Submitting Professional Development Leave Applications in Panther180 Tutorial

*Updated Summer 2020*
How Do I Login to Panther180?

- [http://panther180.fiu.edu](http://panther180.fiu.edu)
- [https://my.fiu.edu](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.
Click on the Dashboard Message

Your Action Items

2019-2020 Professional Development Leave Application
Activity Input | 2018-09-20 3:52 pm - 2018-10-19 11:59 pm | Panther180

OR

Click on the “Forms & Reports” tab on the left

You will find the application under "Initiated Activity Input Forms"

- Initiated Activity Input Forms

  Initiated process
  2019-2020 Professional Development Leave Application
Your application will have sections to fill out, click on the "add" button to enter information.

Make sure all sections are filled out when going from section to section.

If there are any "Activities Require Your Attention" flags, you must update the section.
Fill out the application

Designate order of preference (1=most preferred); if unwilling to accept 2nd option, do not choose more than 1st preference

* indicates required field

A
In accordance with the purpose, eligibility, and terms of the Professional Development Leave Program (PDL) as established in the BOT-UFF Policy on Professional Development Leave and Sabbaticals, I hereby apply for a PDL for:

Start Semester* [Select Semester] [Select Year]
End Semester* [Ongoing]
Semester at Full Pay (If you select this option, please indicate which semester)
Two semesters at one-half pay (Fall and Spring)
Faculty Rank*
College/School*
Department

B
Attachments

<table>
<thead>
<tr>
<th>Attachment Type</th>
<th>Attachment</th>
<th>Type</th>
<th>Lock (faculty cannot delete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
<td>Choose File</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Add Another

Save | Save and Add Another | Save and Go Back | Cancel
Once you have completed the application and Leave Proposal as well as updated all appropriate sections, select the "Submit For Review" button located at the top and bottom of the application.

You may also save at any time during the application by selecting the "Save and Go Back" 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”