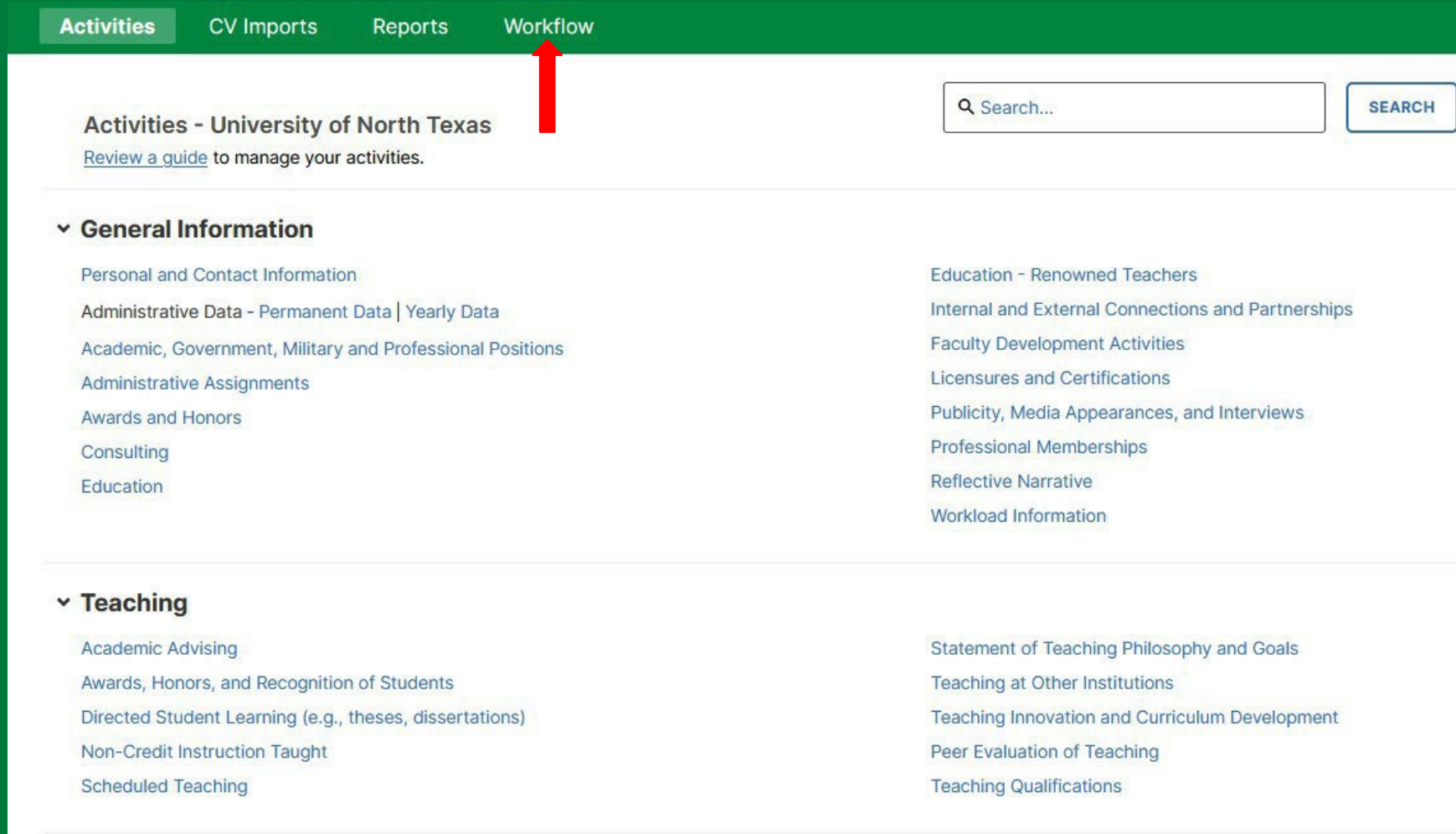Professional Faculty Promotion Workflow

Instructions for Unit Review Committee Chair

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

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

Please review the information which have been submitted previously.

Please upload the unit review committee's recommendation, input the unit review committee's vote, and upload any accompanying documentation.

This Committee's Response

Instructions to URC Chair | Instructions to Committee Members | UNT Policy 06.005 | Flowchart and Acronym Key

Please select the unit review committee's promotion recommendation from the drop-down below:

Recommendation of the unit review committee: *

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

Yea votes *

Nay votes *

Abstention votes *

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter: *

Drop files here or click to upload

Please upload the following documents, if applicable.

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

Drop files here or click to upload
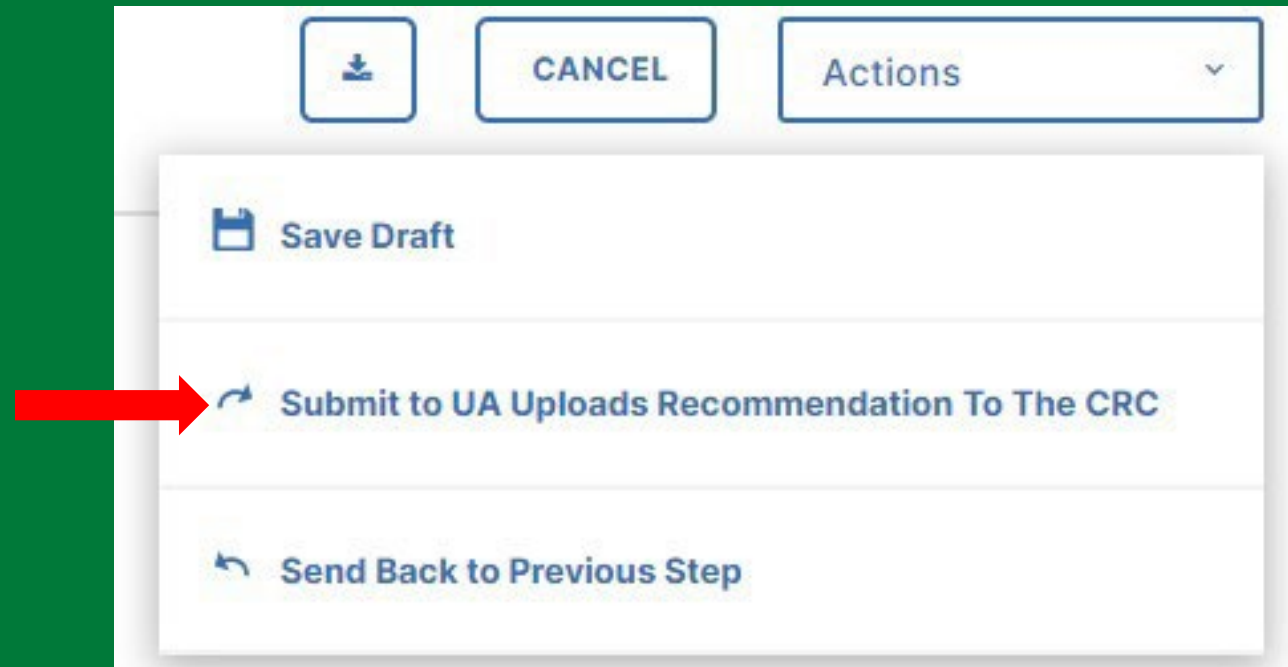
Upload additional documentation (optional):

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 UA Uploads Recommendation to the URC' 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.

Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108