Tenure-Track (Years 1/2/4/5) Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's year 1/2/4/5 tenure-track faculty and notes committee membership

DATE: By 11/1/19

STEP 2: Faculty member updates their **FIS profile** with appropriate data

DATE: Before 1/23/20

STEP 3: Faculty member refreshes VPAA-160(s) and uploads any unit-required supplemental documentation

DATE: 1/2 – 1/23/20

STEP ACCESS: Faculty

STEP 4: PAC chair uploads PAC recommendation to UA

DATE: 1/24 – 2/21/20

STEP ACCESS: PAC chair/members

STEP 5: URC chair uploads URC recommendation*

DATE: 2/22 – 3/20/20

STEP ACCESS: URC chair/members

STEP 6: UA uploads final annual and reappointment reviews*

DATE: 3/21 – 4/30/20

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 Administration

9/12/2019