

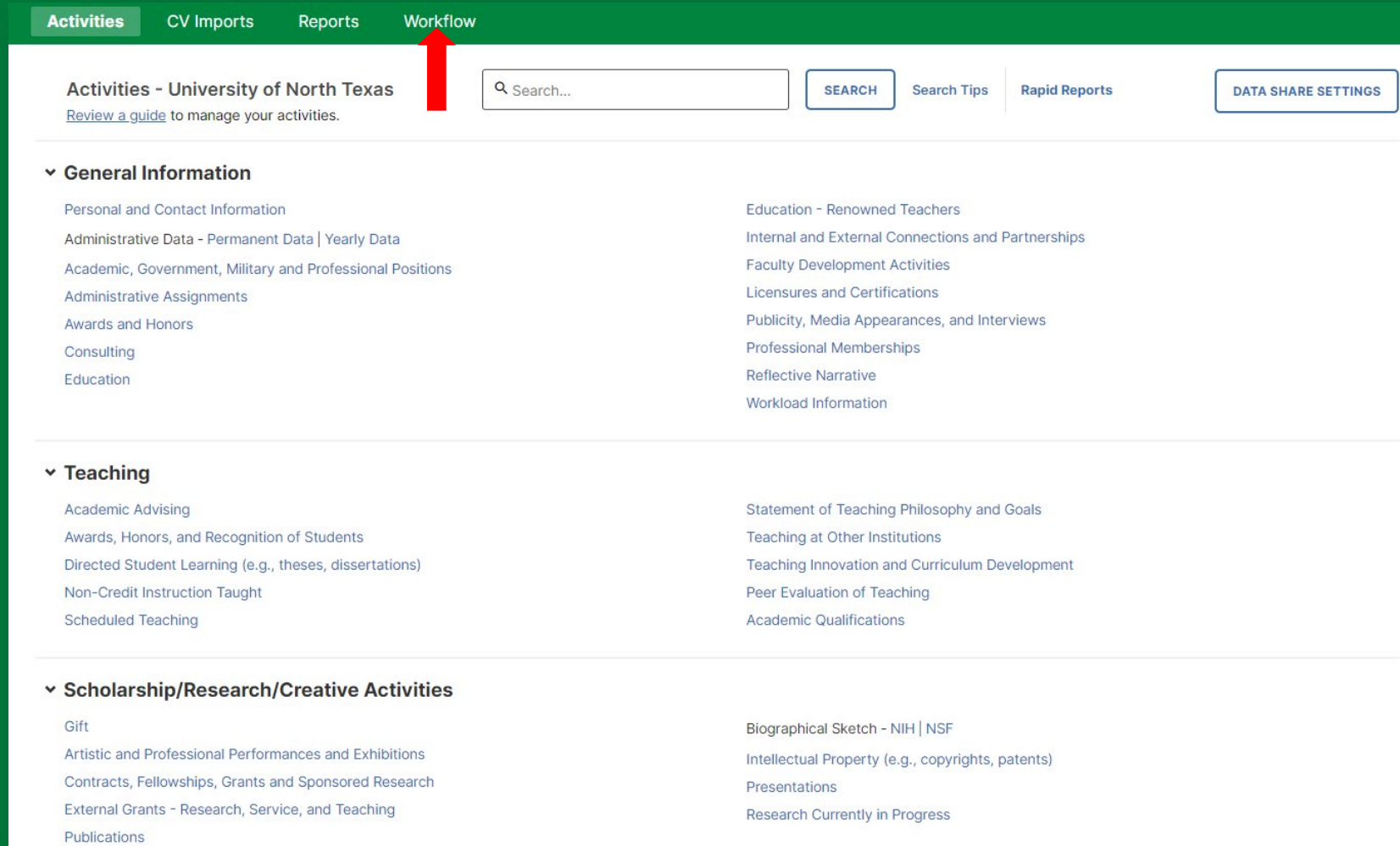


Reappointment Review Workflow

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. The page title is 'Activities - University of North Texas' with a link to 'Review a guide to manage your activities.' Below the title is a search bar with a 'SEARCH' button and links for 'Search Tips' and 'Rapid Reports'. A 'DATA SHARE SETTINGS' button is also present. The main content is organized 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 Reappointment Reviews	Unit Administrator Reappointment Review	Academic Administration	Shrestha, Nicky	December 6, 2024 @ 11:59 PM 🕒 Due soon	December 5, 2024 @ 11:27 AM

Please review the uploaded documents.

< Unit Review Committee Reappointment Recommendation Step - Due December 5th, 2024 @ 11:59 PM

Candidate: Nicky Shrestha

Refresh your reappointment report


Click on the "Refresh report" icon below.

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

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

3rd Annual Reappointment review report

 Last Updated
December 3rd, 2024 at 3:43 PM


Upload the previous reappointment reviews (if any):


Previous reappointment reviews:

 [Sample.pdf \(16.41 KB\)](#)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:

 [2021-2022 Reappointment Reviews - 1st_year.html \(155.61 KB\)](#)

 [2022-2023 Reappointment Reviews - 2nd_year.html \(150.68 KB\)](#)

Please select the unit administrator's recommendation from the dropdown menu, upload the recommendation letter, and upload any accompanying documentation.

[Instructions to Department Chair](#) | [UNT Policy 06.004](#)

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.

Reappointment Review


Please select your candidate recommendation:

Recommendation of the unit administrator: *



Upload your reappointment review recommendation letter:


Reappointment review recommendation letter *



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

Upload any additional documentation:

Additional documentation (optional):

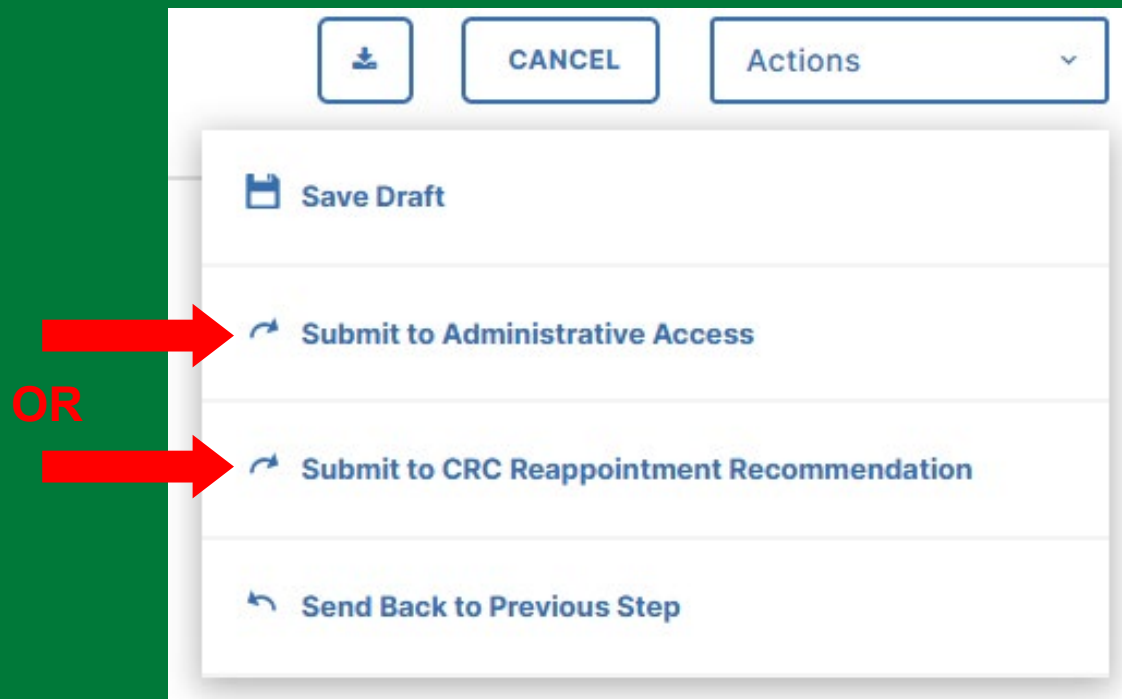


[Drop files here or click to upload](#)

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

At the top right corner, click on 'Actions'.

- If the unit review committee and/or unit administrator confer a **positive** reappointment recommendation: choose "Submit to Administrative Access".
- If the unit review committee and/or unit administrator confer a **negative** reappointment recommendation: choose "Submit to CRC Reappointment Recommendation".



***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 the next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to Administrative Access?

NO

YES

OR

Are you sure you want to Submit to CRC Reappointment Recommendation?

NO

YES



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108