



## Annual Review Workflow

Instructions for Personnel Affairs Committee Member



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

The screenshot shows the FIS profile page for Nicky Shrestha. The page features a top navigation bar with the UNT logo and a user profile icon. Below the navigation bar, the user's name 'Nicky Shrestha' is displayed next to a circular profile picture with the initials 'NS'. A 'Welcome, Nicky!' message is shown in the top right corner, along with an 'ADD ACTIVITY' button. The main content area is titled 'Tasks & To-Dos' and includes a sub-section for 'TO DO' tasks. A single task, '2025-2026 Midterm Review', is listed with a due date of 'Due Aug 1, 2025'. On the left side, a vertical menu contains several options: 'Home', 'My Profile', 'CV Imports', 'Reports', 'Reviews', and 'Settings'. A red arrow points to the 'Reviews' menu item.

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 ▼
<a href="#">2025-2026 Annual Review</a>	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 information which have been submitted previously and coordinate with the committee chair to provide your input regarding the candidate.

Was this peer-reviewed/referenced?

< PAC Annual Review Recommendation Step - Due October 5th, 2024 @ 11:59 PM

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.

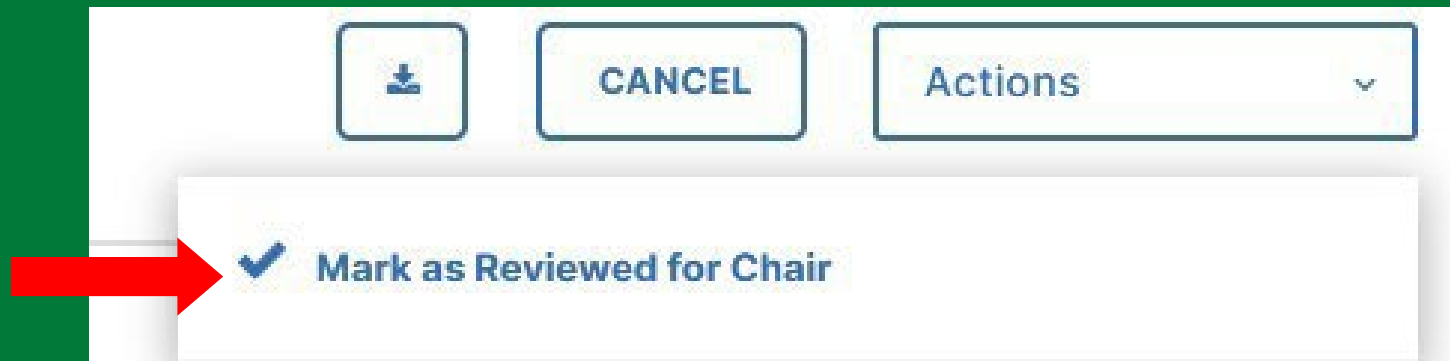
**Upload unit-specific supporting documentation (optional):**

Unit-specific supporting documentation:

Sample Document.pdf (12.96 KB)



At the top right corner, click on 'Actions' and choose 'Mark as Reviewed for Chair' to notify the chair that you have reviewed the candidate's dossier.





Please contact the FIS Team for additional information or assistance:

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

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