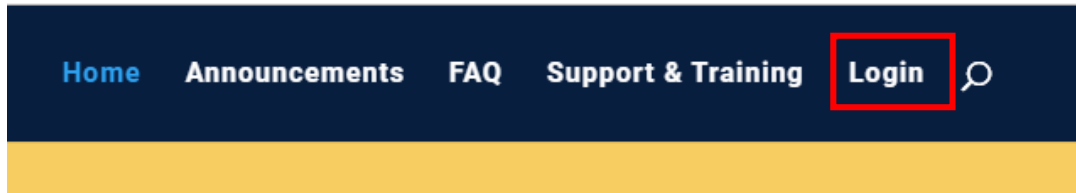


Committee Member/Chair guide to review candidate file in Panther180 Tutorial

*Updated Spring 2019

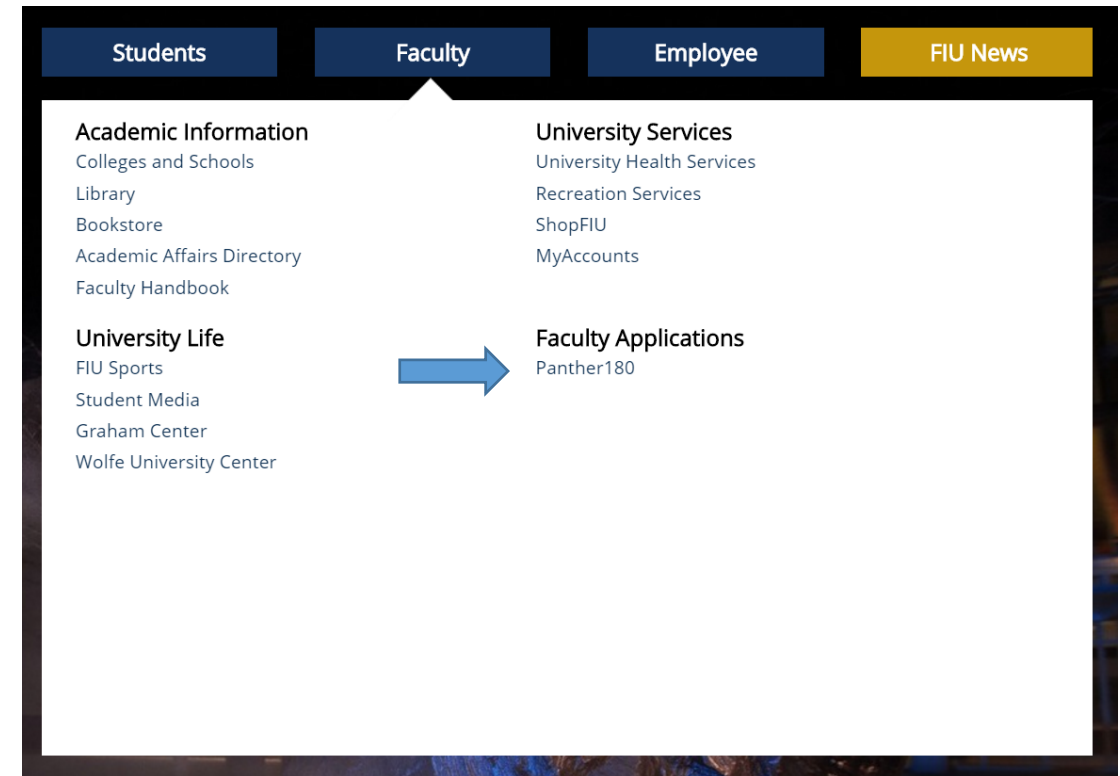
How Do I Login to Panther180?

- <http://panther180.fiu.edu>




OR

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



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

 **FLORIDA INTERNATIONAL UNIVERSITY**
Division of Information Technology

MyFIU **MyAccounts** **FIU Home** **DoIT**

Log In

Enter your FIU Username and Password
(e.g.: jdoe001)

FIU Username

Password

☐ Warn me before logging me into other sites.

LOGIN

Need Help Logging In?

If you forgot your FIU Password, [click here](#).

If you forgot your FIU Username, [click here](#).

If you still have trouble logging in, contact the IT Support Center online at it.fiu.edu or by calling 305-348-2284.

For security reasons, please log out and close your browser after each session.

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.

Panther180

Announcements & Help

Profile

Activities

Evaluations

Forms & Reports

Your Action Items

Complete Evaluation: Committee Review

Faculty180 | Third Year Review | Panther180

Due: Login to view date

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.



Evaluations

Quicklinks ▾

View Faculty

Process	2019 Third Year Review
Type	Third Year Review
Evaluation	Department Committee Chairs submit third year review appraisals
Unit	Your Unit
Creator	Login to view Creator
Start	March 8, 2019 11:59PM
End	April 15, 2019 11:59PM

Listing of Faculty Being Evaluated

# ^	Faculty Being Evaluated ^	Evaluation Saved * ^	Third Year Review Vita (Fall 2016 - Spring 2019)	Evaluations and Appraisals (Fall 2016 - Spring 2019)
1	Last Name, First Name		 1	 2

* Note: Saved Evaluations must be Submitted before the deadline shown.

Cancel

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.

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.



Evaluations

View Faculty

Quicklinks ▾

Process	2019 Third Year Review
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Creator	Login to view Creator
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Listing of Faculty Being Evaluated

<input type="checkbox"/>	# ^	Faculty Being Evaluated ^	Evaluation Saved * ^	Third Year Review Vita (Fall 2016 - Spring 2019)	Evaluations and Appraisals (Fall 2016 - Spring 2019)	Actions	Export
<input type="checkbox"/>	1	Last Name, First Name			<div>Evaluate</div>	<div>PDF</div>	

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations Cancel

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

Evaluations

View Faculty

Quicklinks ▾

Process	2019 Third Year Review
Type	Third Year Review
Evaluation	Department Committee Chairs submit third year review appraisals
Unit	Your Unit
Creator	Login to view Creator
Start	March 8, 2019 11:59PM
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Listing of Faculty Being Evaluated

<input type="checkbox"/>	# ^	Faculty Being Evaluated ^	Evaluation Saved * ^	Third Year Review Vita (Fall 2016 - Spring 2019)	Evaluations and Appraisals (Fall 2016 - Spring 2019)	Actions	Export
<input type="checkbox"/>	1	Last Name, First Name	<input checked="" type="checkbox"/> Not Submitted			Evaluate	PDF

* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations

Cancel

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.

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”



Panther180