



## Professional Faculty Promotion - Library Workflow

Instructions for the Dean

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

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Nicky Shrestha

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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 name of the candidate you would like to review 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 (1)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 1/2 ▼	DATE RECEIVED ▼
<a href="#">2025-2026 Professional Faculty Promotion - Library</a>	Dean Uploads Final Promotion Decision Letter	Academic Administration	Shrestha, Nicky	August 6, 2025 @ 11:59 PM 🕒 Due soon	August 4, 2025 @ 3:47 PM



Please review the information which have been submitted previously.

Please select your recommendation, upload the recommendation letter and any accompanying documentation (if applicable).

Committee Members

0/1 Reviewed

Nicky Shrestha

Unreviewed

chair

This Committee's Response

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

Please select the dean's recommendation from the drop-down below:

Recommendation of the dean: \*

Upload the dean's recommendation letter:

Recommendation letter: \*

Drop files here or click to upload

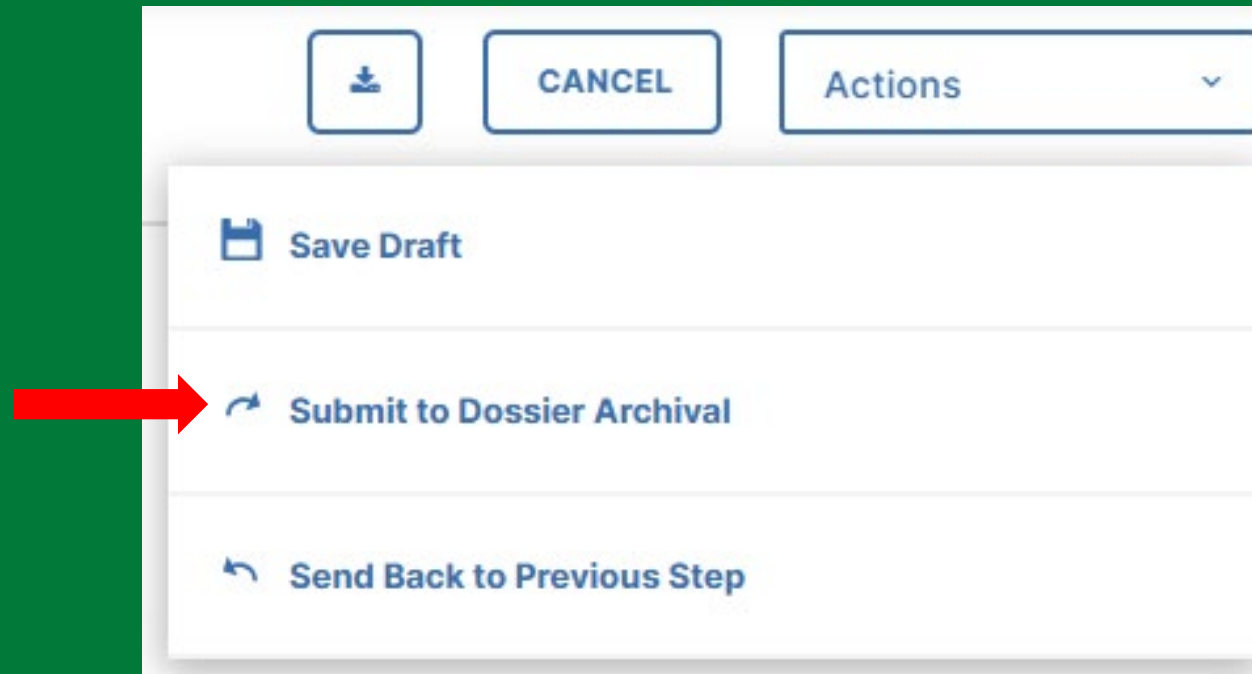
Upload additional documentation (optional):

Additional documentation:

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 Dossier Archival' 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 Dossier Archival?



Please contact the FIS Team for additional information or assistance:

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

940.369-6108