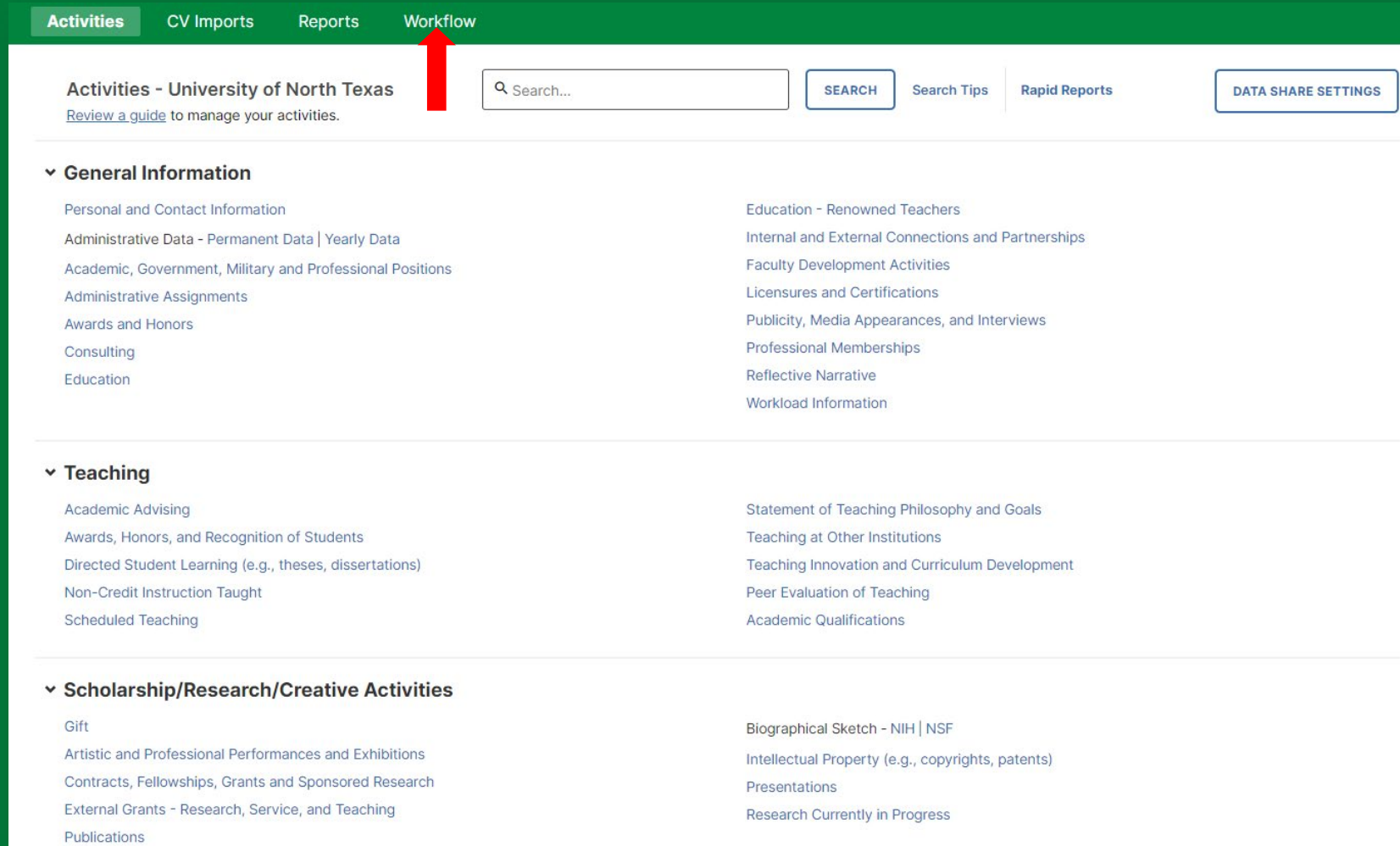Annual Review Workflow

Instructions for Personnel Affairs Committee Chair

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

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

Please review the documents uploaded by the faculty.

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

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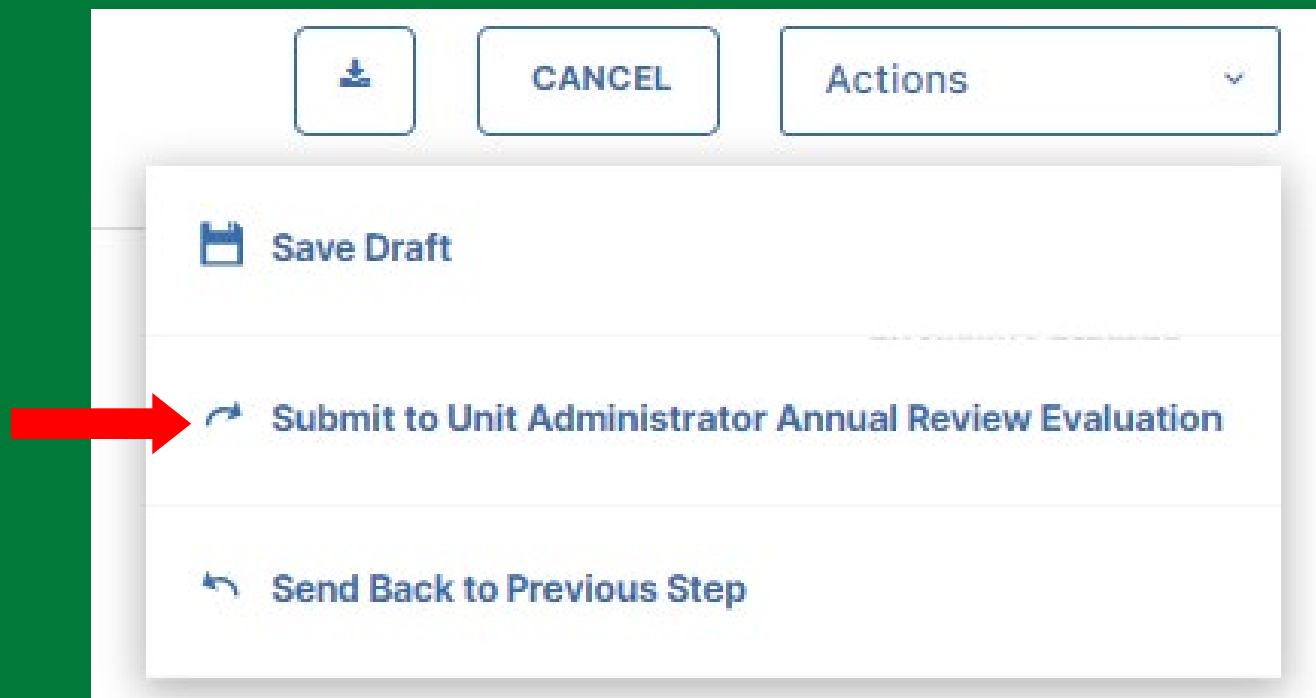
*Note: Click the 'Send Back to Previous Step' button if any of the previous submissions need to be rectified.

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?

NO   YES

Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108