

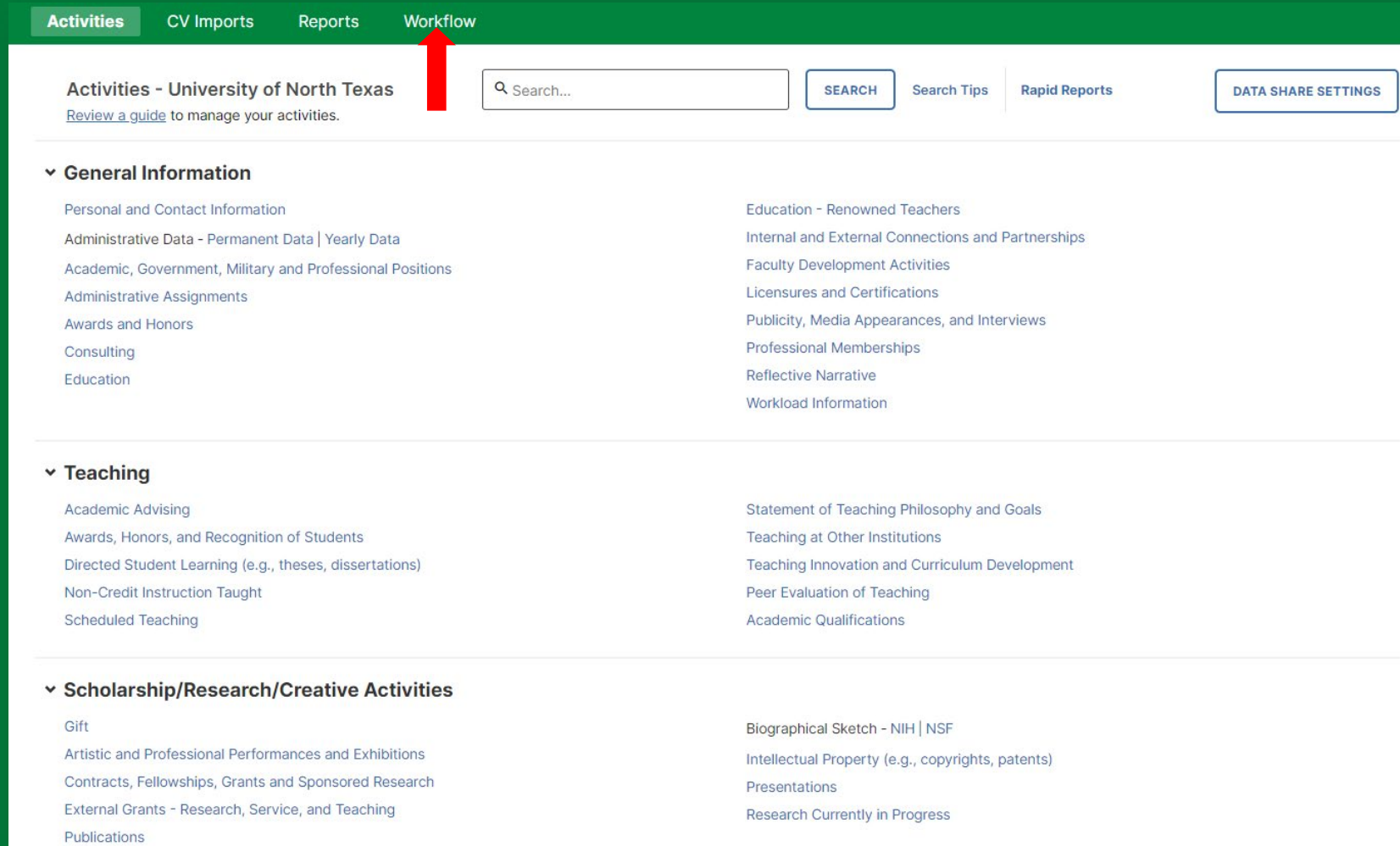


## Annual Review Workflow

Instructions for Candidate Submission



Please use Chrome or Firefox for capability purposes.  
From your FIS profile, click on the Workflow tab.



The screenshot shows the 'Workflow' tab selected in the navigation menu. A red arrow points to the 'Workflow' tab. The page title is 'Activities - University of North Texas' with a link to 'Review a guide to manage your activities.' There is a search bar with the text 'Search...', a 'SEARCH' button, and links for 'Search Tips' and 'Rapid Reports'. A 'DATA SHARE SETTINGS' button is also present. The main content area is divided into three sections: 'General Information', 'Teaching', and 'Scholarship/Research/Creative Activities', each with a list of sub-items.

**Activities - University of North Texas**  
[Review a guide](#) to manage your activities.

Search... SEARCH Search Tips Rapid Reports DATA SHARE SETTINGS

**General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

**Teaching**

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching
- Academic Qualifications

**Scholarship/Research/Creative Activities**

- Gift
- Artistic and Professional Performances and Exhibitions
- Contracts, Fellowships, Grants and Sponsored Research
- External Grants - Research, Service, and Teaching
- Publications
- Biographical Sketch - NIH | NSF
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently in Progress

Locate the workflow, confirm your name and click on the corresponding link.

Activities CV Imports Reports **Workflow**

### Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ Inbox (1)

► Show Filters (1)

NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ↓½ ▼	DATE RECEIVED ▼
2024-2025 Annual Review	Candidate	Academic Administration	Me	October 4, 2024 @ 11:59 PM 🕒 Due soon	October 3, 2024 @ 12:13 PM

# Please update your FIS profile by adding new activities and revising existing ones for the annual review report.

< Candidate Step - Due October 4th, 2024 @ 11:59 PM



CANCEL

Actions



Candidate: Nicky Shrestha

[Instructions to Faculty](#) | [UNT Policy 06.007](#)

## Please update your FIS profile adding new activities and updating existing activities for the annual review report.

You can access instructions to update your profile in FIS by clicking on [VPAA-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.

no content

### Please be aware of the following:

Activities without dates will not be included in the annual review.

A completed activity must contain an end date or it will be included as on-going.

All grant records should indicate whether they are internal or external.

### Here are some examples of common edits needed in FIS.

#### Contracts, Fellowships, Grants and Sponsored Research:

Current status

Research/Project status

Funding dates

Designation of internal or external

#### Publications:

Current status

Was this peer-reviewed/refereed?

Type of review

Date submitted, accepted or published

Please refresh the annual review report, upload unit-specific supporting documents, and include any additional documentation required by your department.

### Refresh annual review report:

Click on the "Refresh Report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

### Annual review report:

Annual Report - VPAA 160


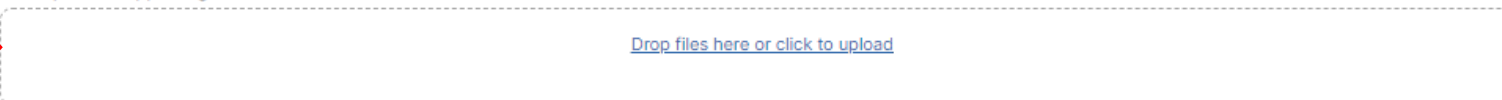
 Last Updated  
October 3rd, 2024 at 12:13 PM 

Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxx" if the file is too large. Click "Delete File" to remove the over-sized file.


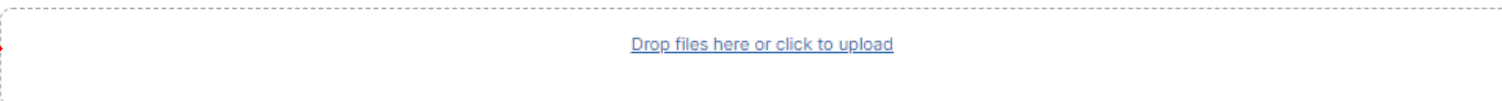
### Upload unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

  [Drop files here or click to upload](#)

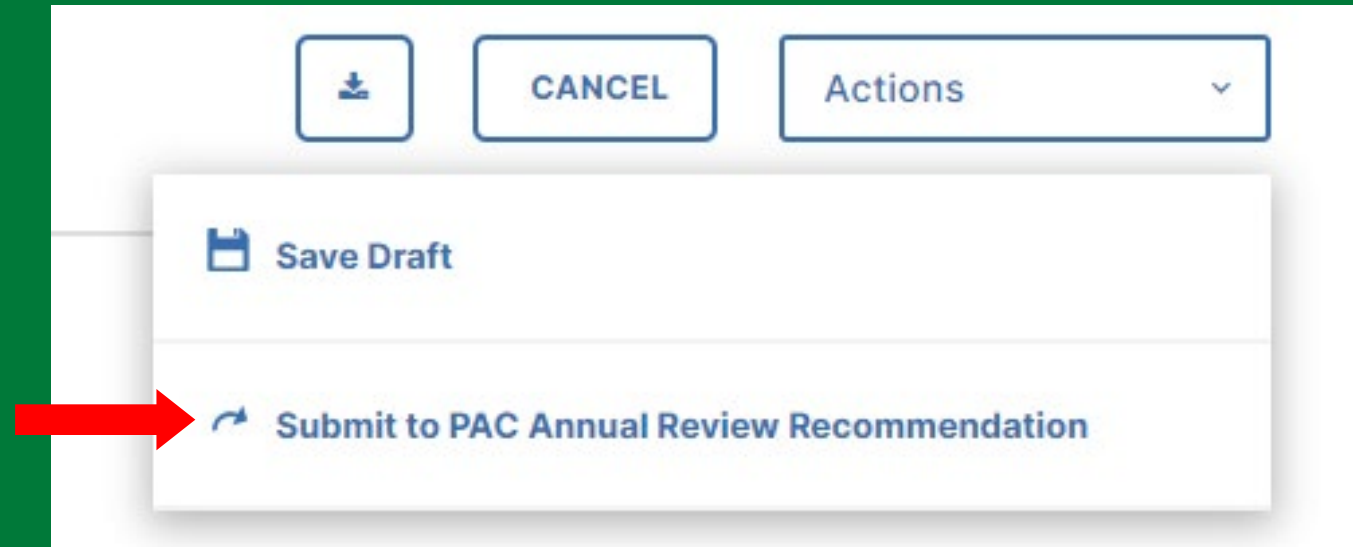
### Upload additional documentation (optional):

Additional documentation:

  [Drop files here or click to upload](#)

Review and ensure all documents have been uploaded successfully and accurately.


At the top right corner, click on 'Actions' and choose 'Submit to PAC Annual Review Recommendation' to send your submission to the next step.



You will be prompted to confirm submission.

Please click 'Yes' to route the application to next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to PAC  
Annual Review Recommendation?





Please contact the FIS Team for additional information or assistance:

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

940.369-6108