

Non-Tenured Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's full-time faculty and notes committee membership
DATE: By 11/15/21

STEP 2: Faculty member updates their FIS profile with 2019, 2020, and 2021 data
DATE: Before 2/10/22

STEP 3: Faculty member refreshes VPAA-160 and uploads any unit-specific supplemental documentation (Workflow)
DATE: 1/27 – 2/10/22
STEP ACCESS: Faculty

STEP 4: PAC chair uploads PAC recommendation to UA
DATE: 2/11 – 3/3/22
STEP ACCESS: PAC chair/members

STEP 5: UA uploads final annual review
DATE: 3/4 – 3/24/22
STEP ACCESS: UA

Acronym Key:
UA = Unit administrator
PAC = Personnel Affairs Committee