

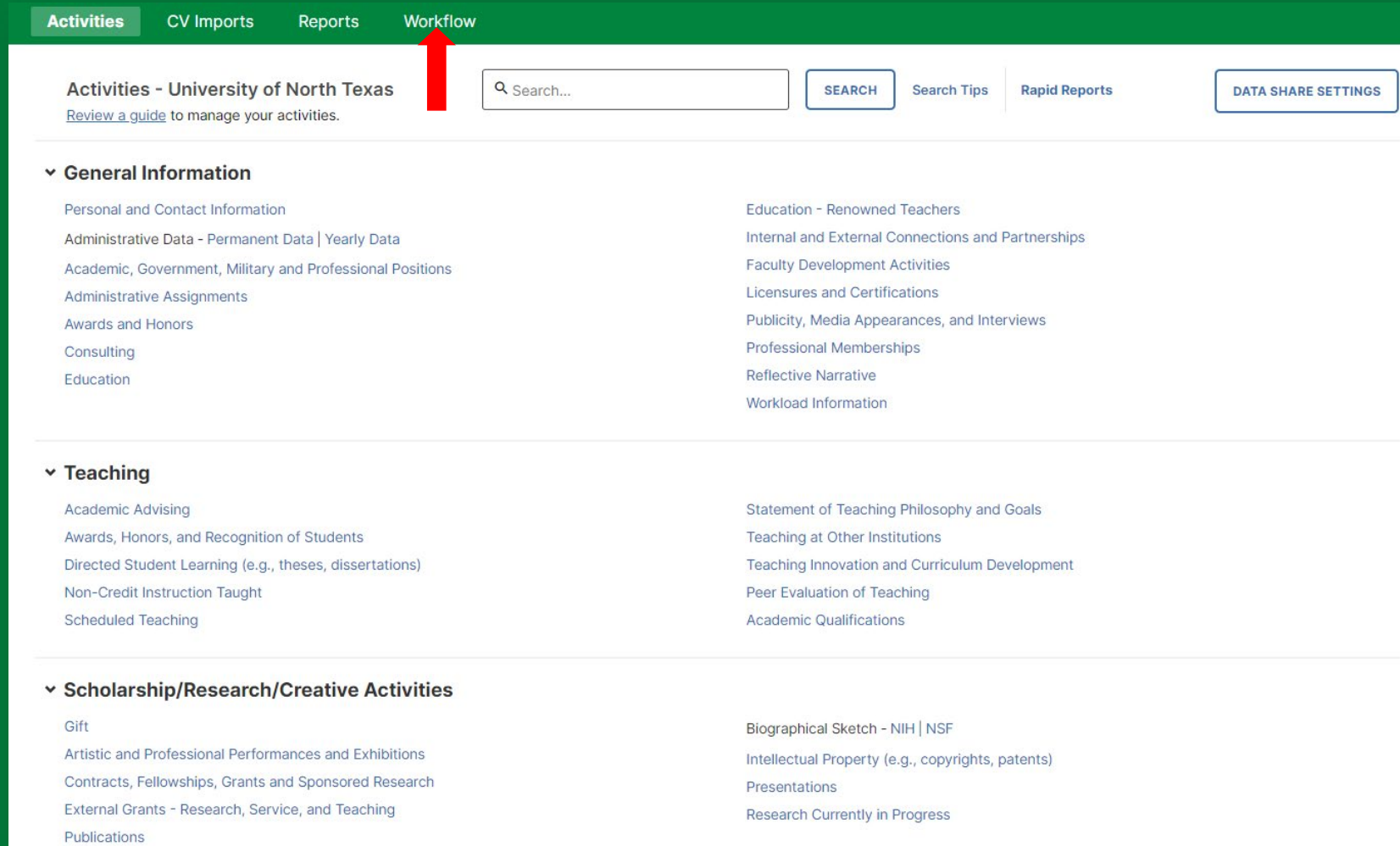


Annual Review Workflow

Instructions for Personnel Affairs Committee Chair



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 name of the candidate you would like to review and click on the corresponding link



▼ Inbox (1)

► Show Filters (1)

| NAME ▼ | STEP ▼ | DEPARTMENT ▼ | CANDIDATE ▼ | DUE DATE ↓½ ▼ | DATE RECEIVED ▼ |
|---|----------------------------------|-------------------------|-----------------|--|---------------------------|
| 2024-2025 Annual Review | PAC Annual Review Recommendation | Academic Administration | Shrestha, Nicky | October 5, 2024 @ 11:59 PM 🕒 Due soon | October 3, 2024 @ 3:40 PM |

Please review the documents uploaded by the faculty.

Was this peer-reviewed/refereed?
← PAC Annual Review Recommendation Step - Due October 5th, 2024 @ 11:59 PM  CANCEL Actions 

Candidate:  Nicky Shrestha  published

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:

 [Sample Document.pdf \(12.96 KB\)](#)

Please upload PAC's recommendation and upload any accompanying documentation.

▼ **Committee Members** 0/1 Reviewed

University of North Texas Working Group Unreviewed
chair

This Committee's Response


[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

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.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload the PAC recommendation:

PAC recommendation: *

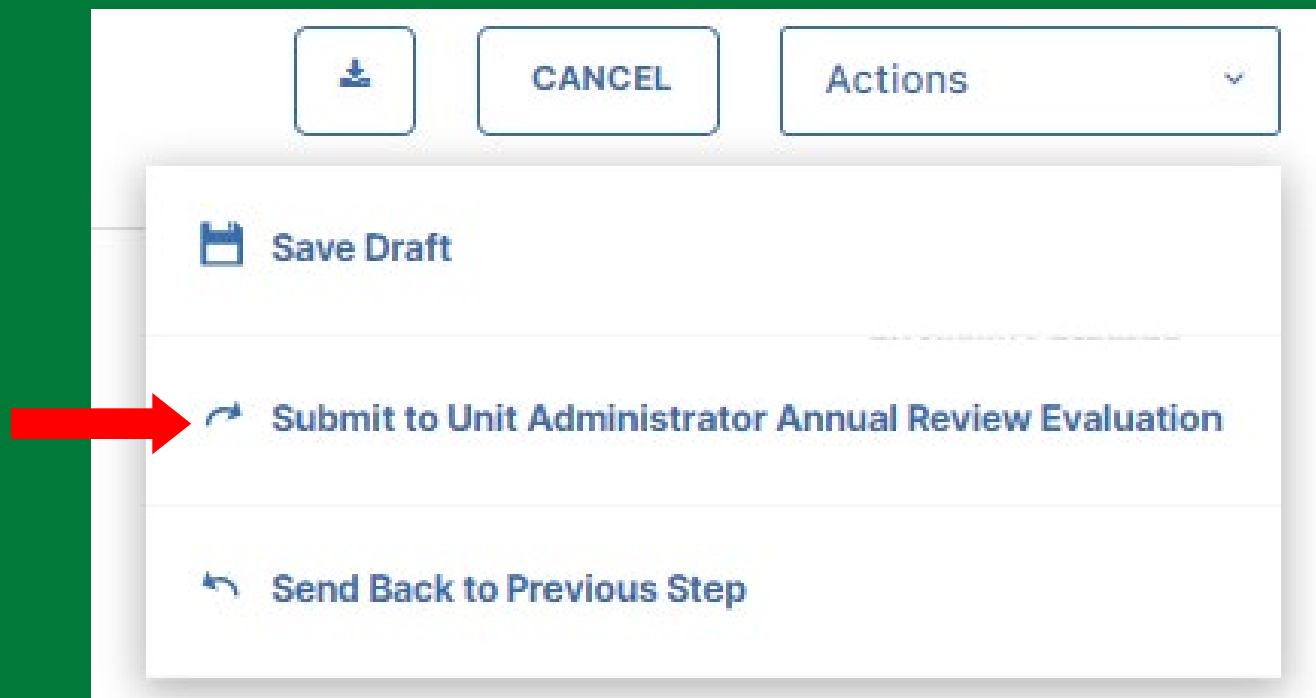
 Drop files here or click to upload

Additional documentation (optional):

 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 Unit Administrator Annual Review Recommendation' to send your submission to the next step.



***Note:** Click the 'Send Back to Previous Step' button if any of the previous submissions need to be rectified.

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 Unit Administrator Annual Review Evaluation?



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108