Tenure-Track (5th year reappointment) 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 11/2/20

**STEP 2**: Faculty member updates their FIS profile with appropriate data
DATE: Before 2/11/21
STEP ACCESS: Faculty

**STEP 3**: Faculty member refreshes VPAA-160(s) and uploads any unit-required supplemental documentation
DATE: 1/28–2/11/21
STEP ACCESS: Faculty

**STEP 4**: PAC chair uploads PAC recommendation to UA
DATE: 2/12 – 3/4/21
STEP ACCESS: PAC chair/members

**STEP 5**: URC chair uploads URC recommendation
DATE: 3/5 – 3/25/21
STEP ACCESS: URC chair/members

**STEP 6**: UA uploads final annual and reappointment reviews
DATE: 3/26 – 5/31/21
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

12/17/2020rlh