

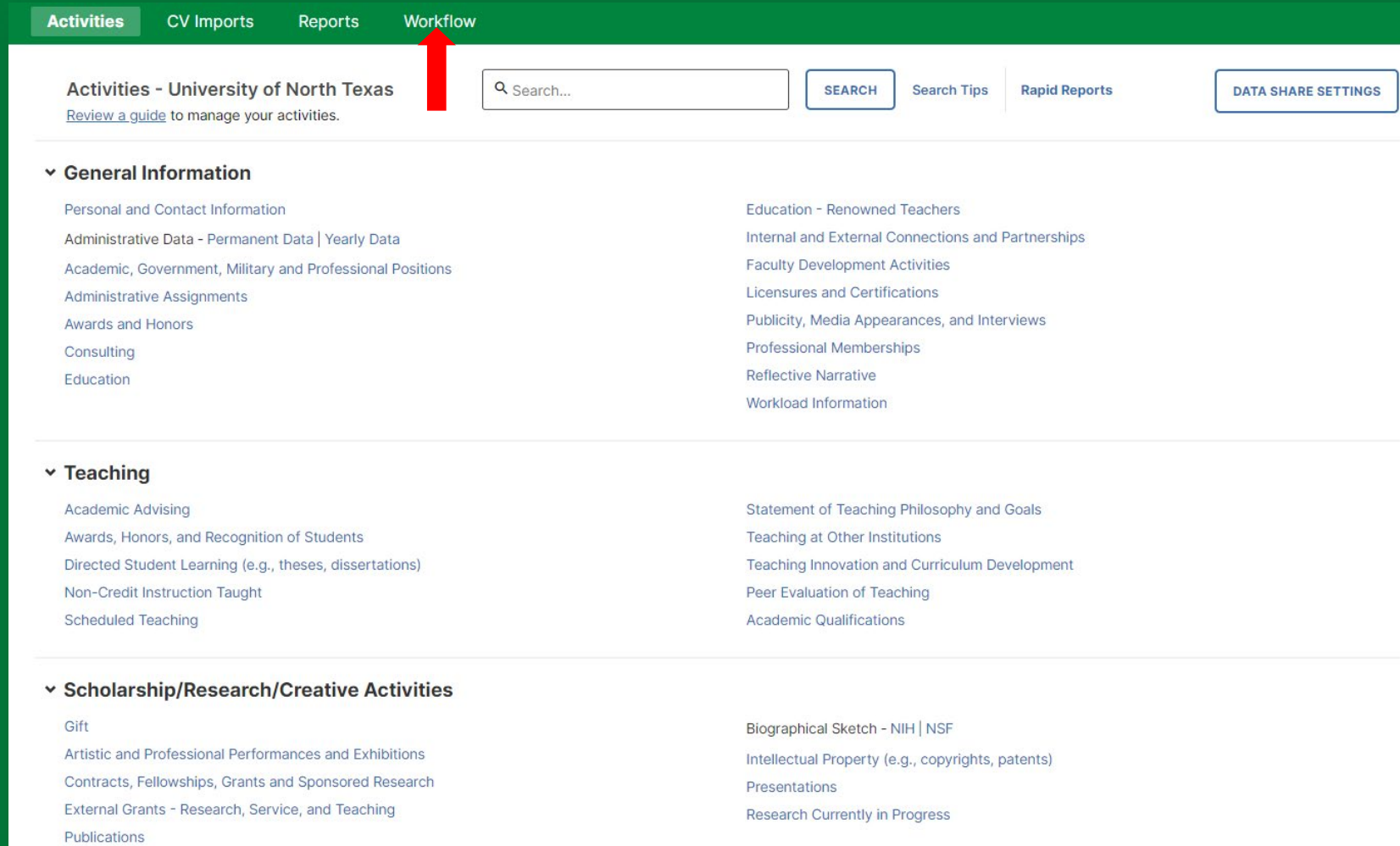


Annual Review Workflow

Instructions for Unit Administrator



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 top navigation bar. A red arrow points to the 'Workflow' tab. Below the navigation bar, 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...' and a 'SEARCH' button. To the right of the search bar are links for 'Search Tips' and 'Rapid Reports', and a 'DATA SHARE SETTINGS' button. The main content area is divided into three sections: 'General Information', 'Teaching', and 'Scholarship/Research/Creative Activities'. Each section contains 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

Manage Data Reports **Workflow** ▼ Tools ▼

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 📅 ▼	DATE RECEIVED ▼
2024-2025 Annual Review	Unit Administrator Annual Review Evaluation	Academic Administration	Shrestha, Nicky	October 6, 2024 @ 11:59 PM 🕒 Due soon	October 4, 2024 @ 8:23 AM

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 select the annual evaluation rating for teaching, research, service, administration, and overall evaluation from the drop-down menu.

[Instructions to Unit Administrator](#) | [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.xxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Please select Annual evaluation rating for Teaching, Research, Service, and Administration from the drop-down below:

Teaching evaluation rating *



Research evaluation rating *



Service evaluation rating *



Administration evaluation rating *



Please select Faculty Overall evaluation rating from the drop-down below:

Overall evaluation rating *



Please upload unit administrator annual review evaluation and upload any accompanying documentation.

Upload unit administrator annual review evaluation:

Unit administrator annual review evaluation: *

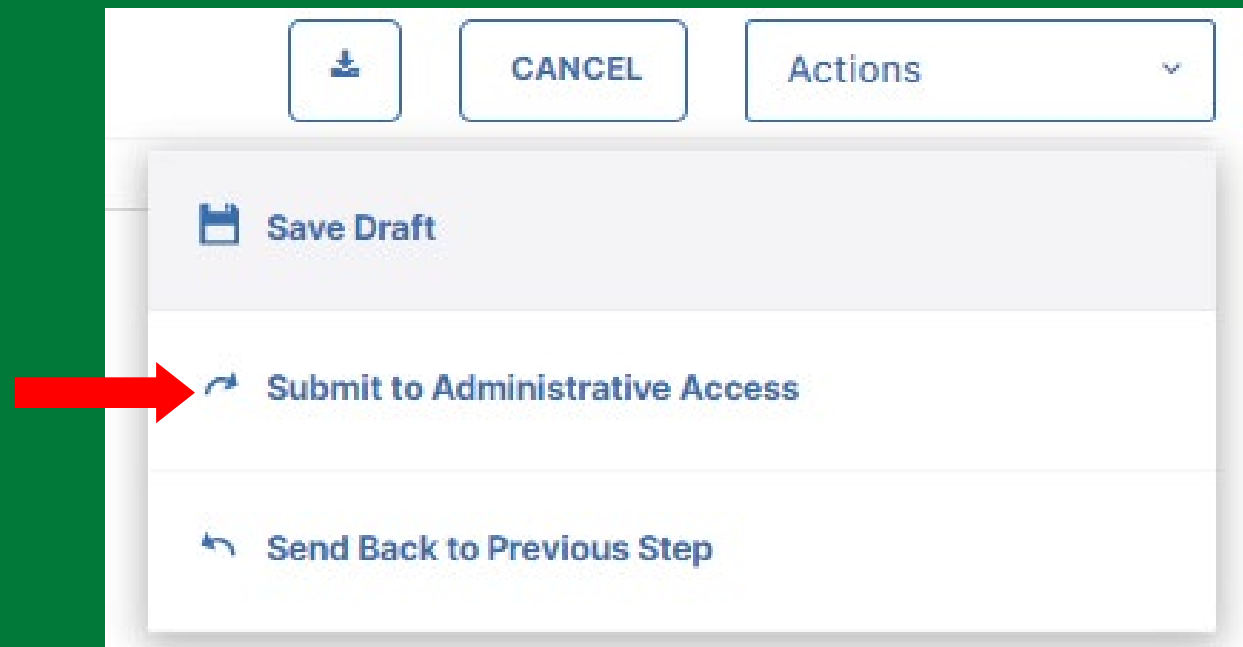
[Drop files here or click to upload](#)

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 Administrative Access' 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 Administrative Access?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108