



## Reappointment Review Workflow

Instructions for Unit Administrator


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, the user's profile is shown with a circular icon containing 'NS' and the name 'Nicky Shrestha'. The main header area says 'Welcome, Nicky!' and includes an 'ADD ACTIVITY' button. The left-hand navigation menu contains several options: 'Home' (with a house icon), 'My Profile' (with a person icon), 'CV Imports' (with a house icon), 'Reports' (with a pie chart icon), 'Reviews' (with a document icon and a red arrow pointing to it), and 'Settings' (with a gear icon). 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  ▼	DATE RECEIVED ▼
<a href="#">2025-2026 Reappointment Reviews</a>	Unit Administrator Reappointment Review	Academic Administration	Shrestha, Nicky	November 10, 2025 @ 11:59 PM	November 7, 2025 @ 3:26 PM



Please review the uploaded documents.

<

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 \(150.68 KB\)](#)

Please select the unit administrator's recommendation from the dropdown menu, upload the recommendation letter, and upload any accompanying documentation.

[Instructions to Department Chair](#) | [UNT Policy 06.004](#)


**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.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

### Reappointment Review


Please select your candidate recommendation:

Recommendation of the unit administrator: \*




Upload your reappointment review recommendation letter:

Reappointment review recommendation letter \*

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

Upload any additional documentation:

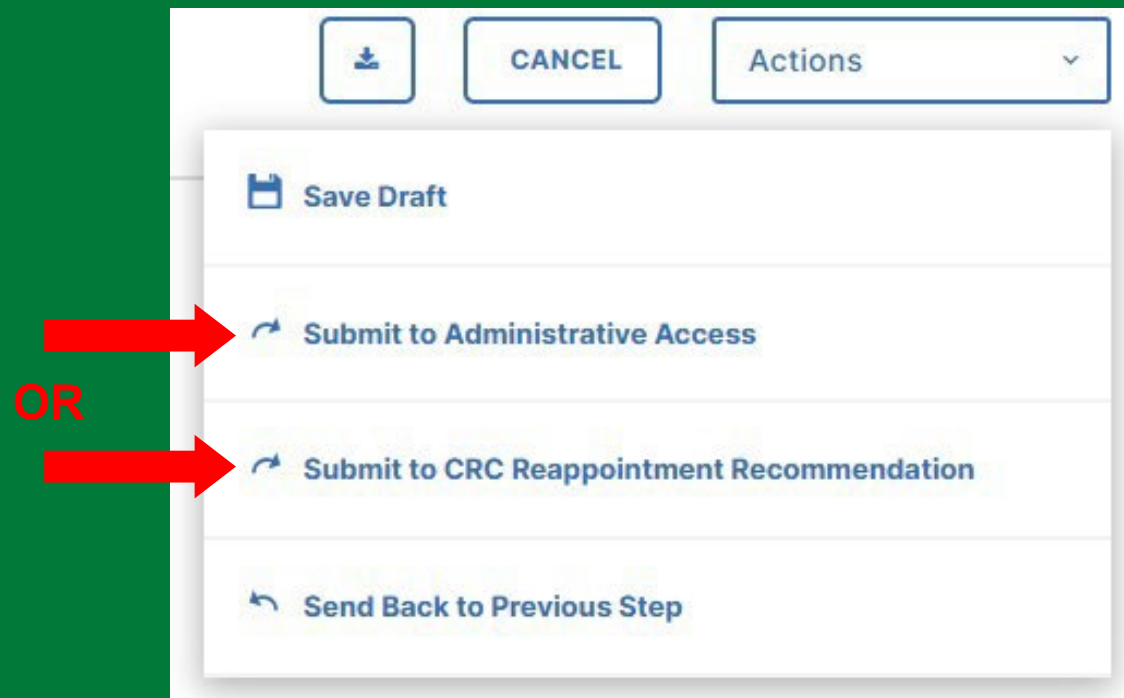
Additional documentation (optional):

 [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'.

- If the unit review committee and/or unit administrator confer a **positive** reappointment recommendation: choose "Submit to Administrative Access".
- If the unit review committee and/or unit administrator confer a **negative** reappointment recommendation: choose "Submit to CRC Reappointment Recommendation".



**\*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 the next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to  
Administrative Access?

NO

YES

OR

Are you sure you want to Submit to CRC  
Reappointment Recommendation?

NO

YES



Please contact the FIS Team for additional information or assistance:

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

940.369-6108