

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 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