Non-Tenured Faculty Annual Review Flowchart

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

DATE: By 11/1/19

STEP 2: Faculty member updates their FIS profile with 2017, 2018, and 2019 data DATE: Before 1/23/20 STEP 3: Faculty member refreshes VPAA-160 and uploads any unit-specific supplemental documentation (Workflow) DATE: 1/2 – 1/23/20 STEP ACCESS: Faculty

<u>STEP 4</u>: PAC chair uploads PAC recommendation to UA DATE: 1/24 – 2/21/20

STEP ACCESS: PAC chair/members

<u>STEP 5</u>: UA uploads final annual review DATE: 2/22 – 3/20/20 STEP ACCESS: UA

<u>Acronym Key</u>: UA = Unit administrator PAC = Personnel Affairs Committee