



Professional Faculty Promotion - Library Workflow

Instructions for the Supervisor

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

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NS

Nicky Shrestha

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Reports

Reviews

Settings

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)

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PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
2025-2026 Professional Faculty Promotion - Library	Supervisor Uploads Recommendation To LWPAC	Academic Administration	Shrestha, Nicky	August 3, 2025 @ 11:59 PM  Overdue	August 4, 2025 @ 9:30 AM

Please review the information which have been submitted previously.

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

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

Recommendation of the supervisor: *

Upload the supervisor's recommendation letter:

Recommendation letter: *

Upload additional documentation (optional):

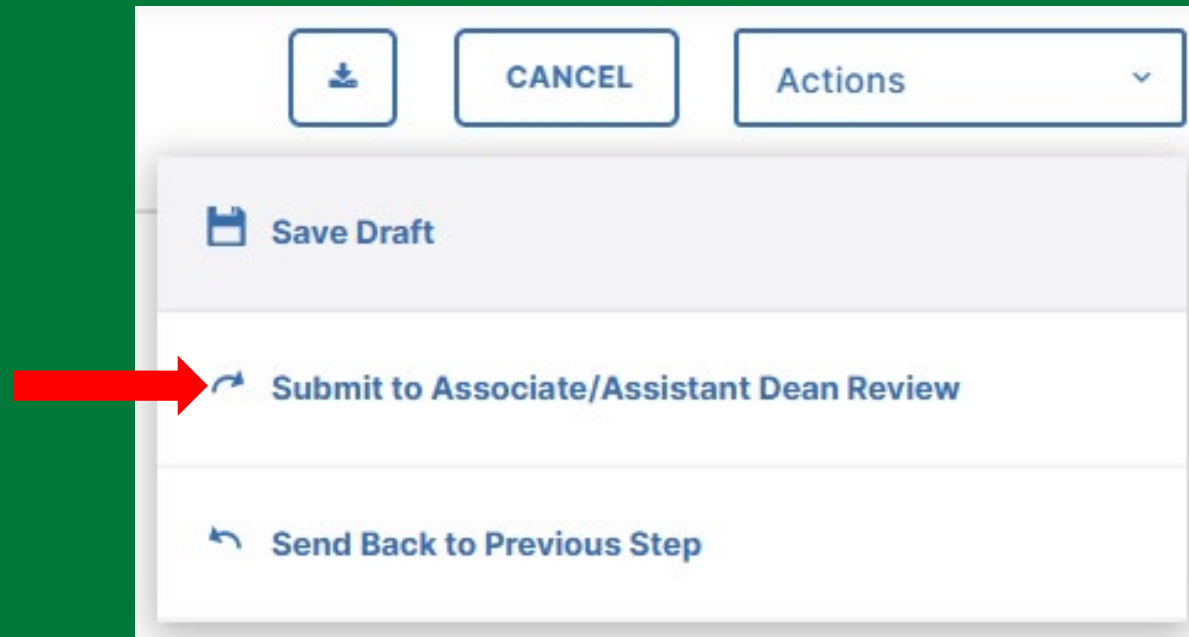
Additional documentation:

Comments

Characters : 0/20000

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

At the top right corner, click on 'Actions' and choose 'Submit to Associate/Assistant Dean' 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 Associate/Assistant Dean Review?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

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