

2023-2024 Tenured Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's full-time faculty and notes committee membership
DATE: By 11/17/2023

STEP 2: Faculty member updates their **FIS profile** with 2021, 2022, and 2023 data
DATE: Before 2/01/2024

STEP 3: Faculty member refreshes VPAA-160 and uploads any unit-specific supplemental documentation (Workflow)
DATE: 1/18 – 2/01/2024
STEP ACCESS: Faculty

STEP 4: PAC chair uploads PAC recommendation to UA
DATE: 2/02 – 3/28/2024
STEP ACCESS: PAC chair/members

STEP 5: UA uploads final annual review
DATE: 3/29 – 5/31/2024
STEP ACCESS: UA

Acronym Key:

UA = Unit administrator

PAC = Personnel Affairs Committee