



Tenure and Promotion Workflow

Instructions for Provost



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 interface includes a top navigation bar with the UNT logo and user profile information. A left-hand menu contains several options: Home, My Profile, CV Imports, Reports, Reviews (highlighted with a red arrow), and Settings. The main content area is titled 'Welcome, Nicky!' and features a 'Tasks & To-Dos' section with a task 'Complete Your 2026-2027 Promotion and Tenure' due on Apr 8, 2026. A '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 ↓½ ▼	DATE RECEIVED ▼
2026-2027 Promotion and Tenure	Provost Uploads Recommendation To The President	Academic Administration	Shrestha, Nicky	April 19, 2026 @ 11:59 PM	April 7, 2026 @ 2:00 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 provost:

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

Faculty response to negative provost recommendation:

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

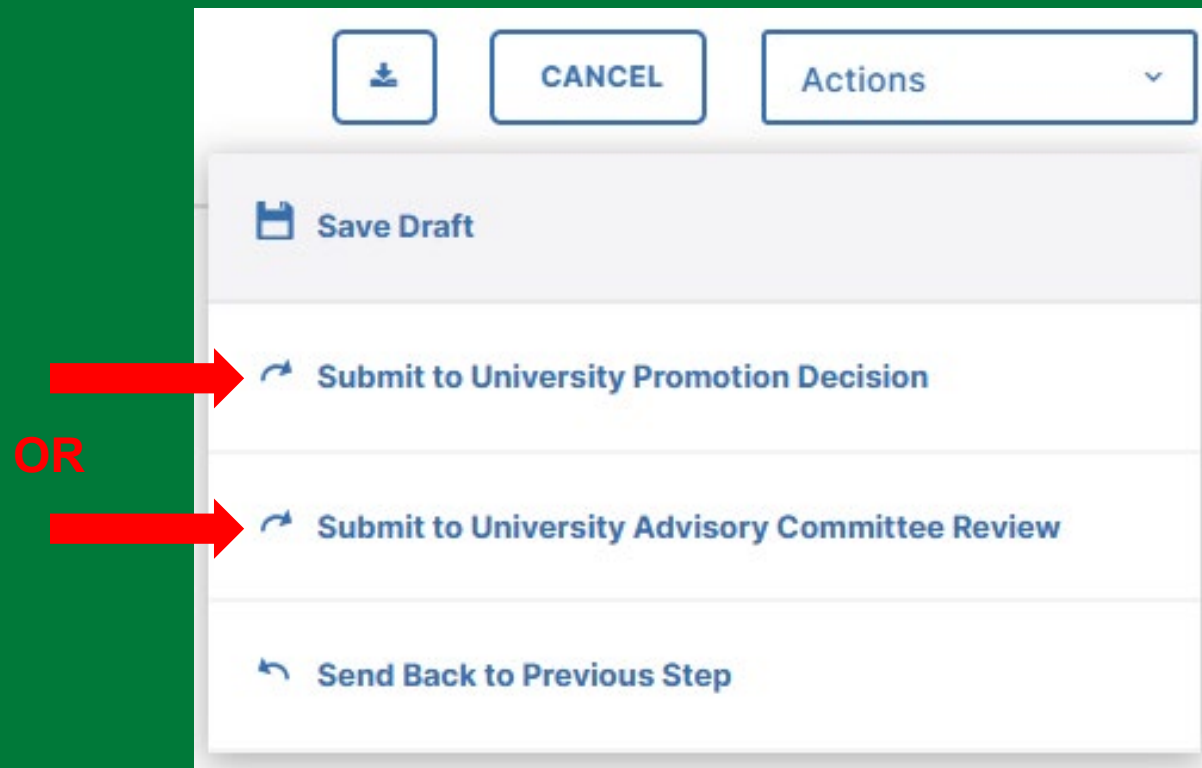
Upload additional documentation (optional):

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 University Promotion Decision' or 'Submit to University Advisory Committee Review' 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 University Promotion Decision?

OR

Are you sure you want to Submit to University Advisory Committee Review?



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108