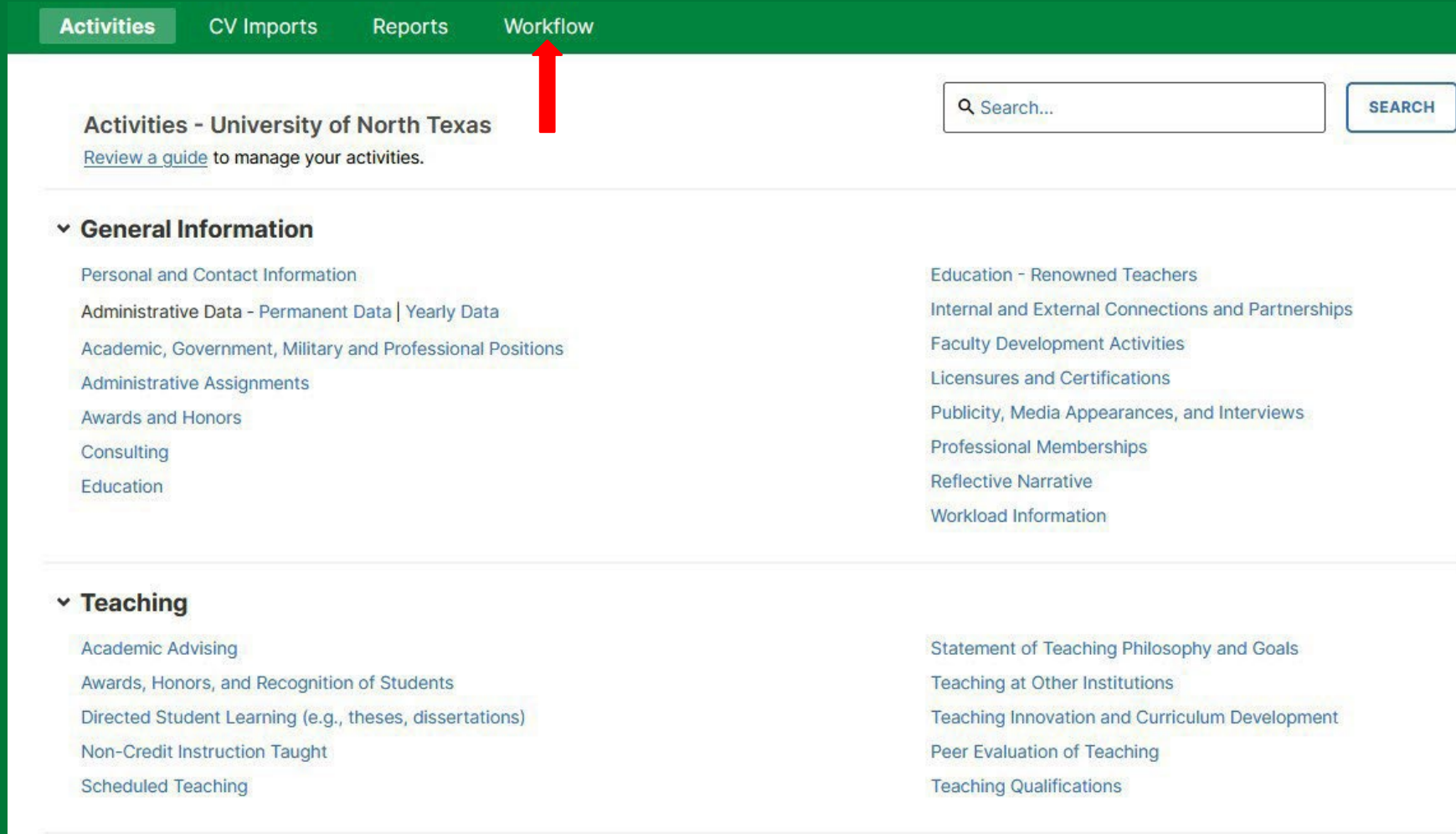




## Midterm and 5<sup>th</sup> Year Mandatory Workflow

Instructions for Unit Administrator

Please use Chrome or Firefox for capability purposes.  
From your FIS profile, click on the Workflow tab.



The screenshot displays the FIS profile interface for the University of North Texas. At the top, a navigation bar contains four tabs: 'Activities', 'CV Imports', 'Reports', and 'Workflow'. A red arrow points to the 'Workflow' tab. Below the navigation bar, the page title is 'Activities - University of North Texas', followed by a link to 'Review a guide to manage your activities.' and a search bar with a 'SEARCH' button. The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of links to various profile components.

**Activities - University of North Texas**  
[Review a guide](#) to manage your activities.

**General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

**Teaching**

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching
- Teaching Qualifications



## Eligible Faculty Vote

Locate the name of the candidate you would like to review and click on the corresponding link.

▼ Inbox (1)

► Show Filters (1)

| NAME ▼                          | STEP ▼           | DEPARTMENT ▼            | CANDIDATE ▼     | DUE DATE 1 1/2 ▼              | DATE RECEIVED ▼          |
|---------------------------------|------------------|-------------------------|-----------------|-------------------------------|--------------------------|
| 2024-2025 Midterm Review (Test) | Eligible Faculty | Academic Administration | Shrestha, Nicky | September 26, 2024 @ 11:59 PM | July 25, 2024 @ 11:13 AM |



Please review the information which have been submitted previously.

Please confirm that all eligible faculty have voted and enter any comments you would like to add.

Committee Members

University of North Texas Working Group  
chair

Unreviewed

Rebecca How

Unreviewed

Tsubasa Tajima

Last Reviewed July 25, 2024

This Committee's Response

Instructions to Unit Administrator | UNT Policy 06.004 | Flowchart and Acronym Key

Please review all information included in the dossier. When you are finished reviewing the dossier, please submit your vote of yay, nay or abstention to your unit administrator.

Eligible faculty vote comments(if applicable)

Comments:

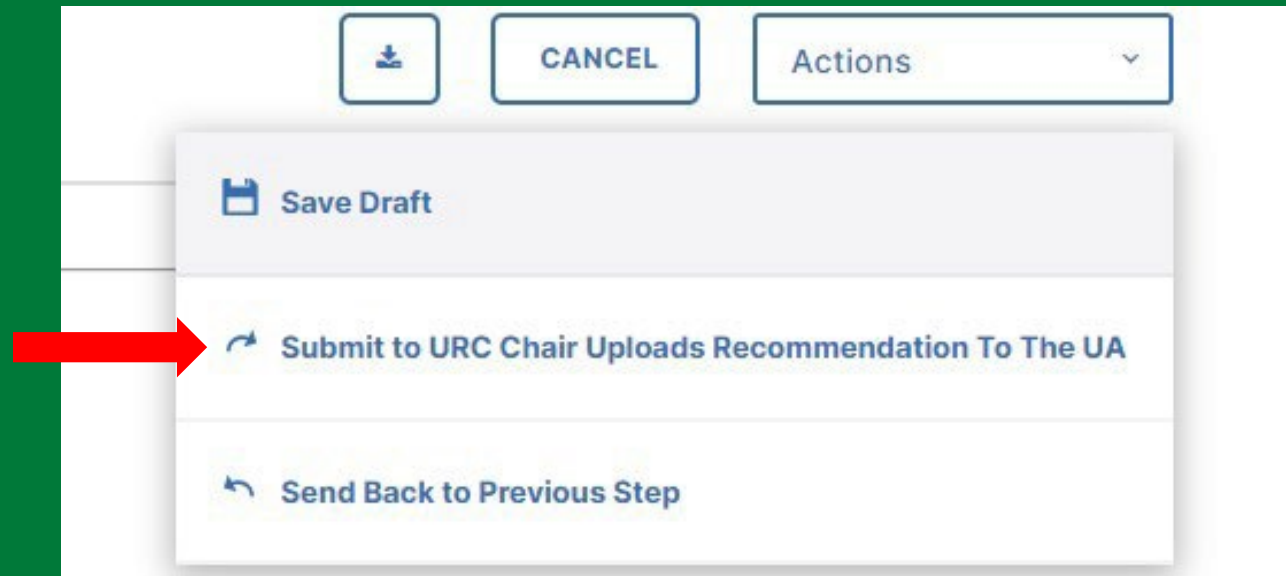
B*i*U¶≡≡≡≡⌂↶↷

A

Characters : 0/20000



At the top right corner, click on 'Actions' and choose 'Submit to URC Chair Uploads Recommendation to the UA' 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 URC Chair Uploads Recommendation To The UA?



## UA Uploads Recommendation to the CRC

Locate the name of the candidate you would like to review and click on the corresponding link.

▼ Inbox (1)

► Show Filters (1)

| NAME ▼  | STEP ▼                                     | DEPARTMENT ▼            | CANDIDATE ▼     | DUE DATE 1 2 ▼                 | DATE RECEIVED ▼         |
|---|--|-------------------------|-----------------|--------------------------------|-------------------------|
| <a href="#">2024-2025 Midterm Review (Test)</a> | UA Uploads<br>Recommendation To The<br>CRC | Academic Administration | Shrestha, Nicky | November 7, 2024 @ 11:59<br>PM | July 25, 2024 @ 2:06 PM |

Please review the information which have been submitted previously.

Please upload your recommendation and any accompanying documentation (if applicable).


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

Recommendation of the unit administrator: \*



Upload the unit administrator's recommendation letter:


Recommendation letter: \*



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

Upload the faculty's response to the negative unit administrator's recommendation (if applicable):

Faculty's response to negative unit administrator recommendation:



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



Please input the eligible faculty vote and upload additional documents (if applicable).

Please enter the eligible faculty vote for this reappointment action. Voting options include yea, nay, and abstain (0 votes must be recorded):

Eligible faculty vote:

Yea votes - 4th year \*

Nay votes - 4th year \*

Abstention votes - 4th year \*

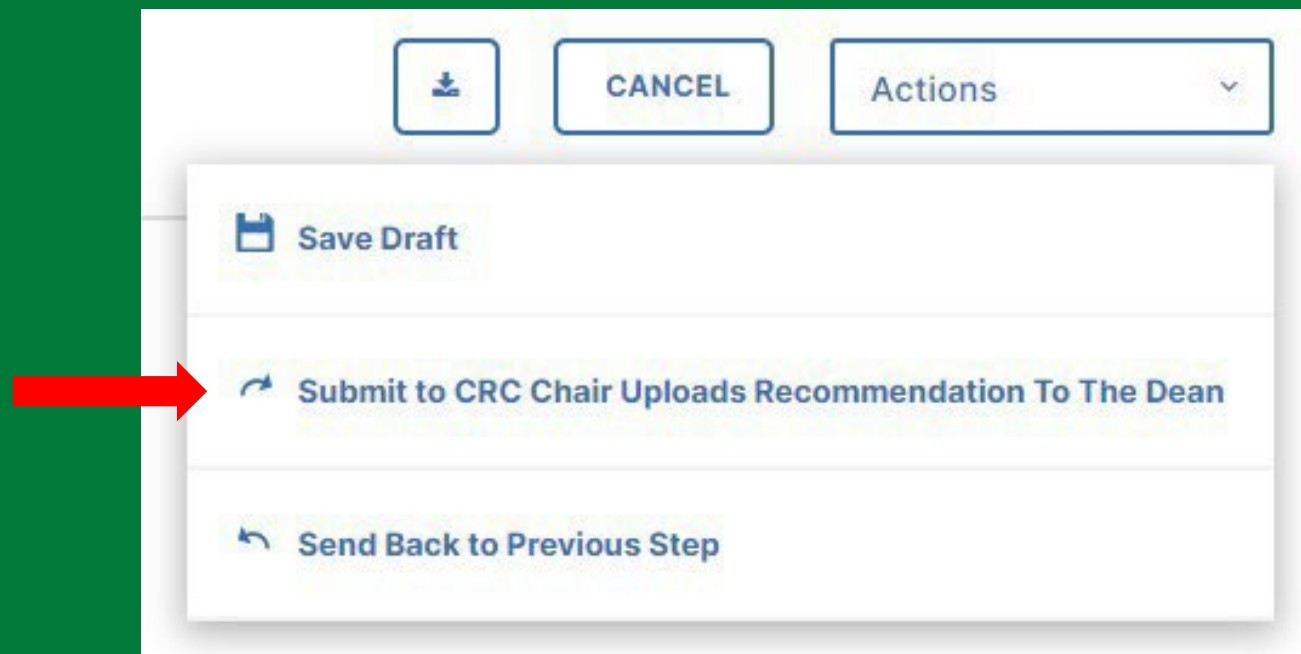
Upload additional documentation (optional):

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 CRC Chair Uploads Recommendation to the 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 CRC Chair  
Uploads Recommendation To The Dean?

NO

YES



Please contact the FIS Team for additional information or assistance:

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

940.369-6108