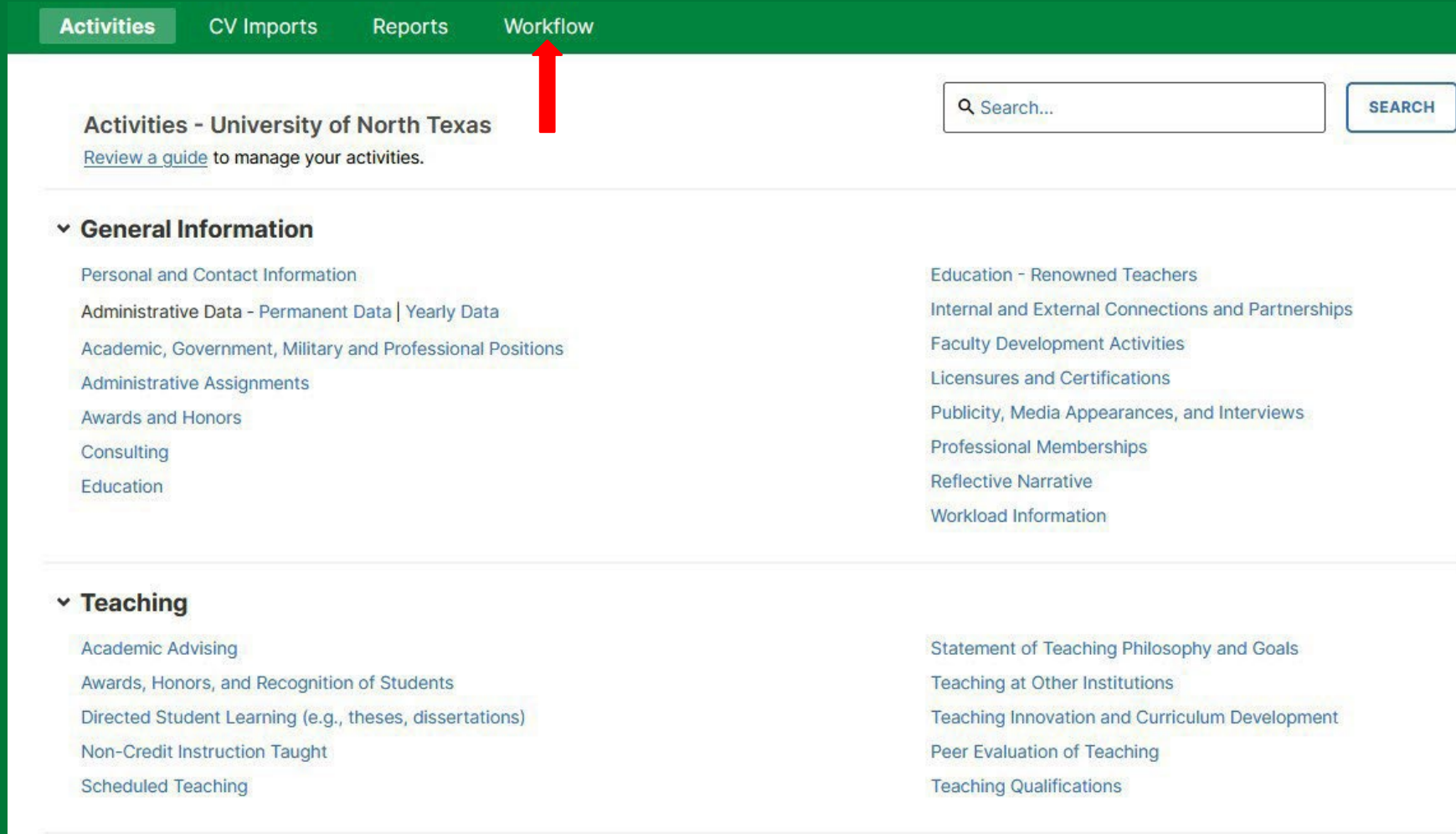




Tenure and Promotion Workflow

Instructions for Unit Administrator

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



The screenshot displays the FIS profile interface for the University of North Texas. At the top, a navigation bar contains four tabs: 'Activities', 'CV Imports', 'Reports', and 'Workflow'. A red arrow points to the 'Workflow' tab. Below the navigation bar, the page title is 'Activities - University of North Texas', followed by a link to 'Review a guide to manage your activities.' and a search bar with a 'SEARCH' button. The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of links to various profile components.

Activities - University of North Texas
[Review a guide](#) to manage your activities.

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching
- Teaching Qualifications


Eligible Faculty Vote

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 ↓½ ▼	DATE RECEIVED ▼
2025-2026 Promotion and Tenure	Eligible Faculty	Academic Administration	Shrestha, Nicky	May 8, 2025 @ 11:59 PM	May 1, 2025 @ 3:49 PM

Please review the information which have been submitted previously.

← UA External Reviewer/Upload Unit Documents Step - Due May 3rd, 2025 @ 11:59 PM



CANCEL

Actions 

Candidate: Nicky Shrestha

Submitted May 1, 2025
by Nicky Shrestha

▼ Candidate Submission I


[Instructions to Candidate](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Select "Save" until you are sure your submission form is complete.

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.


Upload your preferred CV:

Preferred CV:

 [Sample.pdf \(15.54 KB\)](#)


Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):

 [Sample.pdf \(15.54 KB\)](#)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:

 [Sample.pdf \(15.54 KB\)](#)

Upload unit-specific supporting documents to be emailed to external reviewers:

Unit-specific supporting documents for external reviewers:

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

Committee Members

University of North Texas Working Group
chair

Rebecca How

Tsubasa Tajima

Unreviewed

Unreviewed

Last Reviewed May 1, 2025

This Committee's Response

[Instructions to Unit Administrator](#) | [UNT Policy 06.004](#) |
[Flowchart and Acronym Key](#)

Please review all information included in the dossier. When you are finished reviewing the dossier, please submit your vote of yay, nay or abstention to your unit administrator.

Comments

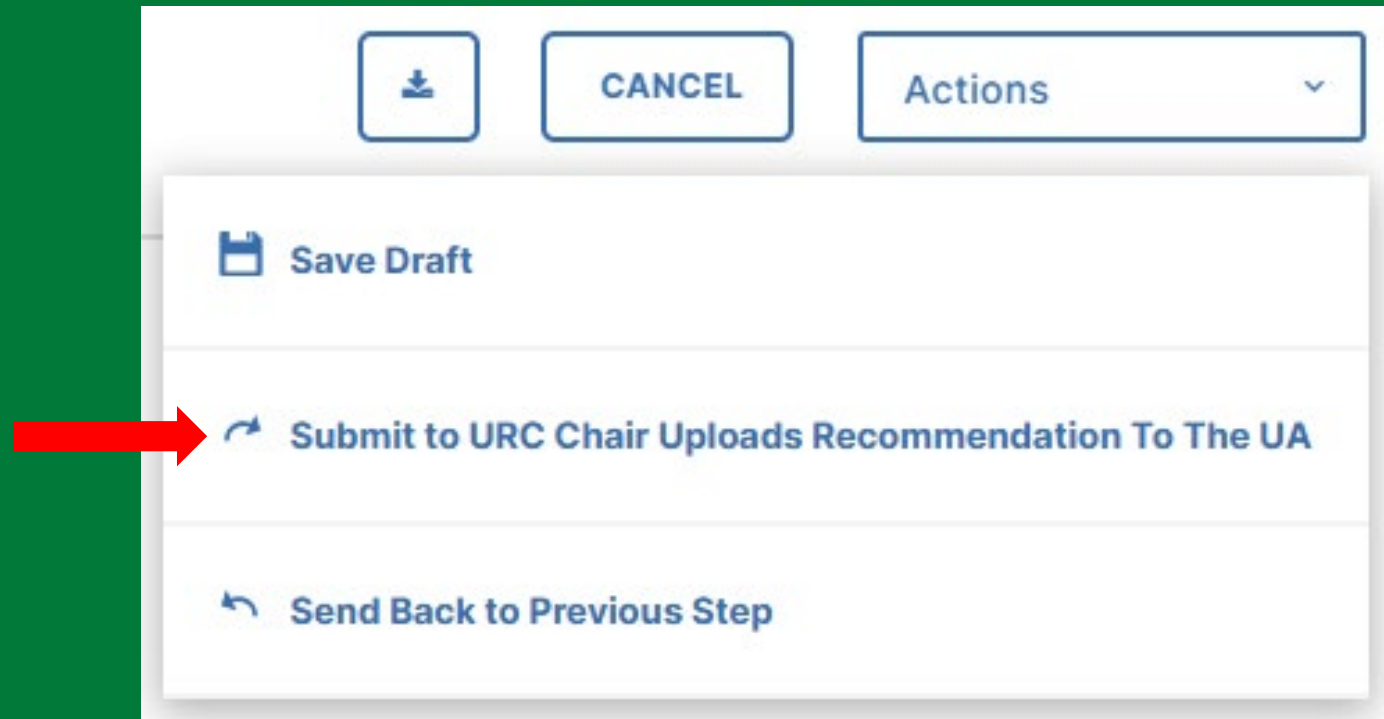
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Characters : 0/20000



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.

Are you sure you want to Submit to URC Chair Uploads Recommendation To The UA?



UA Uploads Recommendation To The CRC

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 $\downarrow \frac{1}{2}$ ▼	DATE RECEIVED ▼
2025-2026 Promotion and Tenure	UA Uploads Recommendation To The CRC	Academic Administration	Shrestha, Nicky	May 10, 2025 @ 11:59 PM	May 2, 2025 @ 1:15 PM

Please review the information which have been submitted previously.

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


Please select your candidate recommendation from the drop-down below:

Recommendation of the unit administrator: *



Upload the unit administrator'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.


Recommendation letter: *



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

Upload the faculty's response to the negative unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation:



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

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):

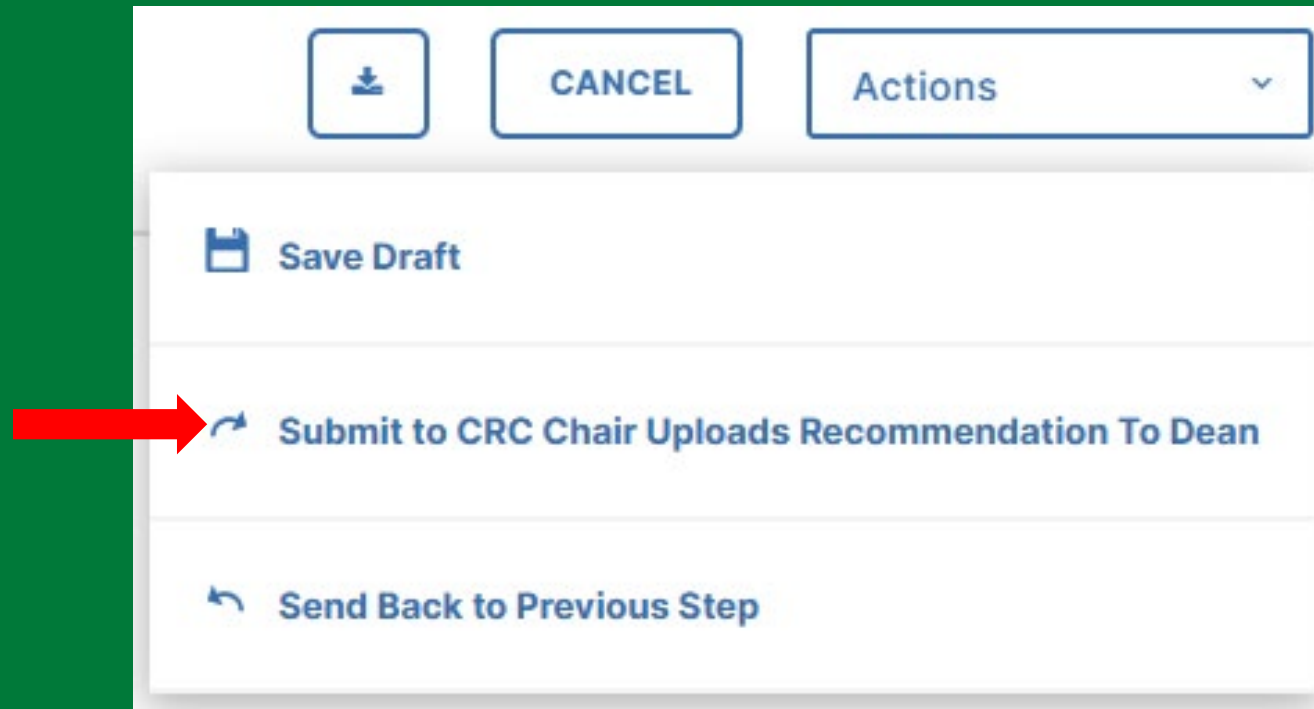
Additional documentation:



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

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.



***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.

Are you sure you want to Submit to CRC Chair Uploads Recommendation To Dean?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108