

2022 - 2023 Tenured Faculty Annual Review Flowchart

STEP 1: UA verifies the unit's full-time 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 and uploads any unit-specific supplemental documentation (Workflow)
DATE: 1/19 – 2/02/23
STEP ACCESS: Faculty

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

STEP 5: UA uploads final annual review
DATE: 3/24 – 5/31/23
STEP ACCESS: UA

Acronym Key:

UA = Unit administrator

PAC = Personnel Affairs Committee