



Tenure and Promotion Workflow

Instructions for Dean



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 top left corner features the UNT logo and the user's name. The main header area includes a welcome message and an 'ADD ACTIVITY' button. The left-hand navigation menu contains icons for Home, My Profile, CV Imports, Reports, Reviews, and Settings. A red arrow points to the 'Reviews' menu item. The main content area is divided into two sections: 'Tasks & To-Dos' and 'Tools & Services'. The 'Tasks & To-Dos' section has a 'TO DO' tab selected, showing a task 'Complete Your 2026-2027 Promotion and Tenure' with a due date of 'Apr 8, 2026'. 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 ↓ [▲] 2 ▼	DATE RECEIVED ▼
2026-2027 Promotion and Tenure	Dean Uploads Recommendation To The Provost	Academic Administration	Shrestha, Nicky	April 18, 2026 @ 11:59 PM	April 7, 2026 @ 1:57 PM



Please review the information which have been submitted previously.

Please upload your recommendation and any accompanying documentation.


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

Recommendation of the dean: *



Upload the dean'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 dean's recommendation (if applicable):


Faculty response to negative dean recommendation:



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

Upload additional documentation (optional):

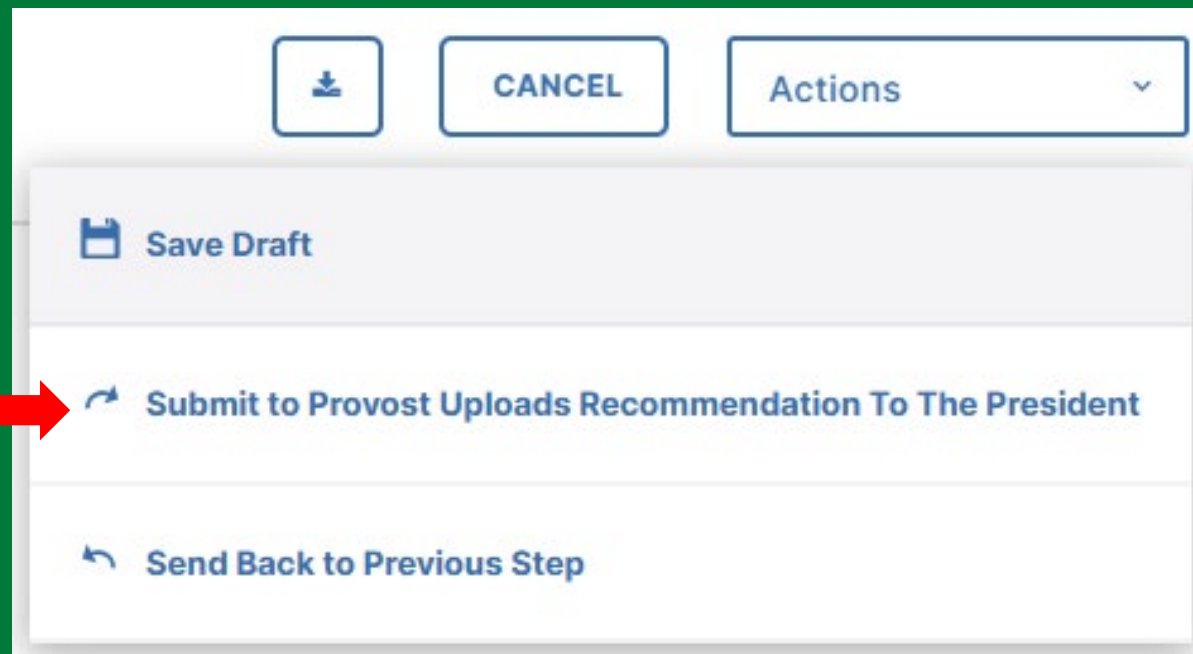
Additional documentation:



[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 Provost Uploads Recommendation To The President' 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 Provost Uploads Recommendation To The President?



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

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