## **2025-2026 Tenured Faculty Annual Review Flowchart**

STEP 1: UA verifies the unit's full-time faculty and notes committee membership DATE: By 11/13/25 STEP 2: Faculty member updates their FIS profile with 2023, 2024, and 2025 data DATE: Before 01/22/26 STEP 3: Faculty
member refreshes
VPAA-160 and
uploads any unitspecific supplemental
documentation
(Workflow)

DATE: 01/08 – 01/22/26

STEP ACCESS: Faculty

STEP 4: PAC chair uploads PAC recommendation to UA

DATE: 01/23 – 02/12/26

STEP ACCESS: PAC chair/members

**STEP 5**: UA uploads final annual review

DATE: 02/13 04/23/26

STEP ACCESS: UA

## Acronym Key:

UA = Unit administrator
PAC = Personnel Affairs Committee