**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 11/17/22

**STEP 2:** Faculty member updates their FIS profile with appropriate data  
**DATE:** Before 2/02/23

**STEP 3:** Faculty member refreshes VPAA-160(s) and uploads any unit-required supplemental documentation  
**DATE:** 1/19 – 2/02/23

**STEP 4:** PAC chair uploads PAC recommendation to UA  
**DATE:** 2/03 – 3/02/23

**STEP 5:** URC chair uploads URC recommendation*  
**DATE:** 3/03 – 3/23/23

**STEP 6:** UA uploads final annual and reappointment reviews*  
**DATE:** 3/24 – 5/31/23

**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