



Annual Review Workflow

Instructions for Unit Administrator

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 dashboard for Nicky Shrestha. The top header includes the UNT logo, a welcome message, and an 'ADD ACTIVITY' button. The left-hand 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 shows a 'Tasks & To-Dos' section with a task titled '2025-2026 Midterm Review' due on August 1, 2025.

UNT UNIVERSITY OF NORTH TEXAS

Welcome, Nicky!

ADD ACTIVITY

NS Nicky Shrestha

Home

My Profile

CV Imports

Reports

Reviews

Settings

Tasks & To-Dos

Once items have been reviewed or completed, they will be moved to Complete.

TO DO COMPLETE

2025-2026 Midterm Review 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  ▼	DATE RECEIVED ▼
2025-2026 Annual Review	Unit Administrator Annual Review Evaluation	Academic Administration	Shrestha, Nicky	November 8, 2025 @ 11:59 PM	November 5, 2025 @ 11:45 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: *

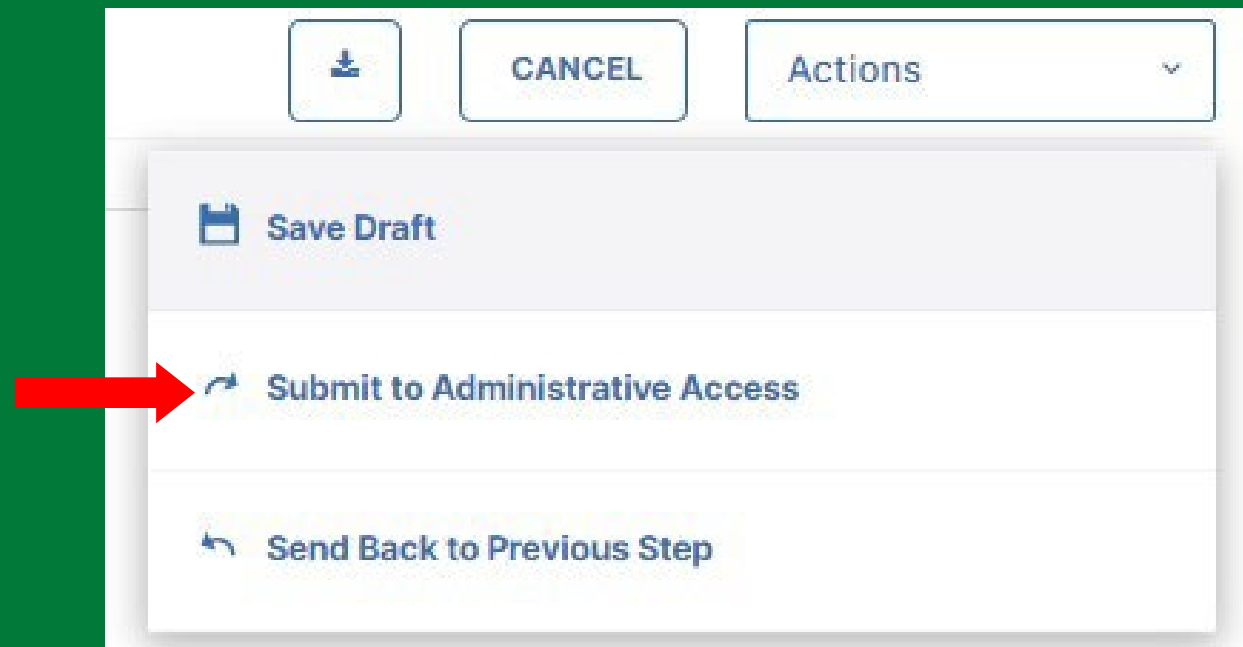
[Drop files here or click to upload](#)

Additional documentation (optional):

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

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

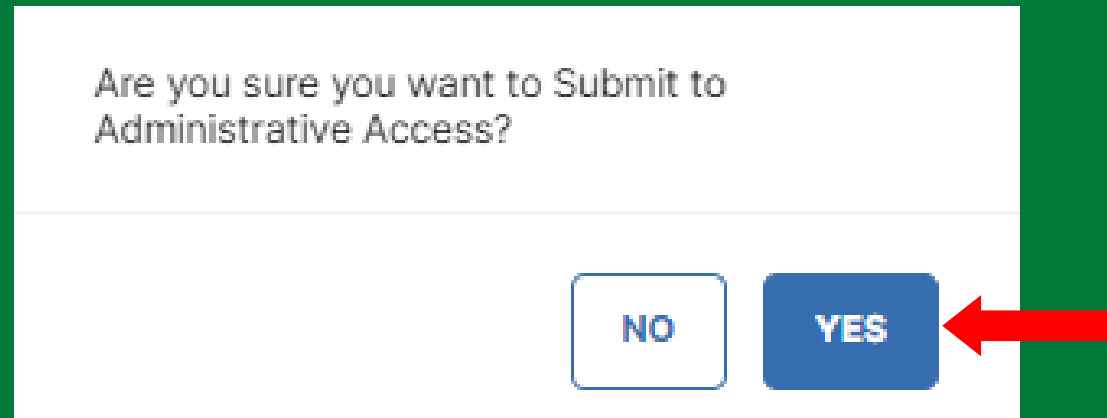
At the top right corner, click on 'Actions' and choose 'Submit to Administrative Access' to send your submission to the next step.



***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?

A red arrow points to the YES button.



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108