



Tenure and Promotion Workflow

Instructions for Review Committee Member



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 dashboard for Nicky Shrestha. The left-hand navigation menu includes: Home, My Profile, CV Imports, Reports, **Reviews** (highlighted with a red arrow), and Settings. The main content area features a 'Welcome, Nicky!' message and an 'ADD ACTIVITY' button. Below this 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 'TO DO' tab is active, showing a task: 'Complete Your 2026-2027 Promotion and Tenure' with a due date of 'Due Apr 8, 2026'. To the right, the 'Tools & Services' section contains a 'Faculty Success Guide' link.

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 ↓ ¹ ▼	DATE RECEIVED ▼
2026-2027 Promotion and Tenure	URC Chair Uploads Recommendation To The UA	Academic Administration	Shrestha, Nicky	April 15, 2026 @ 11:59 PM	April 7, 2026 @ 1:50 PM



Please review the information which have been submitted previously and coordinate with the review committee chair to provide your input regarding the candidate.

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

Candidate: Nicky Shrestha

▼ Candidate Submission I Submitted May 1, 2025 by 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:

 [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:

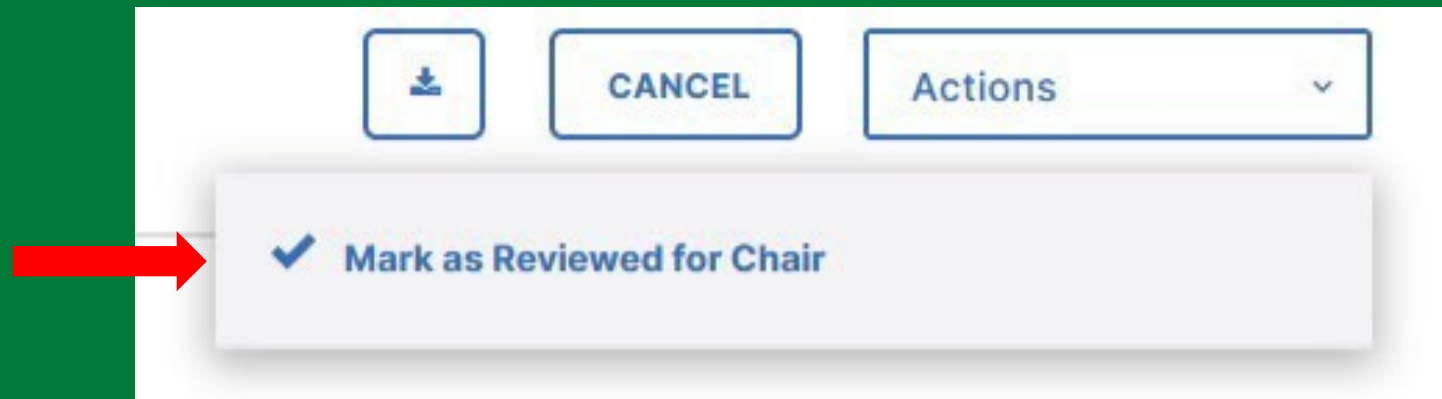
 [Sample.pdf \(15.54 KB\)](#)

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

Unit-specific supporting documents for external reviewers:



At the top right corner, click on 'Actions' and choose 'Mark as Reviewed for Chair' to notify the chair that you have reviewed the candidate's dossier.





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108