



## Tenure and Promotion Workflow

Instructions for Candidate Submission



Please use Chrome or Firefox for capability purposes.  
From your FIS profile, click on 'Reviews' in the left-hand menu.

The screenshot displays the FIS profile interface for Nicky Shrestha. The top navigation bar includes the UNT logo and a user profile icon. The left-hand menu contains the following items: Home, My Profile, CV Imports, Reports, Reviews (indicated by a red arrow), and Settings. The main content area features a 'Welcome, Nicky!' message and an 'ADD ACTIVITY' button. Below this, there is a 'Tasks & To-Dos' section with a sub-header 'Tasks & To-Dos' and a note: 'Once items have been reviewed or completed, they will be moved to Complete.' The tasks are organized into 'TO DO' and 'COMPLETED' tabs. A single task is listed: 'Complete Your 2026-2027 Promotion and Tenure' with a due date of 'Due Apr 8, 2026'. To the right, a 'Tools & Services' section is expanded, showing a 'Faculty Success Guide' link.

# Instructions for Candidate Submission I (May)



Locate the workflow, confirm your name and click on the corresponding link.

## Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

### ▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE  ▼	DATE RECEIVED ▼
<a href="#">2026-2027 Promotion and Tenure</a>	Candidate Submission I	Academic Administration	Me	April 8, 2026 @ 11:59 PM  Due soon	April 7, 2026 @ 9:29 AM



Please upload your preferred CV and self-evaluation personal narrative.

< Candidate Submission | Step - Due May 2nd, 2025 @ 11:59 PM

Candidate: Nicky Shrestha

[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: \*

Drop files here or click to upload

Upload your self-evaluation personal narrative:

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

Drop files here or click to upload

**Note:** All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. 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.



Please upload your unit tenure and promotion criteria and unit-specific supporting documents for external reviewers.

**Upload your unit tenure and promotion criteria:**

Unit tenure and promotion criteria: \*

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

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

Unit-specific supporting documents for external reviewers:

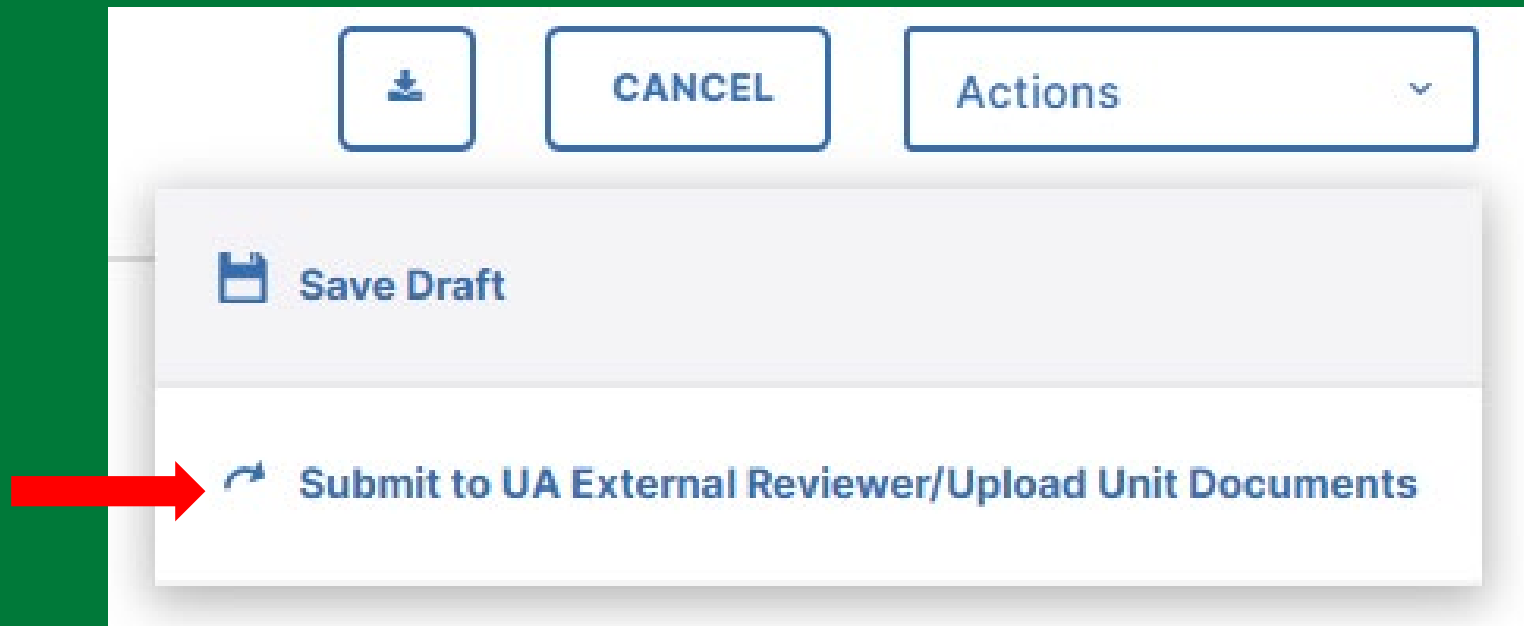
[Drop files here or click to upload](#)

**Note:** All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. 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.



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


At the top right corner, click on 'Actions' and choose 'Submit to UA External Reviewer/Upload Unit Documents' to send your submission to the next step.



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  
External Reviewer/Upload Unit Documents?



# Instructions for Candidate Submission II (August)

Locate the workflow, confirm your name and click on the corresponding link.

## Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

### ▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ↓½ ▼	DATE RECEIVED ▼
<a href="#">2026-2027 Promotion and Tenure</a>	Candidate Submission II	Academic Administration	Me	April 12, 2026 @ 11:59 PM	April 7, 2026 @ 1:36 PM



Please select the “Click here to select prior submissions” button to view your previously completed workflows.

Upload your annual and reappointment review for years in current rank.

Annual and Reappointment Reviews \*

[Click here to select prior submissions](#)

A box will appear on your right.

Select the necessary annual and reappointment reviews and click OK.

Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year End Year

Selected (2 of 10)

- Faculty Development Leave (5th Test) - Completed April 07, 2023
- Faculty Development Leave (4th Test) - No change request - Completed December 15, 2022
- Faculty Development Leave (4th Test) - Completed December 10, 2022

CANCEL OK



Please upload your evidence of mentoring, tenure board item form, and any unit-specific supporting documentation (if applicable).

Upload evidence of mentoring:

Evidence of mentoring: \*

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

Please complete the [Tenure Board Item fillable PDF Form](#):

Tenure Board Item Form: \*

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

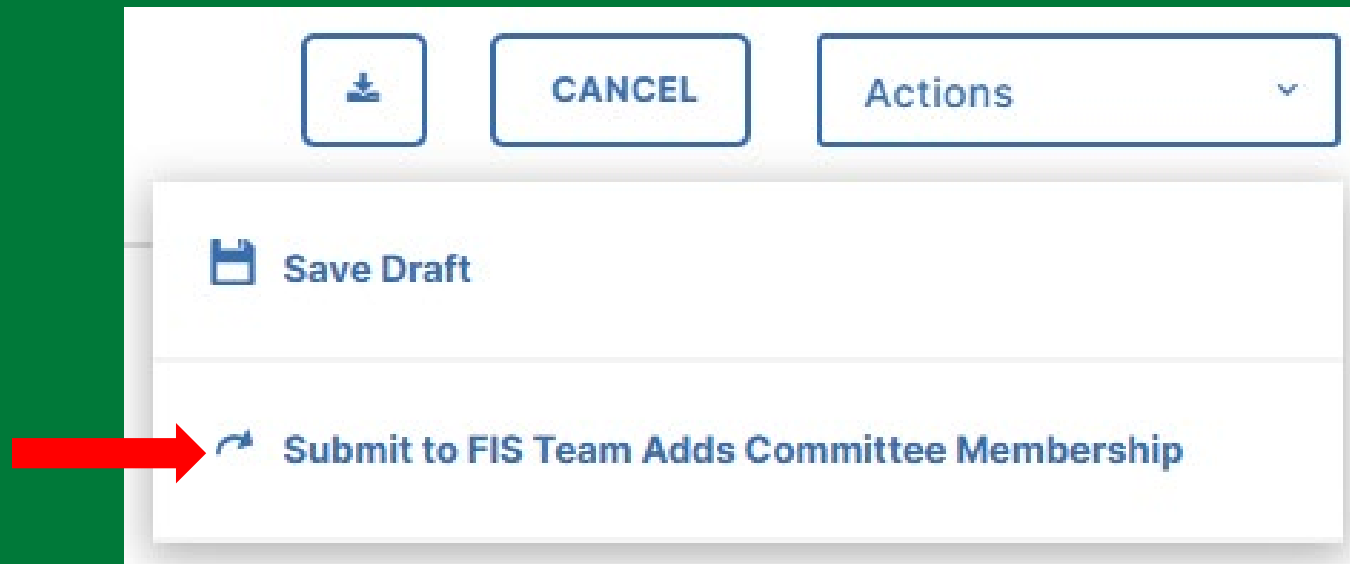
Upload any unit-specific supporting documentation (optional):

Unit-specific supporting 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 Adds Committee Membership' to send your submission to the next step.



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 Adds Committee Membership?



Please contact the FIS Team for additional information or assistance:

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

940.369-6108