2024-2025 Tenured Faculty Annual Review Flowchart

<u>STEP 1</u>: UA verifies the unit's full-time faculty and notes committee membership DATE: By 11/13/24 <u>STEP 2</u>: Faculty member updates their <u>FIS profile</u> with 2022, 2023, and 2024 data

> DATE: Before 01/30/25

<u>STEP 3</u>: Faculty member refreshes VPAA-160 and uploads any unit-specific supplemental documentation (Workflow) DATE: 01/16 – 01/30/25 STEP ACCESS: Faculty <u>STEP 4</u>: PAC chair uploads PAC recommendation to UA DATE: 01/31 – 03/06/25 STEP ACCESS: PAC chair/members

<u>STEP 5</u>: UA uploads final annual review DATE: 03/07 – 05/08/25

STEP ACCESS: UA

<u>Acronym Key</u>: UA = Unit administrator PAC = Personnel Affairs Committee