

Committee Chair: As the committee chair you have the responsibility for uploading the committee votes and/or committee letter.

Please continue to the next slide for further instructions on uploading the required documents.

FIU | Panther180

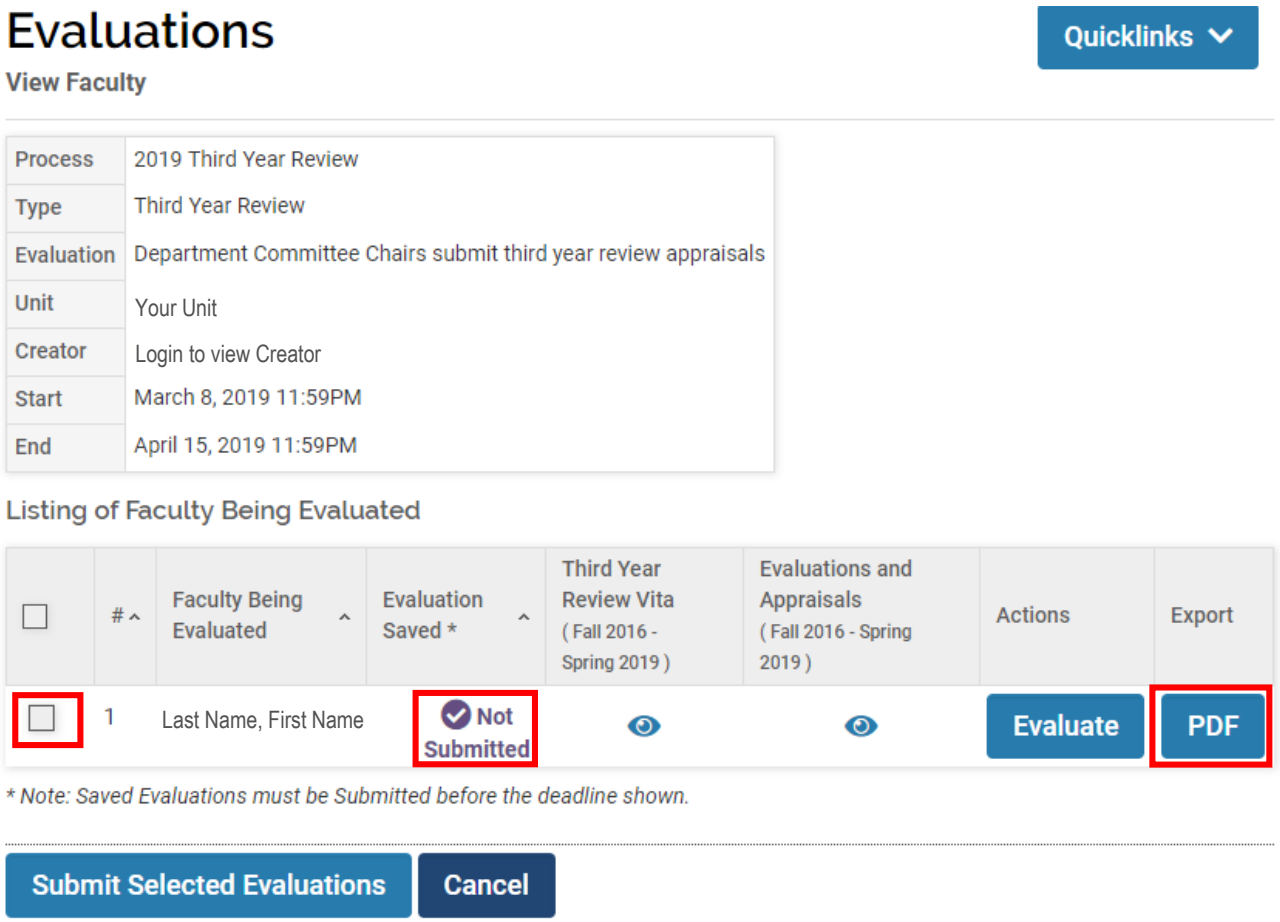


Here you may notice there two additional buttons:
Evaluate and PDF

The “Evaluate” button is where you will be uploading the committee votes and/or committee letter.

Once you are done, the file is saved but not submitted.
You still need to submit

FIU | Panther180



To **save** a copy of what you have completed within the evaluation button click on the "PDF" button.

This is only used after you have complete AND saved your evaluation.

To **submit** select the check box to the left of the faculty name you are ready to submit. Then click the "Submit Selected Evaluations" button.

Please note that once you submit, the faculty name will disappear and you will not have access to save using the PDF button.

FIU | Panther180

Questions?

Panther180@fiu.edu or call 305-348-2169

Register for training sessions at http://professionaldevelopment.fiu.edu

1. click on “Enroll”
2. Select “Academic Affairs” from Department List
3. Select Panther180 Open Labs
4. Select desired session and hit “Select”
5. Select “Confirm Pending Enrollments”

FIU | Panther180