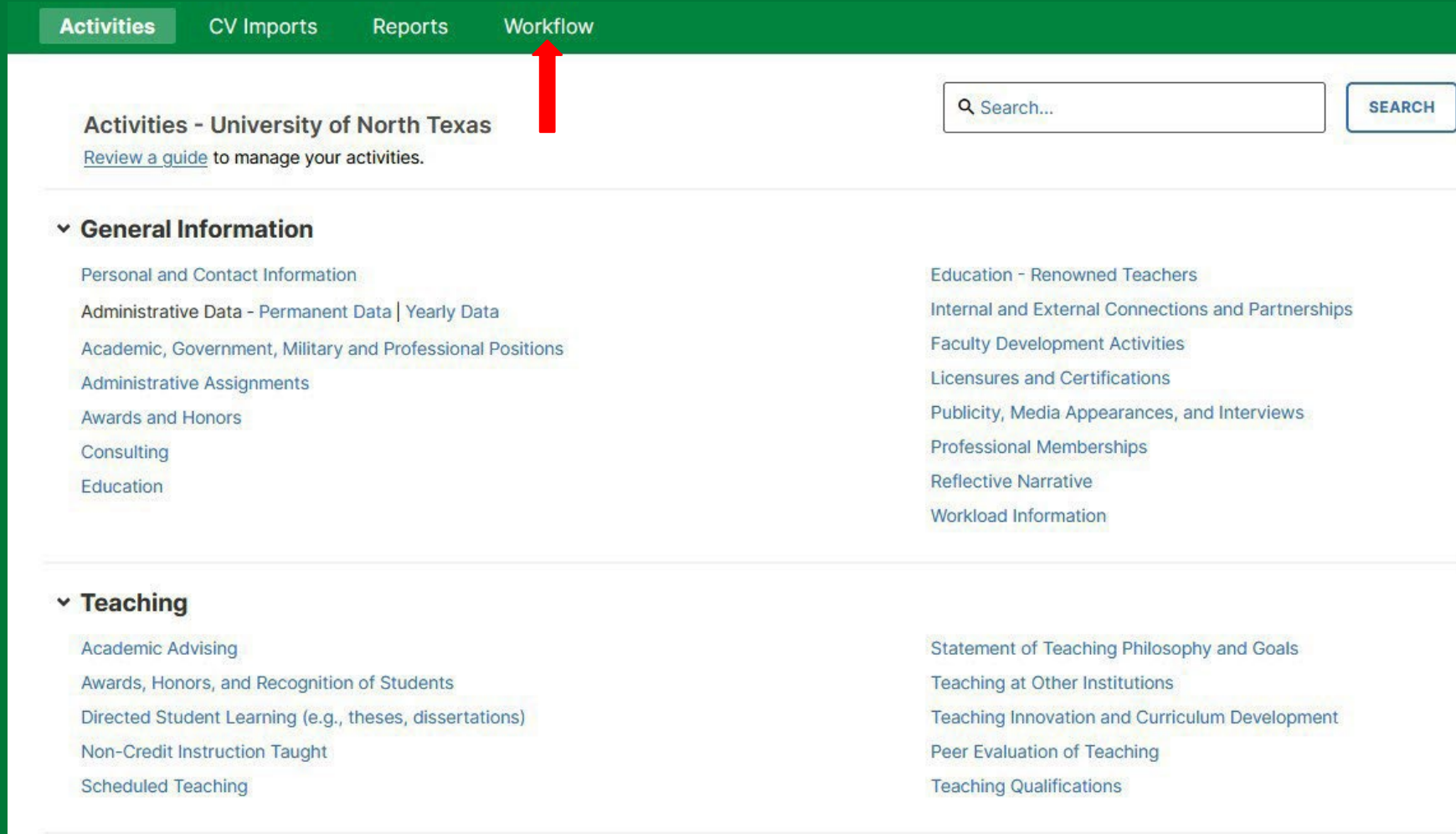Tenure and Promotion Workflow

Instructions for College 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 college review committee's recommendation, input the college review committee's vote, and upload the recommendation letter.

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

Recommendation of the college review committee: *

[dropdown]

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

Yea votes *

[text field]

Nay votes *

[text field]

Abstention votes *

[text field]

Upload the college review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. 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.

Review and ensure all documents have been uploaded successfully and accurately.

At the top right corner, click on 'Actions' and
choose 'Submit to Dean Uploads Recommendation To The Provost' to send your submission to the next step.
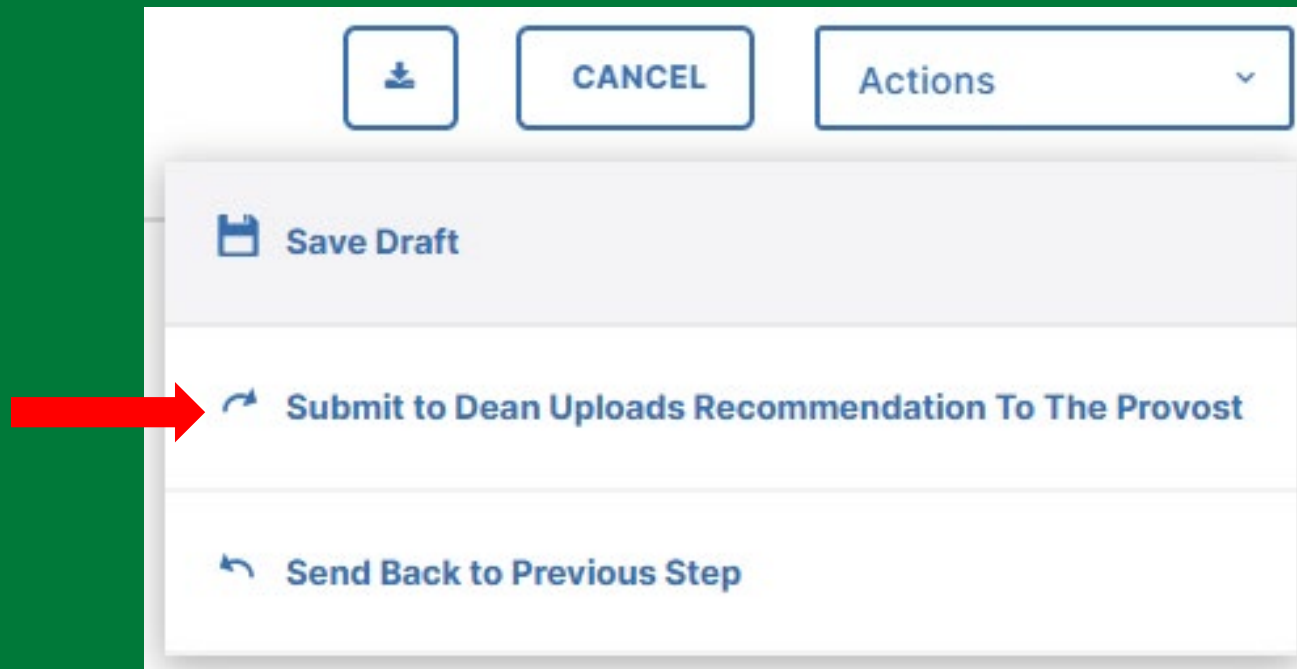
*Note: Click the 'Send Back to Previous Step' button if any of the previous submissions need to be rectified.

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