Tenure-Track Faculty
(Years 1/2/3/5 Reappointment)
Annual Review Flowchart

**STEP 1**: UA verifies the unit’s year 1/2/3/5 tenure-track faculty and notes committee membership
DATE: By 11/15/21

**STEP 2**: Faculty member updates their FIS profile with appropriate data
DATE: Before 2/10/22
STEP ACCESS: Faculty

**STEP 3**: Faculty member refreshes VPAA-160(s) and uploads any unit-required supplemental documentation
DATE: 1/27 – 2/10/22
STEP ACCESS: PAC chair/members

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

**STEP 5**: URC chair uploads URC recommendation
DATE: 3/4 – 3/24/22
STEP ACCESS: URC chair/members

**STEP 6**: UA uploads final annual and reappointment reviews
DATE: 3/25 – 5/31/22
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