



Annual Review Workflow

Instructions for Personnel Affairs Committee Chair

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. A left-hand navigation menu contains icons and labels for 'Home', 'My Profile', 'CV Imports', 'Reports', 'Reviews', and 'Settings'. A red arrow points to the 'Reviews' menu item. 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 name of the candidate you would like to review and click on the corresponding link

▼ Inbox (1)

► Show Filters (1)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ↓½ ▼	DATE RECEIVED ▼
2025-2026 Annual Review	PAC Annual Review Recommendation	Academic Administration	Shrestha, Nicky	November 7, 2025 @ 11:59 PM 🕒 Due soon	November 5, 2025 @ 11:39 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)

The logo for the University of North Texas (UNT) is located in the bottom right corner. It features a stylized white bird icon to the left of the letters "UNT" in a large, bold, sans-serif font. Below "UNT" are the words "UNIVERSITY OF NORTH TEXAS" in a smaller, all-caps, sans-serif font.

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

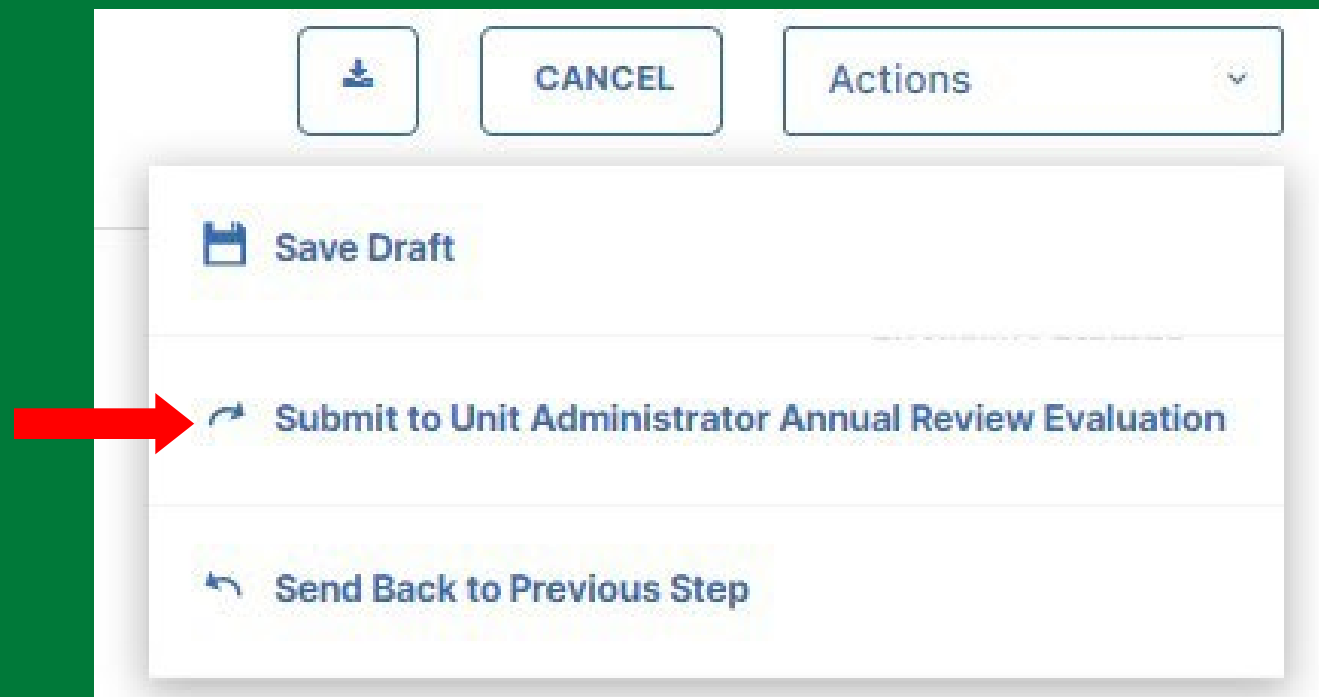
Additional documentation (optional):

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