

Part Time Instructor of Record Annual Review Flowchart

STEP 1: UA verifies the unit's
part time instructors
DATE: By 02/12/2026

STEP 2: Instructors update
their **FIS profile** with data
DATE: Before 03/05/2026

STEP 3: Instructors refreshes
their Annual Review Report
and uploads any unit-specific
supplemental documentation
(Workflow)
DATE: 02/19 – 03/05/2026
STEP ACCESS: Faculty

STEP 4: UA uploads final
annual review
DATE: 03/06 – 03/26/2026
STEP ACCESS: UA

Acronym Key:
UA = Unit administrator