Libraries Annual Review Flowchart

STEP 1: Confirm Library faculty and committee membership

DATE: By 1/26/2025 STEP 2: Librarian updates their FIS profile with 2023, 2024 and 2025 data and reviews their submission

DATE: 01/08 - 01/22/2026

STEP 3: Supervisor

uploads ecommendation

DATE: 01/23 - 02/05/2026

STEP 4: Assistant
Dean uploads

DATE: 02/06 - 02/12/2026

STEP 5: Div -PAC uploads

DATE: 02/13 – 02/19/2026

STEP 6:

Supervisor meets with Librarian

DATE: 02/20 – 03/05/2026

STEP 7: Librarian submits comments

DATE: 03/06 – 3/12/2026

STEP 8:

Administrator uploads final annual review

DATE: 03/13 – 03/26/2026