Tenure and Promotion Workflow

Instructions for Unit Administrator

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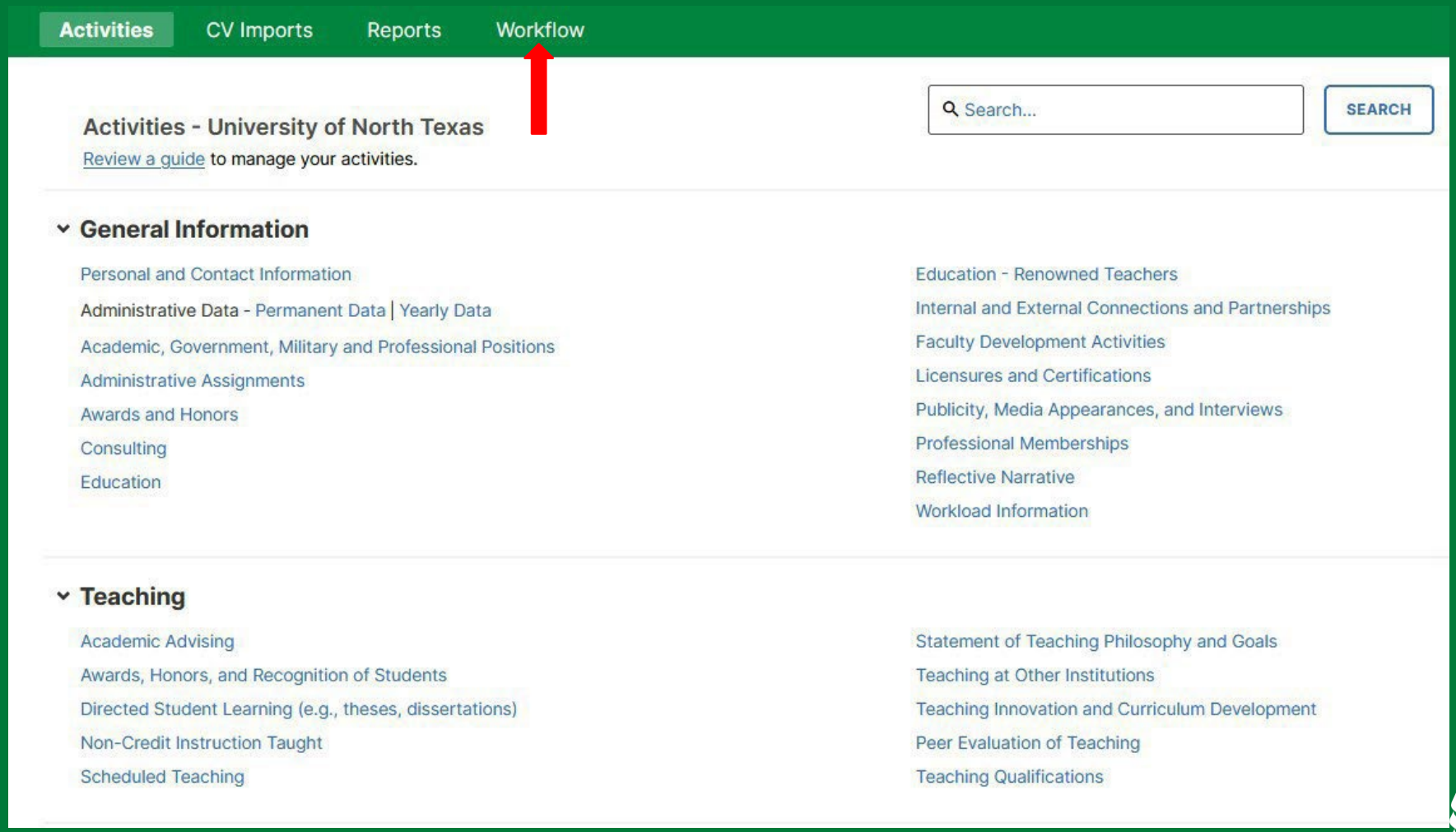
Please use Chrome or Firefox for capability purposes.
From your FIS profile, click on the Workflow tab.



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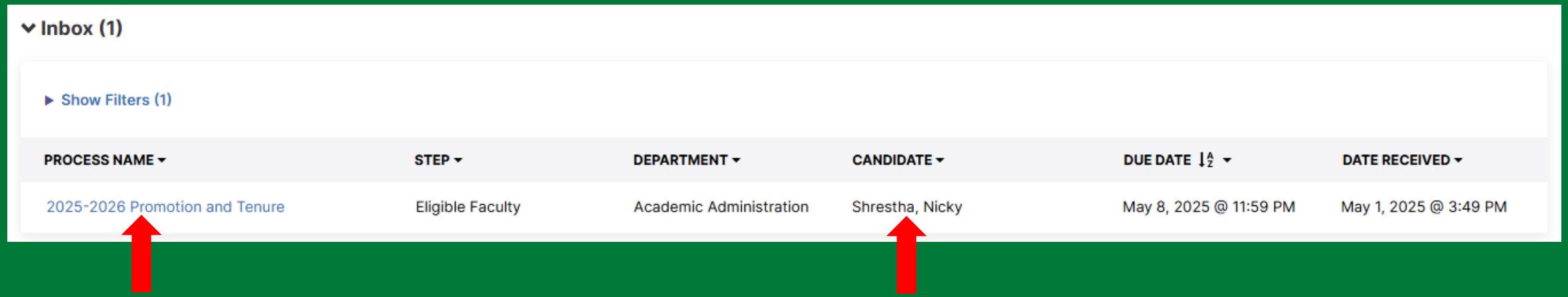
Eligible Faculty Vote

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



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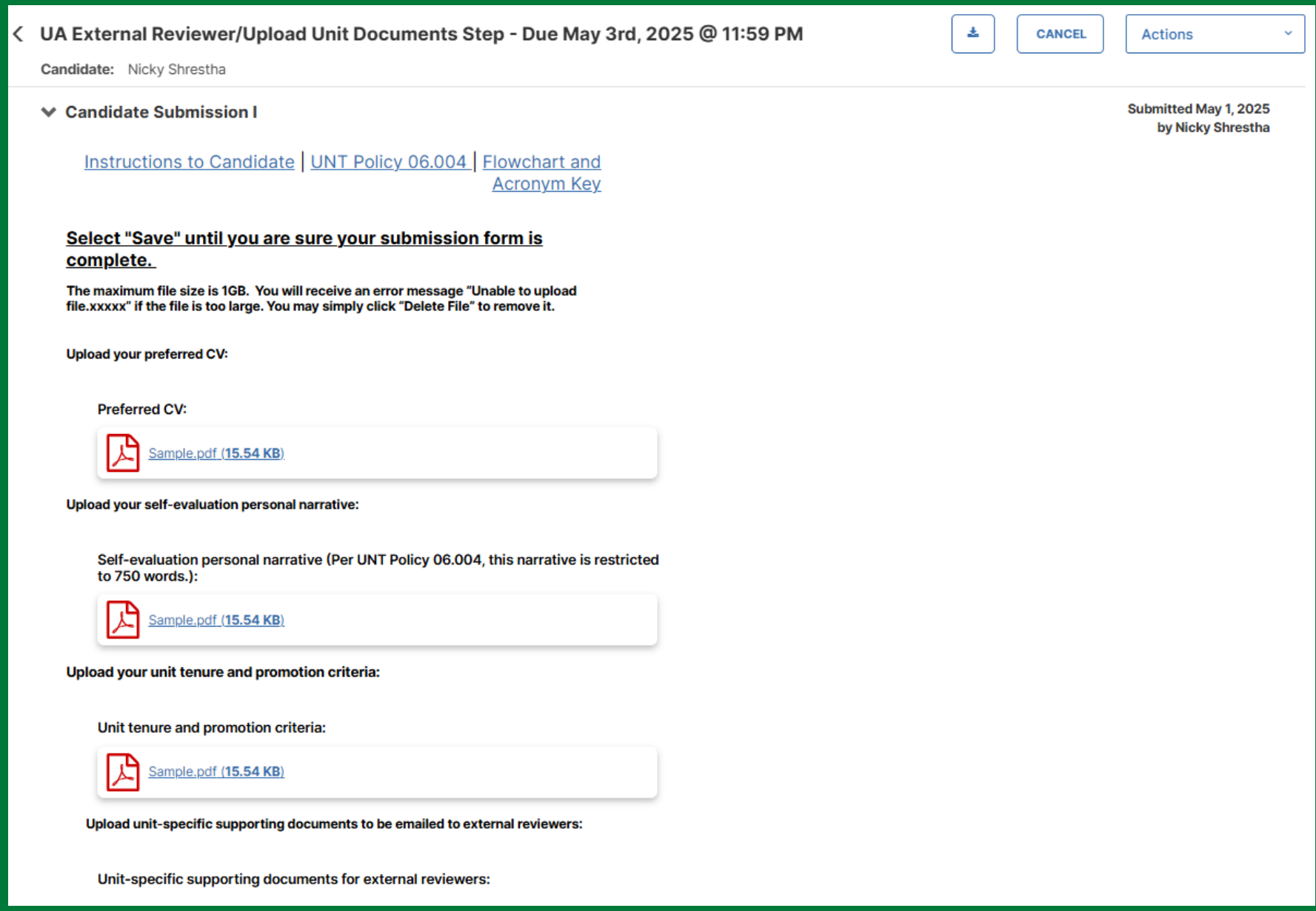
Please review the information which have been submitted previously.



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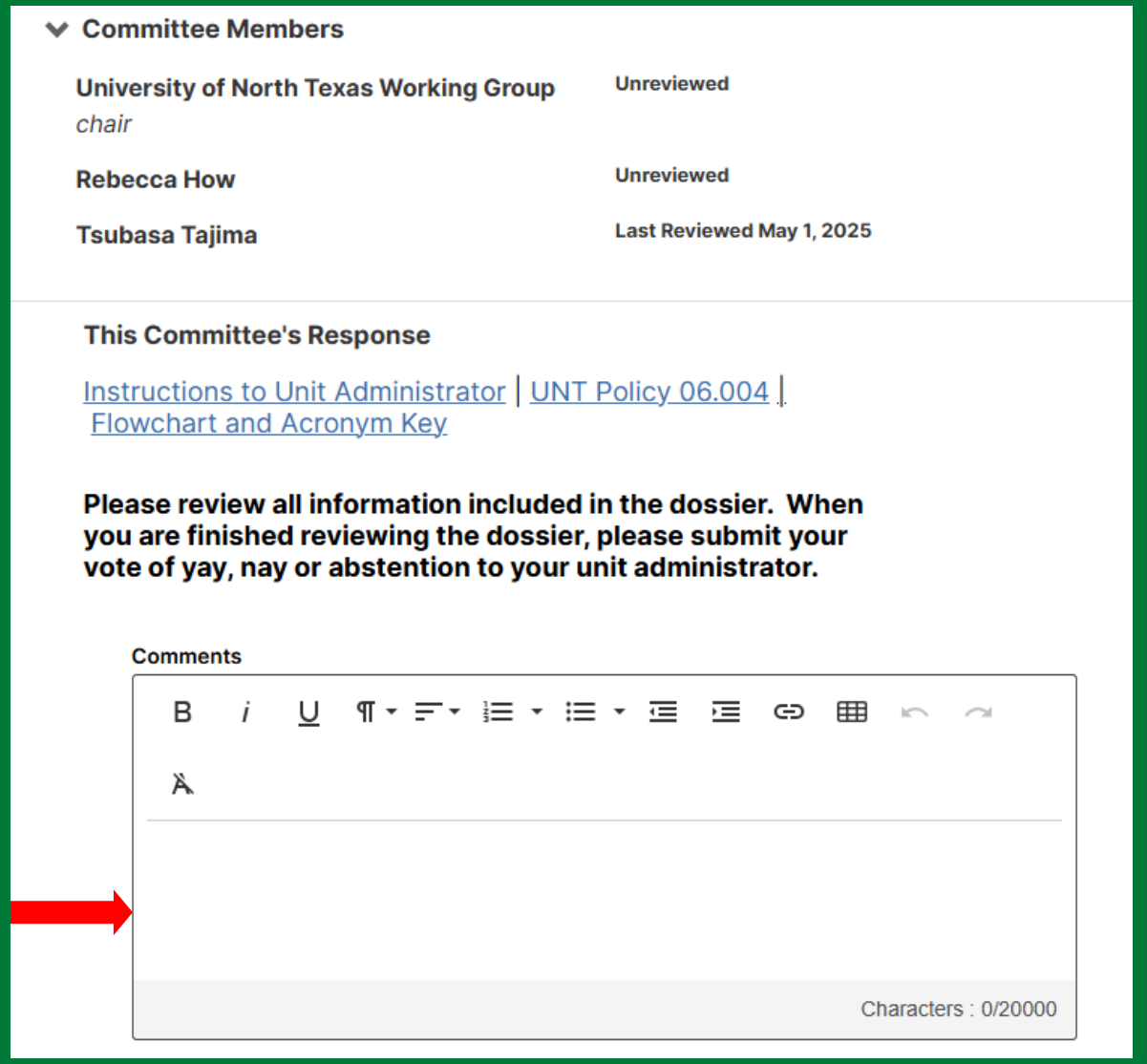
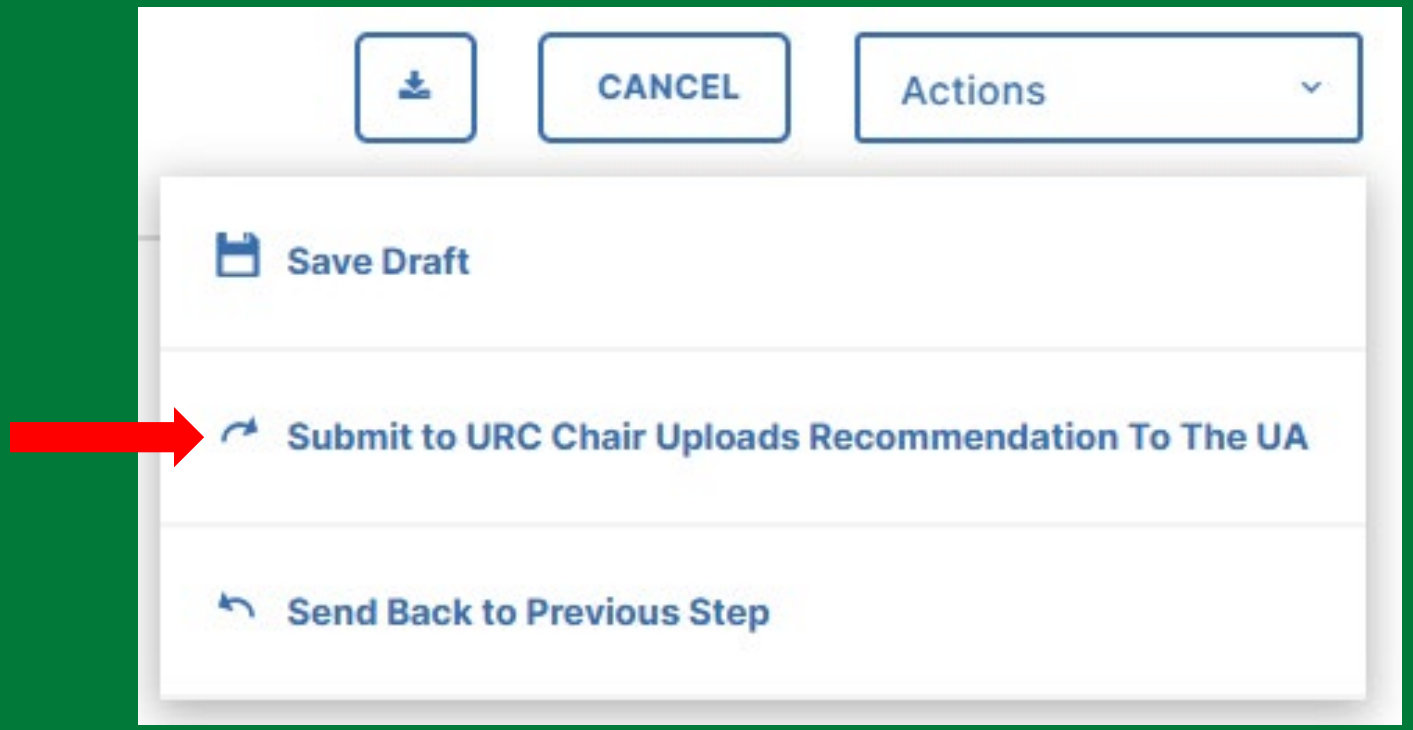
Please confirm that all eligible faculty have voted and enter any comments you would like to add.



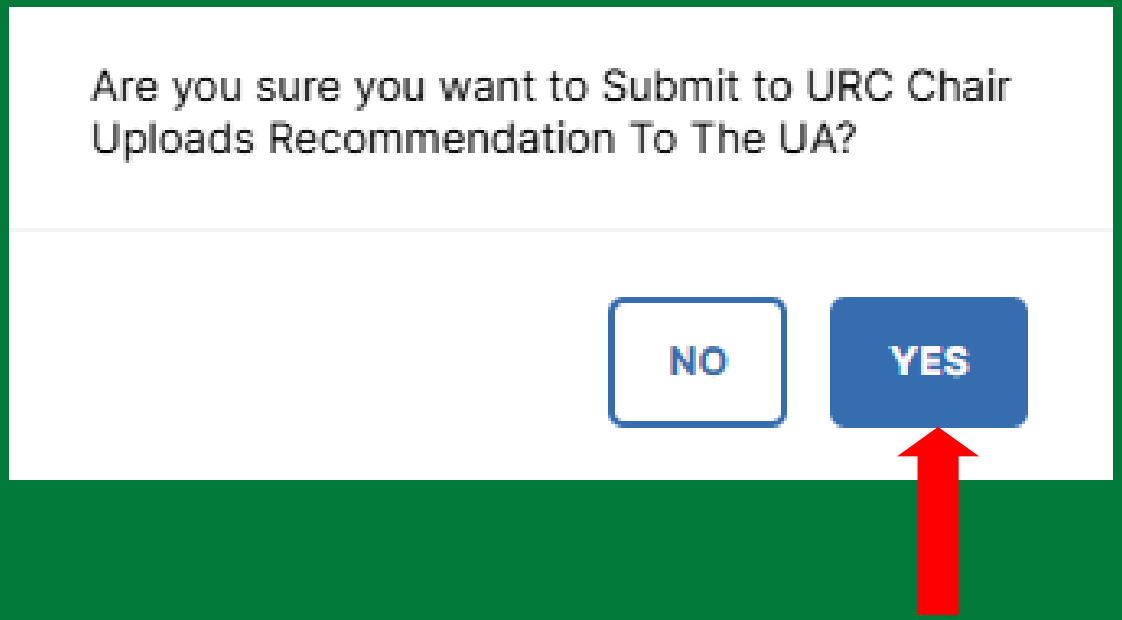
At the top right corner, click on ‘Actions’ and choose ‘Submit to URC Chair Uploads Recommendation To The UA’ to send your submission to the next step.



*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.



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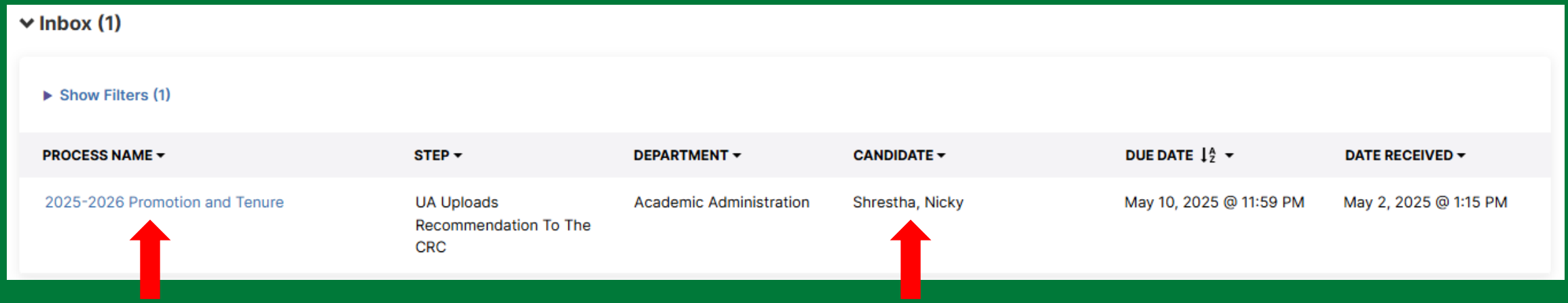
UA Uploads Recommendation To The CRC

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



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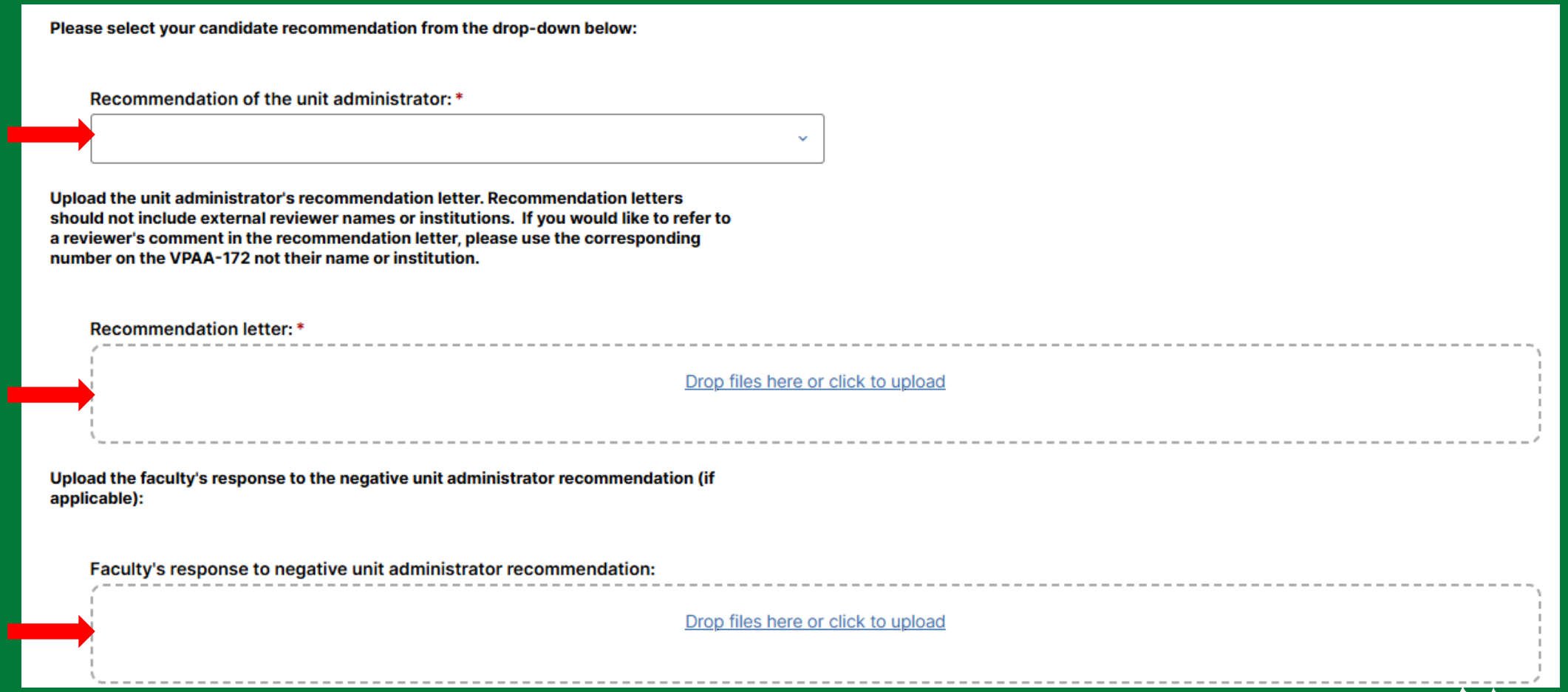
Please review the information which have been submitted previously.

Please upload your recommendation and any accompanying documentation (if applicable).



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Please input the eligible faculty vote and upload additional documents (if applicable).

Eligible Faculty Votes:

Please enter the eligible faculty votes for this tenure and promotion action. Voting options include yea, nay, and abstain. Please also add the previous years' votes (0 votes must be recorded):

Yea votes

Nay votes

Abstention votes

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

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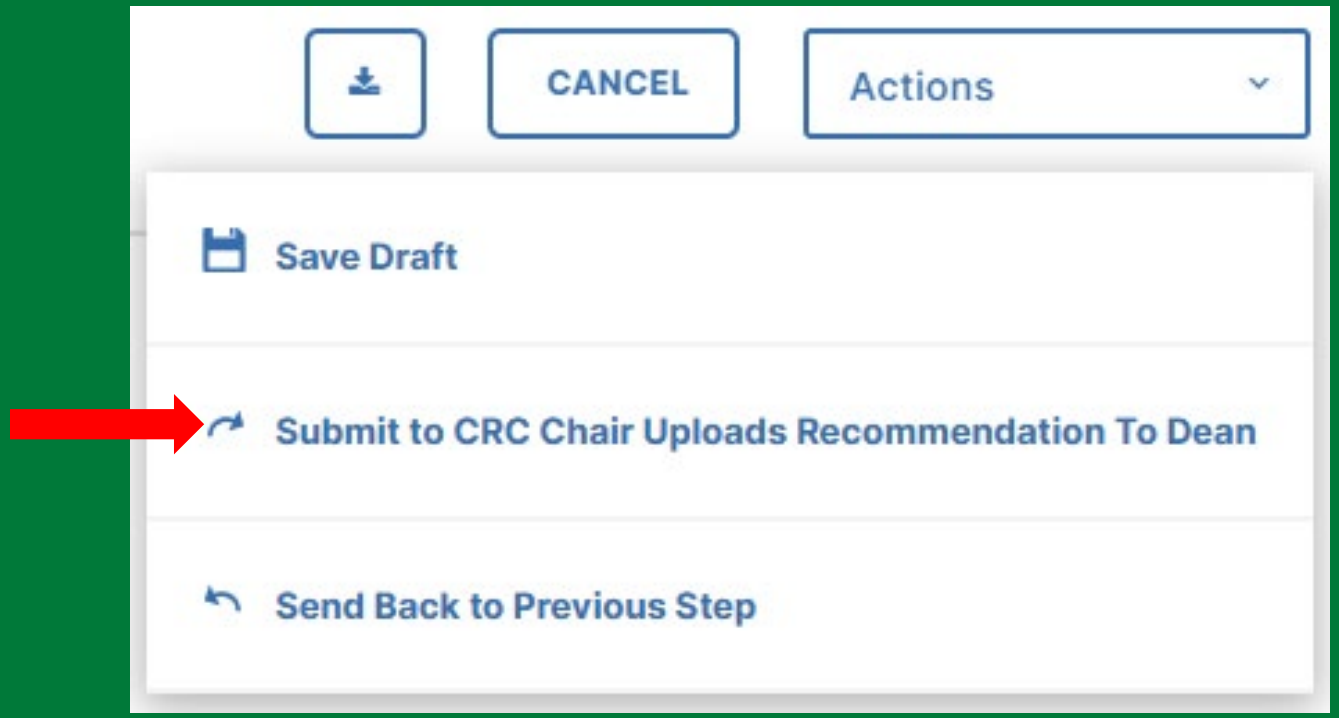
Review and ensure all documents have been uploaded successfully and accurately.

At the top right corner, click on ‘Actions’ and
choose ‘Submit to CRC Chair Uploads Recommendation To Dean’ to send your submission to the next step.



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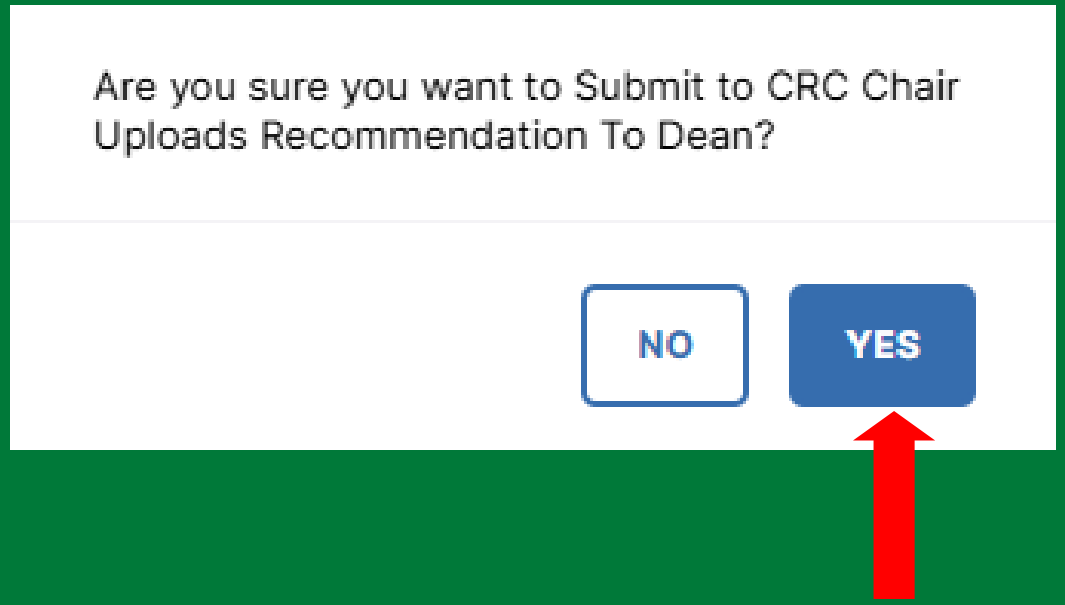
You will be prompted to confirm submission.

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