



Professional Faculty Promotion Workflow

Instructions for Unit Administrator

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

Activities CV Imports Reports **Workflow**

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

Search... **SEARCH**

▼ **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

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  2 ▼	DATE RECEIVED ▼
2024-2025 Professional Faculty Promotion (Test)	UA Uploads Recommendation To The CRC	Academic Administration	Shrestha, Nicky	November 7, 2024 @ 11:59 PM	July 26, 2024 @ 8:54 AM


Please review the information which have been submitted previously.

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

[Instructions to Unit Administrator](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)


Please select the unit administrator's promotion 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](#)

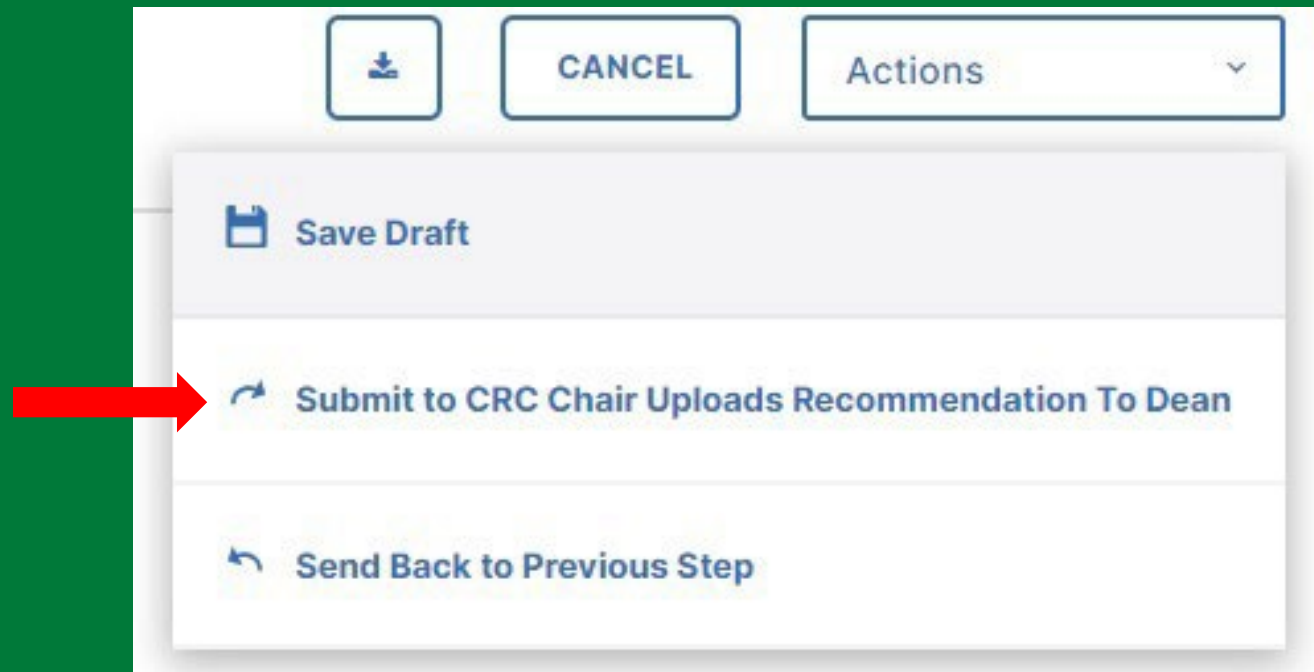
Upload additional documentation (optional):

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 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 Dean?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

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