Professional Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's full-time faculty.

DATE: By 11/13/2024

<u>STEP 2</u>: Faculty member updates their <u>FIS profile</u>.

DATE: Before 01/30/2025

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

DATE: 01/16 – 01/30/2025

STEP 4: PAC chair uploads
PAC recommendation UA

DATE: 01/31 – 02/20/2025

STEP ACCESS: PAC chair/members

STEP 5: UA uploads final annual review

DATE: 02/21 – 3/28/2025

Acronym Key:

UA = Unit administrator

PAC = Personnel Affairs Committee