



Professional Faculty Promotion - Library 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.

UNT

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OF NORTH TEXAS

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NS

Nicky Shrestha

Home

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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 1 2 ▼	DATE RECEIVED ▼
2025-2026 Professional Faculty Promotion - Library	Candidate Submission	Academic Administration	Me	August 1, 2025 @ 11:59 PM ⌚ Due soon	July 31, 2025 @ 3:36 PM

► History (3)

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



Reviews

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Please review the instructions provided below before uploading any document.

[Instructions to Candidate](#) | [Flowchart and Acronym Key](#)

Please select "Save" until you are sure your submission form is complete.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

All documentation shall be in PDF format. Where appropriate, include a table of contents for the document and bookmark the sections to facilitate navigation within lengthy or multi-part documents. Do *not* create or submit a PDF in Portfolio format. All documentation must use the following naming conventions:

- The basic naming pattern is: YYYY-LastName-FirstName-DocumentName
- Always use hyphens instead of spaces to separate elements of the title.
- First element: the four digit academic year of the action or activity. In most cases, use the year in which the candidate is applying for promotion.
- Second element: the person's last name
- Third element: the person's first name
- Fourth element: the document's name (see below for names of specific documents)

CV Example:2022-Jones-Pat-CV

Essay Example:2022-Jones-Pat-Essay

PromotionCriteria Example: 2022-Jones-Pat-PromotionCriteria

AnnualReview Example: 2022-Jones-Pat-AnnualReview, 2020-Jones-Pat-AnnualReview, etc.

Area2, Area3 Example: 2022-Jones-Pat-Area2, 2022-Jones-Pat-Area3

CreditLetter, PIP, DA Example: 2022-Jones-Pat-CreditLetter, 2021-Jones-Pat-PIP, 2020-Jones-Pat-DA



Please upload your CV, essay, and promotion criteria.

Upload your current CV from FIS:

CV: *

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

Upload your personal essay:

Essay : *

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

Upload your current promotion criteria document:

Promotion criteria: *

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

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click Delete File to remove it.



Please select the 'Click here to select prior submissions' button to view your previously completed workflows.

Upload your most recent annual reviews going back up to five review cycles:

Annual reviews: *

[Click here to select prior submissions](#)

A box will appear on your right.

Select the necessary reviews and click OK.

Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year End Year

Selected (1 of 10)

2024-2025 Annual Review - General (Test) - Completed July 31, 2025

Other

☒ 2024-2025 Annual Review - General (Test) - Completed July 31, 2025

CANCEL OK



Please upload your supporting documentation for Areas 2 and 3 and additional documentation (such as Credit Letter, PIP, DA, or stop the clock form), if applicable.

Upload supporting documentation for Areas 2 and 3:

Note: for this section the candidate should create one document that highlights the candidate's scholarship over time since the most recent rank assignment and one document that highlights the candidate's service contributions since the most recent rank assignment. The year to use in the document title is the year that the candidate is applying for promotion.

Supporting documentation for Areas 2 and 3: *

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

Upload the following additional supporting documentation if appropriate: letter of credit toward time in rank, performance improvement plan(s), disciplinary action(s):

Additional supporting documentation (Credit Letter, PIP, DA)

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

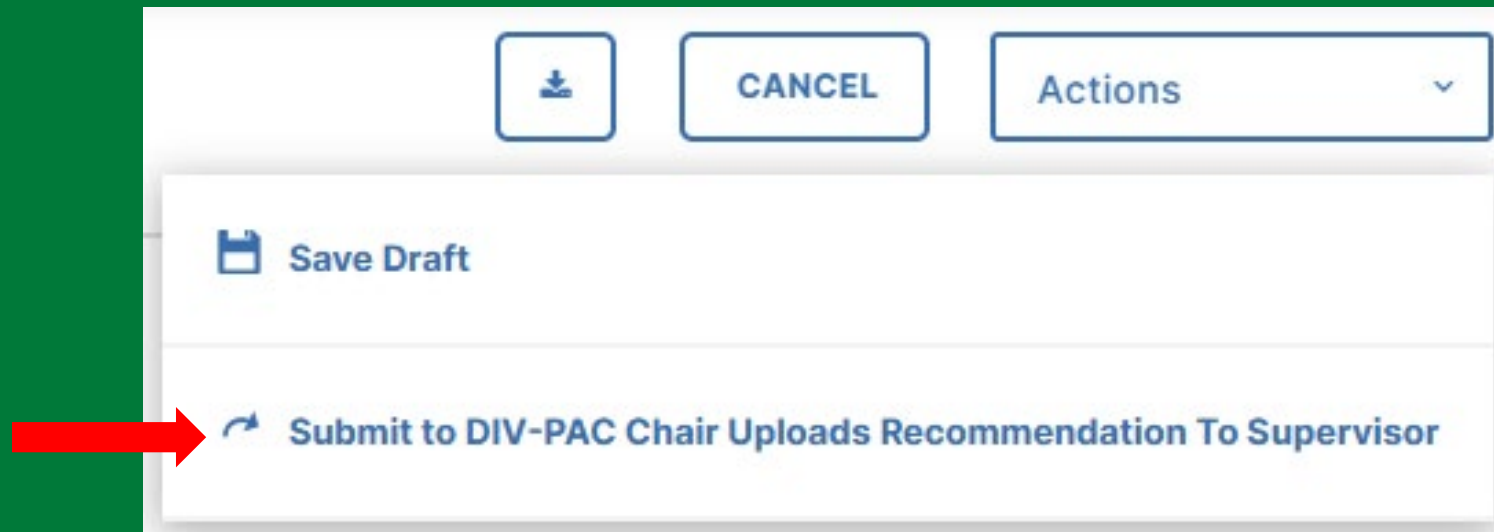
Upload additional documentation (optional- e.g. stop the clock form):

Additional documentation (optional- e.g. stop the clock form):

[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 DIV-PAC Chair Uploads Recommendation to Supervisor' 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 DIV-PAC
Chair Uploads Recommendation To
Supervisor?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108