



2023 UA Vitae Annual Review Cycle

Each year the University of Arizona annually reviews faculty (both UA and DCC Affiliates) in our online system, *UA Vitae*. This system allows comprehensive accounting of faculty activities, and facilitates accurate reporting for accreditation, academic program reviews and other reporting needs.

Completing and submitting the UA Vitae forms by the deadline is a component of the Minimum Academic Standards for most departments, and failure to do so can negatively impact the ability to receive the Value Based Compensation per the Physician Compensation Plan.

The annual review process is described in detail in the *University Handbook of Appointed Personnel* (UHAP, Chapter 3.2) (<http://policy.arizona.edu/employmenthuman-resources/annual-performance-reviews-faculty>).

To update your information for calendar year 2023, use this link:
<http://uavitae.arizona.edu/>.

Faculty can log in using their individual NetID and password to access their *UA Vitae* dashboard.

- All faculty data must be entered into the system and the review form submitted between November 1, 2023 and January 31, 2024.
- Information available in UA systems (UAccess Employee, Sponsored Projects, ArizonaMed/MedLearn) will be downloaded into individual faculty pages by the end of January.
- Remember: you can keep any *UA Vitae* information from feeding to UA Profiles by setting the API field at the bottom of each entry to “No”.

To assist with data entry, a number of resources are available by contacting your [Department UA Vitae Coordinator](#).