



Annual Review Workflow

Instructions for Candidate Submission

Please use Chrome or Firefox for capability purposes.
From your FIS profile, click on 'Reviews' in the left-hand menu.

The screenshot displays the UNT FIS profile interface. At the top left is the UNT logo. Below it, a circular profile picture with the initials 'NS' is shown, followed by the name 'Nicky Shrestha'. The main header area says 'Welcome, Nicky!' and includes an 'ADD ACTIVITY' button. The left-hand navigation menu contains several options: 'Home' (with a house icon), 'My Profile' (with a person icon), 'CV Imports' (with a house icon), 'Reports' (with a pie chart icon), 'Reviews' (with a document icon and a red arrow pointing to it), and 'Settings' (with a gear icon). The main content area is titled 'Tasks & To-Dos' and includes a sub-header 'Once items have been reviewed or completed, they will be moved to Complete.' Below this, there are two tabs: 'TO DO' and 'COMPLETE'. Under the 'TO DO' tab, a task is listed: '2025-2026 Midterm Review' with a due date of 'Due Aug 1, 2025'.

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

Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE $\downarrow \frac{1}{2}$ ▼	DATE RECEIVED ▼
2025-2026 Annual Review	Faculty Submission	Academic Administration	Me	November 6, 2025 @ 11:59 PM 🕒 Due soon	November 5, 2025 @ 11:11 AM

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):

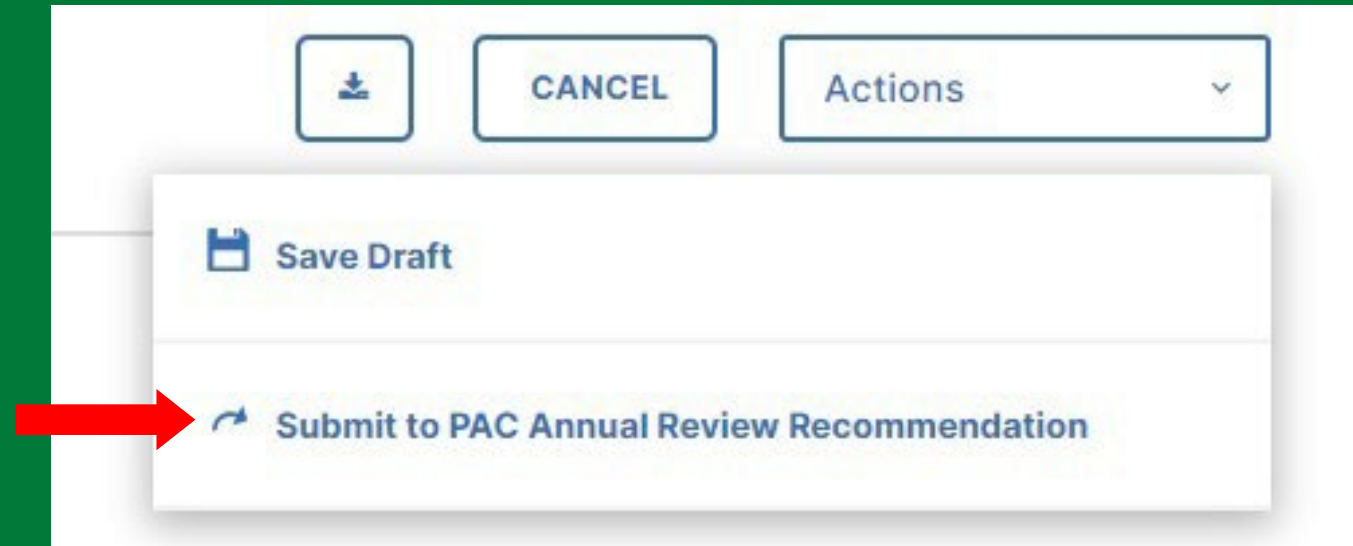
Additional documentation:



[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

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