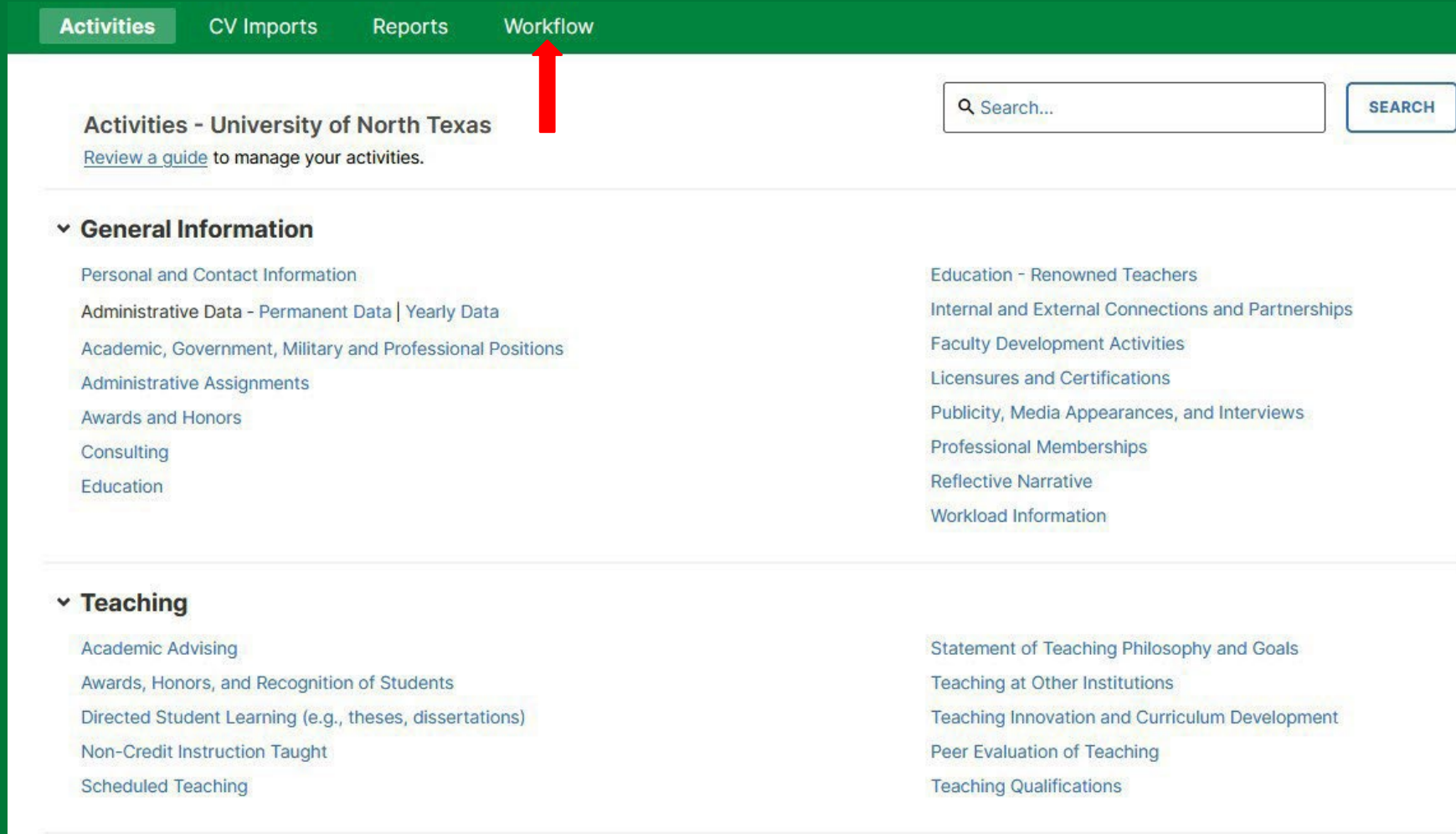




Tenure and Promotion Workflow

Instructions for Unit Review Committee Chair

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

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 | URC Chair Uploads Recommendation To The UA | Academic Administration | Shrestha, Nicky | May 9, 2025 @ 11:59 PM | May 2, 2025 @ 11:50 AM |

Please review the information which have been submitted previously.

Please upload the unit review committee's recommendation, input the unit review committee's vote, and upload the recommendation letter.

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

Recommendation of the unit review committee *

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

Yea votes *

Nay votes *

Abstention votes *

Upload the unit 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.

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

Faculty response to negative unit review committee recommendation:

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

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

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

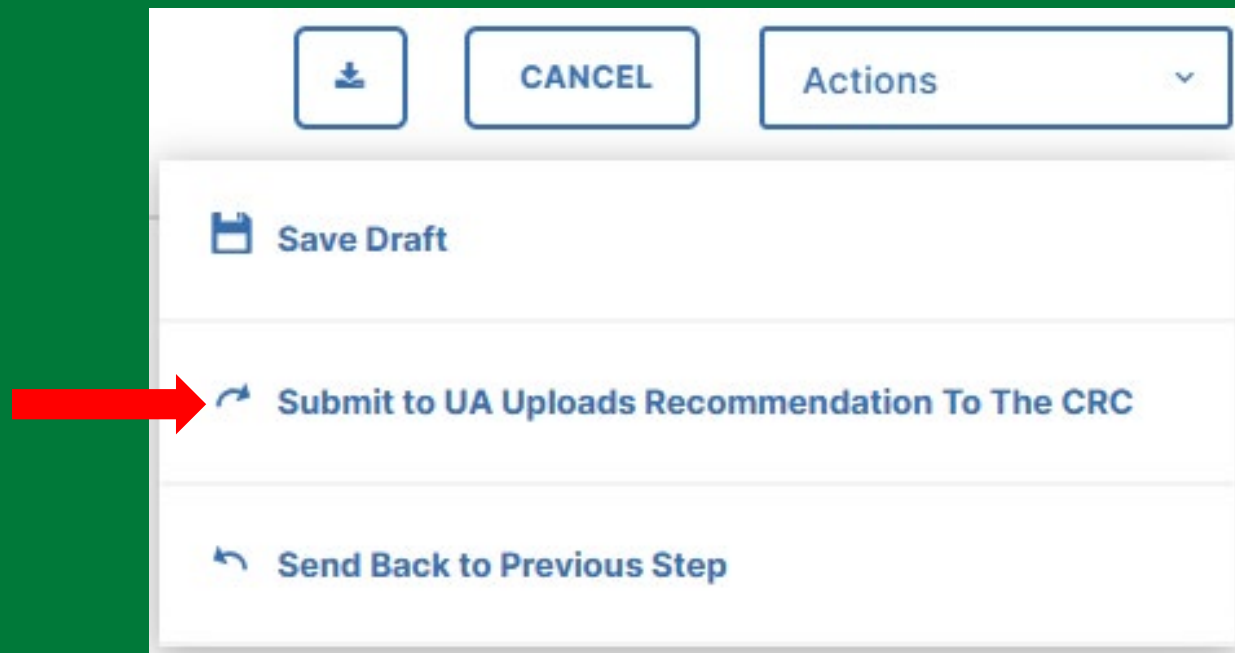
Upload additional documentation (optional):

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 UA Uploads Recommendation To The CRC' 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 UA Uploads Recommendation To The CRC?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108