

2019-20 Tenured and Tenure-Track (Years 3 and 6) Faculty Annual Review

General Information: Full-time faculty annual review is facilitated through Workflow. Please note that the dates specified in this document are hard deadlines, as the process is on an automated scheduler. Therefore, it is imperative that each step meet its specified deadline. If a due date falls on a non-business day; the due date is the most previous business day.

The [VPAA-160 Annual Review Report](#) is the university standard for annual review. Workflow will automatically run the VPAA-160. Faculty will then upload any unit-specific supplemental documentation into Workflow. Items that cannot be easily uploaded into Workflow, e.g., books, are permitted outside Workflow.

Policy References: [UNT Policy 06.007, Annual Review](#)

[Workflow Annual Review Training Schedule](#)

Unit Administrator Access Window and Deadlines:

11/1/19:

- Academic Administration will send unit administrators a file noting each unit's full-time faculty in early October. Please follow the instructions in the file (informs us of PAC/unit review committee membership and eligible faculty) and email the file to Rebecca How (r.how@unt.edu). Please note anyone on any type of leave or those retiring in 2020.
- Inform unit faculty what unit-specific supplemental documentation is required outside the VPAA-160

3/21/20 – 4/30/20:

- Upload tenured and tenure-track (years 3 and 6) faculty annual reviews (**Workflow**)
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Faculty Member Access Window and Deadline:

1/2/20 – 1/23/20:

- Update faculty profile with 2017, 2018, and 2019 data prior to submitting the annual review (**FIS**)
 - Refresh VPAA-160, Annual Review Report (**Workflow**)
 - Upload unit-specific supplemental documentation (**Workflow**)
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Personnel Affairs Committee (PAC) Access Window and Deadline:

1/24/20 – 3/20/20:

- **PAC Members:** Review faculty annual review documents and provide recommendation feedback to the PAC chair
 - **PAC Chair:** Upload PAC annual review recommendation for each faculty member (**Workflow**)
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