Professional Faculty Promotion - Library Workflow

Instructions for Review Committee Member

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

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)

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PROCESS NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE ↓ᴬ/z ▾	DATE RECEIVED ▾
2025-2026 Professional Faculty Promotion - Library	DIV-PAC Chair Uploads Recommendation To Supervisor	Academic Administration	Shrestha, Nicky	August 2, 2025 @ 11:59 PM	July 31, 2025 @ 3:49 PM

Please review the information which have been submitted previously and coordinate with the review committee chair to provide your input regarding the candidate

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, 202021-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
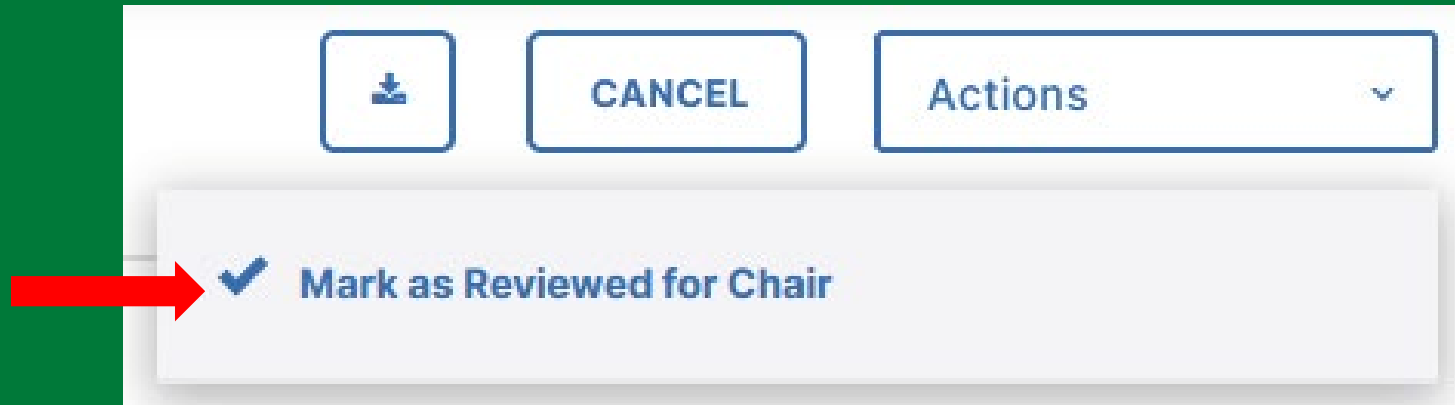
Upload your current CV from FIS:

CV:

Sample.pdf (17.76 KB)

Upload your personal essay:

Essay :

Sample.pdf (17.76 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
940.369-6108