



Reappointment Review Workflow

Instructions for Candidate Submission

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

The screenshot displays the FIS (Financial Information System) profile page for Nicky Shrestha. The page features a white header with the UNT logo on the left and a user profile icon on the right. Below the header, the main content area is titled "Welcome, Nicky!" and includes a blue "ADD ACTIVITY" button. The left-hand menu is visible, listing several options: Home, My Profile, CV Imports, Reports, Reviews, and Settings. A red arrow points to the "Reviews" option in the menu. The main content area shows a "Tasks & To-Dos" section with a "TO DO" tab selected, displaying a task titled "2025-2026 Midterm Review" due on August 1, 2025.

UNT UNIVERSITY OF NORTH TEXAS

NS

Nicky Shrestha

Welcome, Nicky!

ADD ACTIVITY

Tasks & To-Dos

Once items have been reviewed or completed, they will be moved to Complete.

TO DO COMPLETE

2025-2026 Midterm Review

Due Aug 1, 2025

Home

My Profile

CV Imports

Reports

Reviews



Settings

Locate the review, confirm your name and click on the corresponding link.

▼ Inbox (1)


► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1½ ▼	DATE RECEIVED ▼
2025-2026 Reappointment Reviews	Faculty Submission	Academic Administration	Me	November 8, 2025 @ 11:59 PM 🕒 Due soon	November 7, 2025 @ 1:34 PM




Please update your FIS profile by adding new activities and revising existing ones for the annual reappointment review report.

[<](#) **Faculty Submission Step - Due December 4th, 2024 @ 11:59 PM**



CANCEL

Actions 

Candidate: Nicky Shrestha

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [UNT Policy 06.007](#)

Please update your FIS profile adding new activities and updating existing activities for the annual review report.

You can access instructions to update your profile in FIS by clicking on [VPAA-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.

Please be aware of the following:

- Activities without dates will not be included in the annual review.
- A completed activity must contain an end date or it will be included as on-going.
- All grant records should indicate whether they are internal or external.

Here are some examples of common edits needed in FIS.

Contracts, Fellowships, Grants and Sponsored Research:

- Current status
- Research/Project status
- Funding dates
- Designation of internal or external

Publications:

- Current status
- Was this peer-reviewed/refereed?
- Type of review
- Date submitted, accepted or published

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. 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.



Please refresh the annual reappointment review report by clicking the arrow shown below.

Refresh your reappointment report

Click on the "Refresh report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in the Reappointment Review Report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the reappointment review report pdf to ensure it is accurate and complete. If it is correct, click "Action" in upper right corner then click Submit to Unit Review Committee Reappointment Recommendation step.

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click "Action" in upper right corner then click Submit to Unit Review Committee Reappointment Recommendation step.

3rd Annual Reappointment review report



Last Updated
December 3rd, 2024 at 12:00 PM



Please select the “Click here to select prior submissions” button to view your previously completed workflows.

Upload the previous reappointment reviews (if any):

Previous reappointment reviews:

Click here to select prior submissions

A box will appear on your right.

Select the necessary reviews and click OK.

Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year

End Year

Selected (2 of 10)

Faculty Development Leave (5th Test) - Completed April 07, 2023

Faculty Development Leave (4th Test) - No change request - Completed December 15, 2022

Sabbatical Leave

☒ Faculty Development Leave (5th Test) - Completed April 07, 2023

☒ Faculty Development Leave (4th Test) - No change request - Completed December 15, 2022

☐ Faculty Development Leave (4th Test) - Completed December 10, 2022

CANCEL

OK

The logo for the University of North Texas (UNT) is located in the bottom right corner. It features a stylized white bird icon to the left of the letters "UNT" in a large, bold, serif font. Below "UNT" are the words "UNIVERSITY OF NORTH TEXAS" in a smaller, all-caps, sans-serif font.

Please upload your unit tenure and promotion criteria, unit-specific supporting documentation and any supplemental documentation required by your department.

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:

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

Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

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

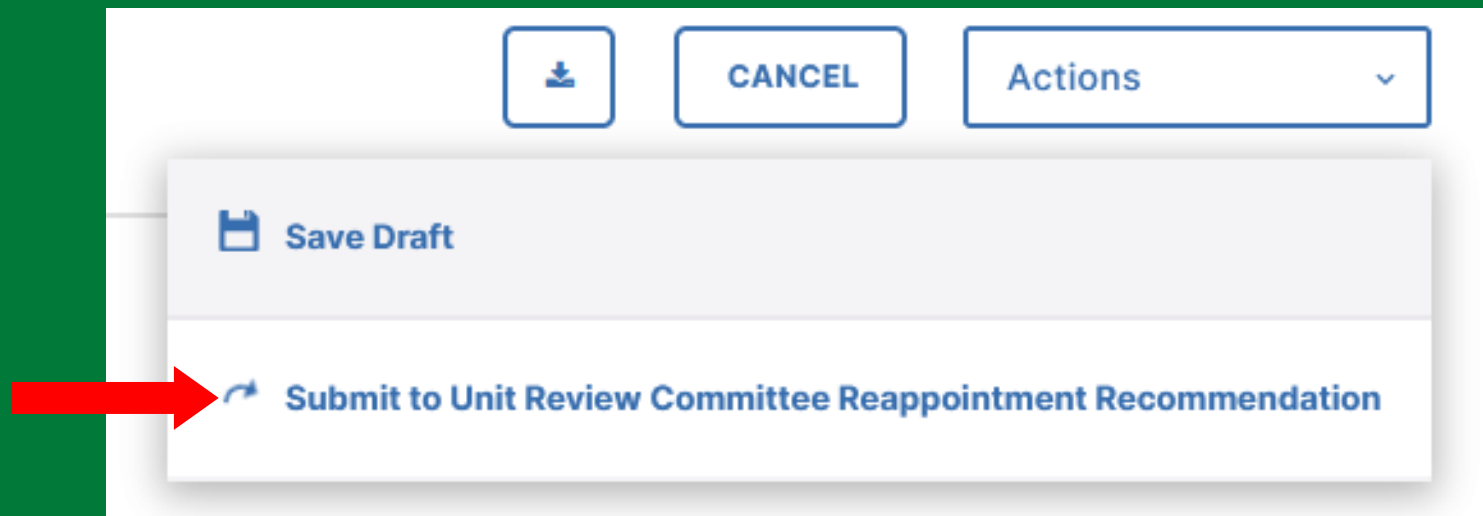
Additional documentation (optional):

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 Unit Review Committee Reappointment Recommendation' to send your submission to the next step.



You will be prompted to confirm submission.

Please click 'Yes' to route the application to the next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to Unit Review Committee Reappointment Recommendation?



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108