Tenured and Tenure-Track (Year 3 and 6) 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

STEP 4: PAC chair uploads PAC recommendation to UA

STEP ACCESS: PAC chair/members

DATE: 1/24 – 3/20/20

STEP 5: UA uploads final annual review

STEP ACCESS: UA

Acronym Key:

UA = Unit administrator

PAC = Personnel Affairs Committee