



## FDL Six Month Summary Report

### Candidate Submission Step

Created by Academic Resources

Faculty will receive the following email to initiate their Faculty Development Leave (FDL) Six Month Summary Report.

[EXT] Invite: Your review materials can now be submitted



Faculty Information System by Watermark <notifications@watermarkinsights.com>  
To: Shrestha, Nicky

Reply

Reply All

Forward

Wed 10/15/2025 9:50 AM

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Nicky Shrestha,  
It's time to submit your review materials for the following:

Process: FDL Six Month Summary Report for Fall 2024  
Due Date: Thursday, October 16, 2025 11:59 PM CDT

Hello,

Our records indicate you were on Faculty Development Leave for the Fall 2024 semester. We hope it was a rejuvenating and productive experience!

UNT's Faculty Development Leave Committee requires that a Summary Report be provided to the provost and the committee after the end of the leave period to update the progress on leave-related activities. A primary purpose of this reporting procedure is to help the committee document the benefits of the development leave to the individual and to UNT. Information provided in the report may be used to post on our website or other promotional materials, so we request that you use layman's terms when developing your summary.

Please log in to your FIS account to complete your report. Your report must be submitted no later than June 23, 2025, to allow ample time for the chair's and dean's review. Please note Faculty Development Leave Six Month Summary Reports must be reviewed and submitted by the department chair and the dean by July 7, 2025. Your report will be forwarded to the Faculty Development Leave Committee for final review and to the Office of the Provost and Vice President for Academic Affairs. Please be aware that to be eligible for future leaves, each faculty member will be required to include copies of the leave reports with the faculty development leave application.

We are fortunate that the University and the Board of Regents support leave opportunities for faculty, and compliance with the associated reporting requirements will be an important component of retaining this important support. We look forward to reading your Faculty Development Leave report. Please email any technical questions to [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu).

SUBMIT REVIEW MATERIALS


Sincerely,

Michael A. McPherson, Ph.D.  
Provost & Vice President for Academic Affairs



Please log in to [myhr.unt.edu](https://myhr.unt.edu) on Chrome or Firefox (Supported Browsers).

UNT SYSTEM™



## Employee Self Service

EUID

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Password

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[Sign in](#)

Can't sign in? Clear your [web browser cache](#) or open a [private browsing](#) session. Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

[Frequently Asked Questions](#)

Last update: November 9, 2022 • Page corrections to: [Webmaster](#)  
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Please click on 'Employee Resources' and then 'Digital Measures'.

Employee Self Service

Delegations



Company Directory



Time



Payroll



Last Pay Date 02/01/2023

Personal Details



Talent Profile



Benefit Details



Total Rewards



Fiscal Year 2022

Employee Resources



Employee Offboarding



Duo MultiFactor Authentication



Staff Performance Evaluations



Employee Resources

eForms Guide



Employee Access Request Form



Qualtrics Online Survey Tool



UNT CARE Reporting Form



Employee Assistance Program



Learning



Dining Hall Menus



Concur



Digital Measures



Cypress Reports



From your FIS profile, click on 'Reviews' in the left-hand menu.

The screenshot displays the FIS (Faculty Information System) profile page for Nicky Shrestha. The interface includes a top header with the UNT logo and a user profile icon. The left-hand menu contains several options: Home, My Profile, CV Imports, Reports, Reviews, and Settings. A red arrow points to the 'Reviews' option in the menu. The main content area shows a 'Welcome, Nicky!' message and a 'Tasks & To-Dos' section with a 'TO DO' tab selected. A task titled '2026-2027 Faculty Development Leave' is listed with a due date of 'Aug 30, 2025'. An 'ADD ACTIVITY' button is located in the top right corner of the main content area.

UNT UNIVERSITY OF NORTH TEXAS

NS  
Nicky Shrestha

Welcome, Nicky!

ADD ACTIVITY

Tasks & To-Dos  
Once items have been reviewed or completed, they will be moved to Complete.

TO DO COMPLETED

2026-2027 Faculty Development Leave Due Aug 30, 2025

Home

My Profile

CV Imports

Reports

Reviews

Settings

Locate the review, 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 ↓½ ▼	DATE RECEIVED ▼
<a href="#">FDL Six Month Summary Report for Fall 2024</a>	Faculty Submission	Academic Administration	Me	October 16, 2025 @ 11:59 PM 🕒 Due soon	October 15, 2025 @ 9:19 AM



Please fill out the application.

**Date of Leave: \***

**Proposal Title: \***

**Description of specific activities resulting from leave - information may be used to post on website or other promotional materials (250 words maximum): \***

Characters : 0/2500

**Articles, books, book chapters or other publications written and accepted (75 words maximum):**

Characters : 0/750

**Grants written and submitted (75 words maximum):**

Characters : 0/750

**New courses developed and taught or improvements made in existing courses (75 words maximum):**

Characters : 0/750

**New creative or artistic activity (75 words maximum):**

Characters : 0/750



Please fill out the application.



Contracts developed that have resulted in new research opportunities or opportunities for students (75 words maximum):

**B**   *i*   U   ¶ ▾   ≡ ▾   ☰ ▾   ☷ ▾   ↺   📄   🔍   ↶   ↷

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Characters : 0/750

**Bibliography of works completed during leave (200 words or less):**

Other outcomes not listed above (200 words or less):

**B**   *i*   U   ¶   ▢   ▣   ▤   ▥   ▦   ▧   ▨   ▩   ↶   ↷

A

Characters : 0/2000

**Additional document:**

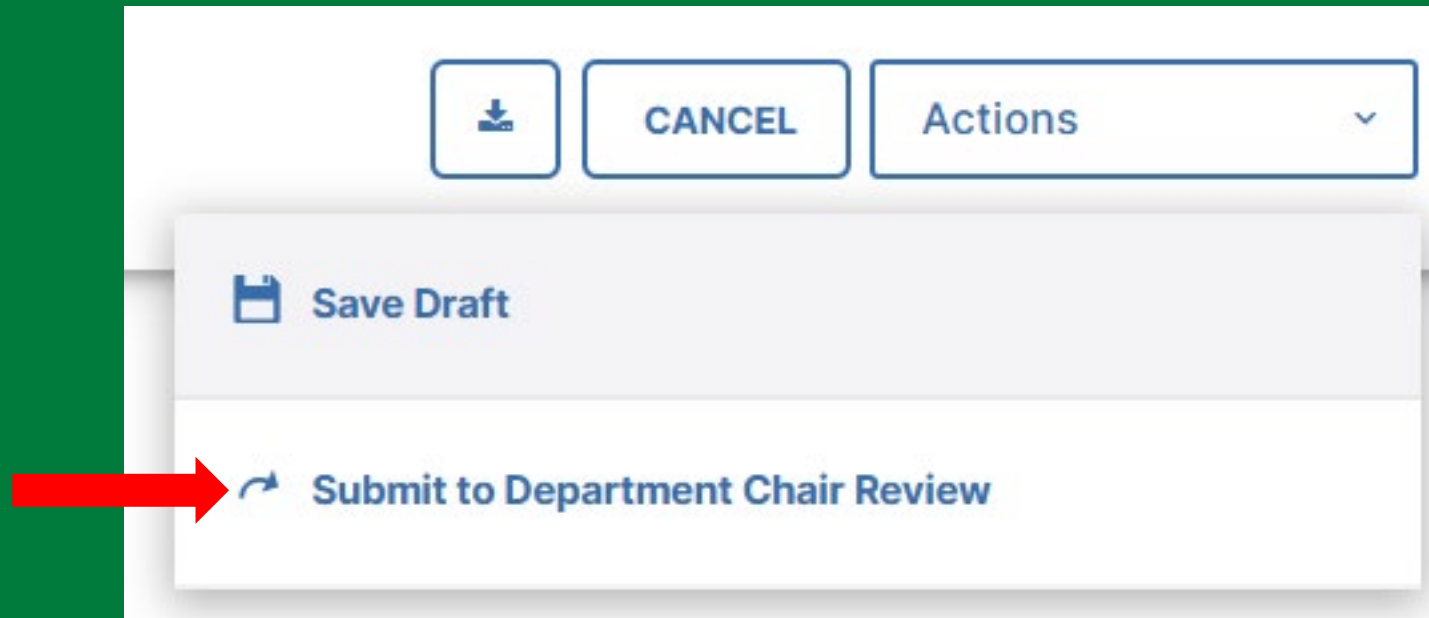
[Drop files here or click to upload](#)





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

At the top right corner, click on 'Actions' and choose 'Submit to Department Chair Review' 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  
Department Chair Review?





Please contact [Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu) if you have any questions.

## Academic Resources