Libraries Annual Review Flowchart

STEP 1: Confirm Library faculty and committee membership

DATE: By 11/14/2024

STEP 2: Librarian updates their **FIS profile** with 2022, 2023 and 2024 data and reviews their submission

DATE: 01/16 - 01/30/2025

STEP 3: Supervisor uploads recommendation

DATE: 01/31 – 02/06/2025

STEP 4: Assistant Dean uploads recommendation

DATE: 02/07 – 02/13/2025

STEP 5: Div -PAC uploads recommendation

DATE: 02/14 – 02/20/2025

STEP 6: Supervisor meets with Librarian

DATE: 02/21 – 03/06/2025

STEP 7: Librarian submits comments

DATE: 03/07 – 3/13/2025

STEP 8: Administrator uploads final annual review

DATE: 03/14 – 03/27/2025