Libraries Annual Review Flowchart

STEP 1: Confirm Library faculty and committee membership

DATE: By 11/17/2023

STEP 2: Librarian updates their **FIS profile** with 2021, 2022 and 2023 data and reviews their submission

DATE: 1/18 - 2/01/2024

STEP 3: Supervisor uploads recommendation

DATE: 2/2 – 2/08/2024

STEP 4: Assistant Dean uploads recommendation

DATE: 2/09 – 2/15/2024

STEP 5: Div -PAC uploads recommendation

DATE: 2/16 – 2/22/2024

STEP 6: Supervisor meets with Librarian

DATE: 2/23 – 3/07/2024

STEP 7: Librarian submits comments

DATE: 3/8 – 3/14/2024

STEP 8: Administrator uploads final annual review

DATE: 3/15 – 3/28/2024