



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.

Activities CV Imports Reports **Workflow**

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

Q Search... **SEARCH**

▼ **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

Instructions to add External Reviewers

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 ↓ ₂ ▼	DATE RECEIVED ▼
2025-2026 Promotion and Tenure	UA External Reviewer/Upload Unit Documents	Academic Administration	Shrestha, Nicky	May 3, 2025 @ 11:59 PM 🕒 Due soon	May 1, 2025 @ 11:14 AM

Please review the information which have been submitted previously.

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

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 provide the full name, university/institution, title, rank, email, phone number, and any relevant comments for each external reviewer.

Note: The email addresses entered in the form below are integrated into the external review process and will be used to contact the reviewers directly. Therefore, please ensure that all email addresses are accurate and up to date.

Suggested External Reviewers
Please enter below the names, ranks, and contact details for the external reviewers.

Suggested Reviewers ⓘ

Full Name * Rebecca How	University/Institution UNT
Title	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

Full Name * Tsubasa Tajima	University/Institution UNT
Title Professor	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

Full Name * Davelyn McCartney	University/Institution UNT
Title	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

[Add another suggested reviewers](#)



To add additional external reviewers, click 'Add another suggested reviewers'.

Suggested External Reviewers

Please enter below the names, ranks, and contact details for the external reviewers.

Suggested Reviewers ⓘ

Full Name *	University/Institution
Rebecca How	UNT
Title	Rank *
	Professor
Email *	Phone Number
Faculty.Info@unt.edu	
Comments	

Full Name *	University/Institution
Tsubasa Tajima	UNT
Title	Rank *
Professor	Professor
Email *	Phone Number
Faculty.Info@unt.edu	
Comments	

Full Name *	University/Institution
Davelyn McCartney	UNT
Title	Rank *
	Professor
Email *	Phone Number
Faculty.Info@unt.edu	
Comments	

[Add another suggested reviewers](#)



Please upload any unit documentation for the unit review committee to review (if applicable).

Upload unit documentation (if applicable):

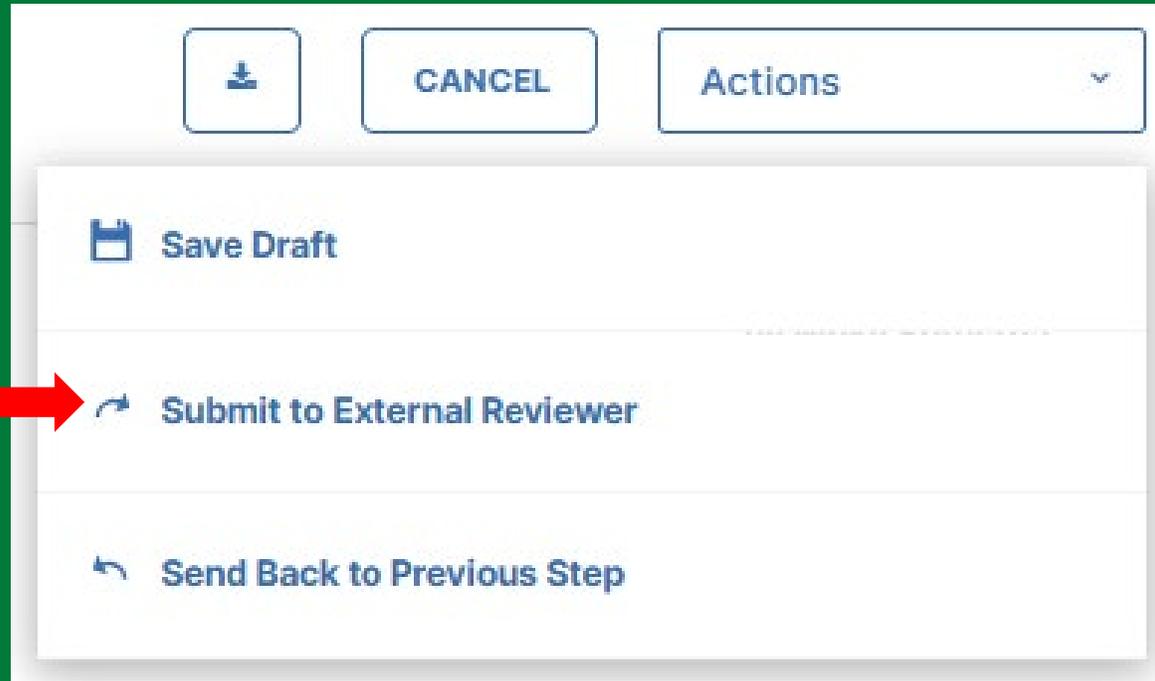
Unit documentation:

[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 External Reviewer' 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 External Reviewer?



Instructions to check External Reviewers

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 ↓ ^A / ₂ ▼	DATE RECEIVED ▼
2025-2026 Promotion and Tenure	External Reviewer	Academic Administration	Shrestha, Nicky	May 4, 2025 @ 11:59 PM	May 1, 2025 @ 1:27 PM



To confirm an external reviewer, click 'Approve'. If you wish to exclude a reviewer from the process, click 'Skip'.

▼ **Aggregated External Reviewers**

Approve or Skip each external reviewer to determine which individuals appear in the External Reviewers Responses section below. Approving a reviewer will also generate a unique link that will provide the reviewer with access to the candidate's materials and a place to supply their review. This link should be sent via email.

From UA External Reviewer/Upload Unit Documents > Suggested Reviewers

▼ **Davelyn McCartney**

University/Institution UNT	Title n/a	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)

▼ **Tsubasa Tajima**

University/Institution UNT	Title Professor	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)

▼ **Rebecca How**

University/Institution UNT	Title n/a	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)

The next step is to generate the URL for external reviewers. To do this, click 'Actions' and then select 'Open Details'.

External Reviewer Responses - Nicky Shrestha 0/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER BY RESPONSE

> Davelyn McCartney	Actions ▾
> Rebecca How	Actions ▾

[Open Details](#)

[Revoke Access](#)

[Instructions to Unit Administrator](#) | [UNT Process](#)
[Flowchart and](#)

Upload [VPAA-172 - External Reviewer form](#) and external reviewers' CVs:

VPAA-172 - External Review form: *

Drop files here or click to upload

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

A pop-up will appear, click 'Generate URL' to create the link for the external reviewer.

Email Details to Copy ×

Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience.

External Reviewer Email
Faculty.Info@unt.edu

External Reviewer Name
[Rebecca How](#)

Candidate Name
[Nicky Shrestha](#)

Unique URL
 

OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article.

Click on 'Create Email' to proceed.

Email Details to Copy ✕

Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience.

External Reviewer Email
Faculty.Info@unt.edu

External Reviewer Name
[Rebecca How](#)

Candidate Name
[Nicky Shrestha](#)

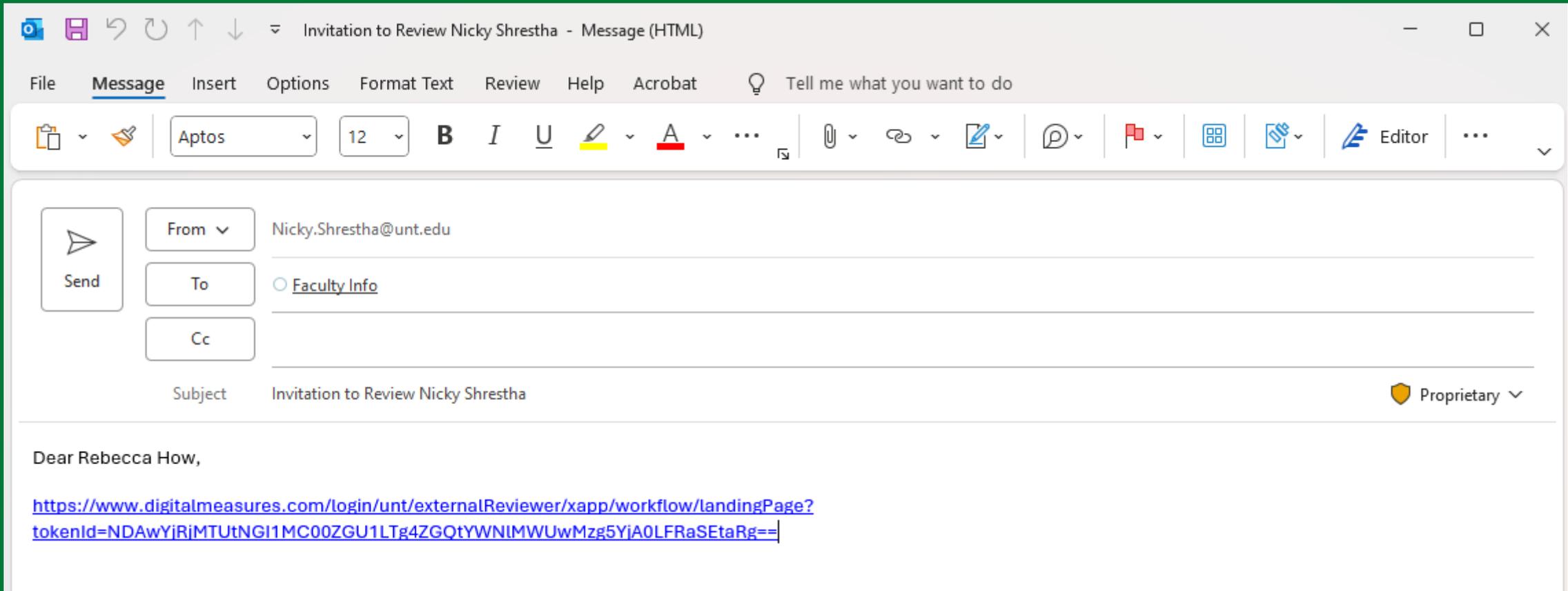
Unique URL
<https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDawYjRjMTUtNGI1MC00ZGU1LTg4ZGQtYWNIMWUwMzg5YjAOLFRaSEtaRg==>

The above URL is valid until May 16, 2025 at 2:10 PM
If you have not yet sent this to Rebecca How, then select this button to generate a new one before sending your message. If you have sent this URL already, then Rebecca How will be able to generate an updated URL as needed.

OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article.



The following pop-up will open in Outlook:



The screenshot shows an Outlook window titled "Invitation to Review Nicky Shrestha - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", and "Acrobat". The "Message" ribbon is active, showing a font face of "Aptos", size "12", and bold, italic, and underline options. The message header shows a "Send" button, "From: Nicky.Shrestha@unt.edu", "To: Faculty Info", and "Subject: Invitation to Review Nicky Shrestha". A "Proprietary" warning icon is visible in the bottom right of the header. The message body contains the text "Dear Rebecca How," followed by a blue hyperlink: <https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDawYiRiMTUtNGI1MC00ZGU1LTg4ZGQtYWwMzg5YjA0LFRaSEtaRg==>



Feel free to personalize your email. Additionally, please remember to remind the external reviewer to submit their recommendation by the specified deadline.

The screenshot shows an email client window titled "Invitation to Review Nicky Shrestha - Message (HTML)". The interface includes a menu bar with options like File, Message, Insert, Options, Format Text, Review, Help, and Acrobat. Below the menu is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, color, background color), alignment, and other functions. The email header section contains a "Send" button, a "From" field with the address "Nicky.Shrestha@unt.edu", a "To" field with a dropdown menu showing "Faculty Info", and a "Cc" field. The subject line is "Invitation to Review Nicky Shrestha" and there is a "Proprietary" warning icon. The main body of the email contains the following text:

Dear Dr. Rebecca How,

Hope this email finds you well. Below is the link to access Dr. Shrestha's promotion review dossier.

<https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDAwYjRjMTUtNGI1MC00ZGU1LTg4ZGQyYWNIMWUwMzg5YjA0LFRaSEtaRg==>

Best Regards,

John Doe

Chair

University of North Texas



If you need to regenerate the URL, log into Workflow, select the candidate for whom the external reviewer was assigned, open their dossier, and click 'Generate URL'.

Email Details to Copy ✕

Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience.

External Reviewer Email
Faculty.Info@unt.edu

External Reviewer Name
[Rebecca How](#)

Candidate Name
[Nicky Shrestha](#)

Unique URL
<https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDawYjRjMTUtNGI1MC00ZGU1LTg4ZGQtYWNIMWUwMzg5YjA0LFRaSEtaRg==>

The above URL is valid until May 16, 2025 at 2:10 PM
If you have not yet sent this to Rebecca How, then select this button to generate a new one before sending your message. If you have sent this URL already, then Rebecca How will be able to generate an updated URL as needed.



OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article.

As the Unit Administrator, you can see if the external reviewer have responded to your request.

External Reviewer Responses - Nicky Shrestha 1/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

<u>BY REVIEWER</u>	BY RESPONSE
> Davelyn McCartney	Actions ▼
> Rebecca How	Actions ▼

Awaiting Response

Response Received Last Modified May 1, 2025



Click the 'By Response' tab, then click the arrow on the left to view the external reviewer's submissions.

External Reviewer Responses - Nicky Shrestha 1/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER **BY RESPONSE** ←

▼ Official review letter: 1 Responses

Rebecca How

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

➤ Additional documentation: 0 Responses

➤ Additional comments: 0 Responses

▼ Personal CV: 1 Responses

Rebecca How

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

➤ Additional Information: 0 Responses

Please upload [VPAA-172 - External Reviewer form](#) and any additional documentation.

Upload [VPAA-172 - External Reviewer form](#) and external reviewers' CVs:

VPAA-172 - External Review form: *

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

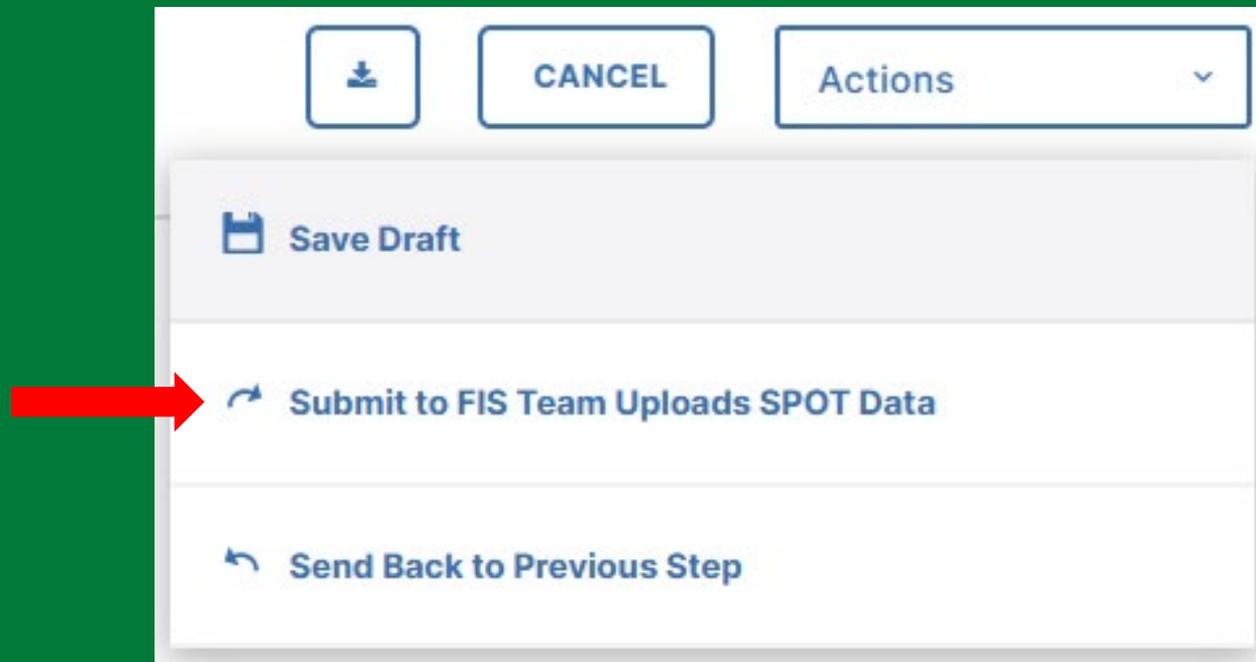
Upload additional documentation (optional):

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 FIS Team Uploads SPOT Data' 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 FIS Team Uploads SPOT Data?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108