## 2023-2024 Unit Administrator Reappointment Review Flowchart

STEP 1: Dean notifies the Unit Administrator of reappointment review

DATE: By 11/17/2023

STEP 2: Unit
Administrator updates
their FIS profile with
2021, 2022, and 2023
data

DATE: Before 2/01/2024

STEP 3: Unit
Administrator refreshes
VPAA-160 and uploads
any unit-specific
supplemental
documentation
(Workflow)

DATE: 1/18 – 2/01/2024 STEP ACCESS: UA STEP 4: AEC chair uploads AEC recommendation to Dean

DATE: 2/02 – 3/28/2024

STEP ACCESS: AEC chair/members

STEP 5: Dean uploads final annual review

DATE: 3/29 - 5/31/202

STEP ACCESS: Dean

Acronym Key:

AEC = Administrator Evaluation Committee