Annual/Reappointment Reviews for 4th/5th Year Tenure-Track Faculty Annual Review Flowchart

**STEP 1**: UA verifies the unit’s year 1/2/4/5 tenure-track faculty and notes committee membership
  DATE: By 11/1/19

**STEP 2**: Faculty member updates their FIS profile with appropriate data
  DATE: Before 1/23/20
  STEP ACCESS: Faculty

**STEP 3**: Faculty member refreshes VPAA-160(s) and uploads any unit-required supplemental documentation
  DATE: 1/2 – 1/23/20
  STEP ACCESS: PAC chair/members

**STEP 4**: PAC chair uploads PAC recommendation to UA
  DATE: 1/24 – 2/21/20
  STEP ACCESS: PAC chair/members

**STEP 5**: URC chair uploads URC recommendation*
  DATE: 2/22 – 3/20/20
  STEP ACCESS: URC chair/members

**STEP 6**: UA uploads final annual and reappointment reviews*
  DATE: 3/21 – 4/30/20
  STEP ACCESS: UA

**Acronym Key:**
UA = Unit administrator
PAC = Personnel Affairs Committee
URC = Unit Review Committee

*Negative recommendations require additional steps - Please see UNT Policy 06.004 and/or contact Academic Resources