Professional Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's full-time faculty and notes committee membership

DATE: By 11/17/2023

STEP 2: Faculty member updates their FIS profile with 2021, 2022, and 2023 data

DATE: Before 2/01/2024

STEP 3: Faculty member refreshes VPAA-160 and uploads any unit-specific supplemental documentation (Workflow)

DATE: 1/18 – 2/01/2024

STEP ACCESS: Faculty

STEP 4: PAC chair uploads PAC recommendation to UA

DATE: 2/02 – 3/07/2024

STEP ACCESS: PAC chair/members

STEP 5: UA uploads final annual review

DATE: 3/08 - 3/28/2024

STEP ACCESS: UA

Acronym Key:

UA = Unit administrator

PAC = Personnel Affairs Committee