



## Reappointment Review Workflow

Instructions for Review Committee Member

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

The screenshot displays the UNT FIS profile interface. At the top left is the UNT logo. Below it, a circular profile picture with 'NS' is shown, followed by the name 'Nicky Shrestha'. The main header area says 'Welcome, Nicky!' and includes an 'ADD ACTIVITY' button. The left-hand navigation menu contains icons and labels for 'Home', 'My Profile', 'CV Imports', 'Reports', 'Reviews', and 'Settings'. A red arrow points to the 'Reviews' menu item. The main content area is titled 'Tasks & To-Dos' and includes a sub-header 'Once items have been reviewed or completed, they will be moved to Complete.' Below this, there are two tabs: 'TO DO' and 'COMPLETE'. Under the 'TO DO' tab, a task is listed: '2025-2026 Midterm Review' with a due date of 'Due Aug 1, 2025'.

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


▼ Inbox (1)

► Show Filters (1)


PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE $\downarrow \frac{A}{2}$ ▼	DATE RECEIVED ▼
<a href="#">2025-2026 Reappointment Reviews</a>	Unit Review Committee Reappointment Recommendation	Academic Administration	Shrestha, Nicky	November 9, 2025 @ 11:59 PM 🕒 Due soon	November 7, 2025 @ 2:05 PM

Please review the information which have been submitted previously and coordinate with the committee chair to provide your input regarding the candidate.

[<](#) **Unit Review Committee Reappointment Recommendation Step - Due December 5th, 2024 @ 11:59 PM**



CANCEL

Actions 

Candidate: Nicky Shrestha

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 3:43 PM

Upload the previous reappointment reviews (if any):


Previous reappointment reviews:




[Sample.pdf \(16.41 KB\)](#)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:

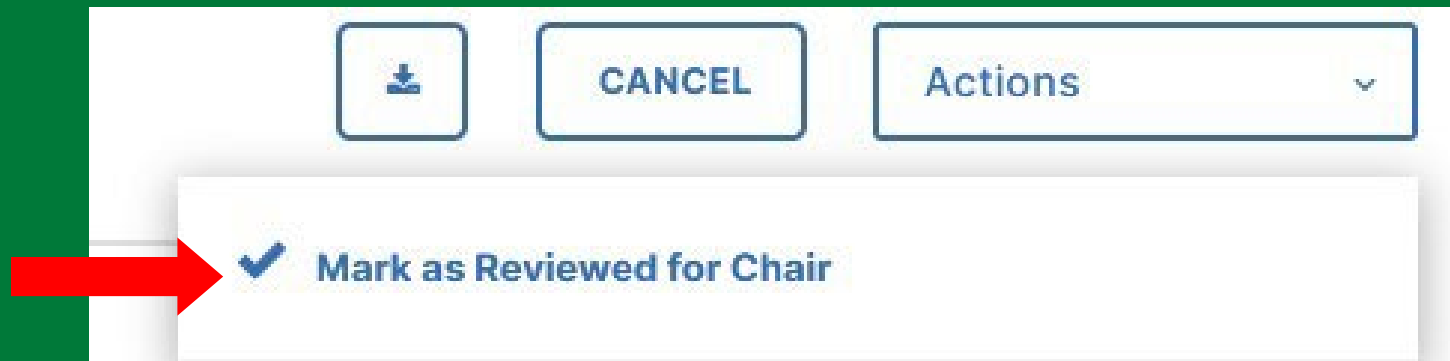


[2021-2022 Reappointment Reviews - 1st year.html \(155.61 KB\)](#)



[2022-2023 Reappointment Reviews - 2nd year.html \(150.68 KB\)](#)

At the top right corner, click on 'Actions' and choose 'Mark as Reviewed for Chair' to notify the chair that you have reviewed the candidate's dossier.





Please contact the FIS Team for additional information or assistance:

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

940.369-6108