

**ANNUAL REVIEW ON FIS
DEPARTMENT OF SPANISH
2018**

- ▶ Dates to upload information onto FIS: December 3, 2018 to January 15, 2019; remember to not hit the “submit” button until all your files are uploaded since you cannot recall this action; no files can be submitted after the deadline (and I cannot make exceptions as chair)
- ▶ See this link for complete instructions: <https://vpaa.unt.edu/node/221/workflow>
- ▶ Use the VPAA-160 form (under “Faculty Resources”) as a guide to update your information on FIS; remember that FIS will generate the VPAA-160 automatically for the PAC and LAC members and the department chair
- ▶ Upload your completed Annual Update form as a PDF file (Word file attached); as always, make it as detailed as possible
- ▶ Upload all your supporting documents as PDF files: one for Teaching, one for Service and one for Research. For those of you with many articles and books you may upload several Research files but make sure to number them for easy reference; there is no limit on the number of files you can submit
- ▶ Thus, there will be no physical dossier; everything will be electronic on FIS including all publications, no exceptions
- ▶ The members of the LAC and the PAC will receive from Linda Excel files with SPOT and workload averages from the past three calendar years (2016, 2017, 2018)
- ▶ LAC and PAC will do evaluations January 15th to February 28th, 2019 and upload them onto FIS; the chair will meet with the PAC and the LAC during the first week of classes in January 2019 to go over all procedures before their evaluation work commences
- ▶ The evaluation rubrics to be used will be the ones we agreed upon at the end of last year and which are currently on our website (under “Faculty Resources”)
- ▶ All faculty will be able to see both the PAC/LAC evaluation of them on FIS as well as the chair’s (which is final)
- ▶ Any appeals and changes to evaluations will be done outside of FIS and the revised (if necessary) evaluation will be sent by the chair to Terri Day who will update it on FIS