



Tenure and Promotion Workflow

Instructions for Unit Administrator



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. At the top left, the UNT logo is visible. The main header area includes a welcome message "Welcome, Nicky!" and an "ADD ACTIVITY" button. The left-hand navigation menu contains several options: Home, My Profile, CV Imports, Reports, Reviews (highlighted with a red arrow), and Settings. The main content area is divided into two sections. The "Tasks & To-Dos" section features a "TO DO" tab and a "COMPLETED" tab. A task is listed under "TO DO": "Complete Your 2026-2027 Promotion and Tenure" with a due date of "Due Apr 8, 2026". The "Tools & Services" section contains a "Faculty Success Guide" link.

Eligible Faculty Vote

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 ↓ [▲] ▼	DATE RECEIVED ▼
2026-2027 Promotion and Tenure	Eligible Faculty	Academic Administration	Shrestha, Nicky	April 14, 2026 @ 11:59 PM	April 7, 2026 @ 1:45 PM

Please review the information which have been submitted previously.

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

Candidate: Nicky Shrestha

Submitted May 1, 2025
by Nicky Shrestha

▼ Candidate Submission I


[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:

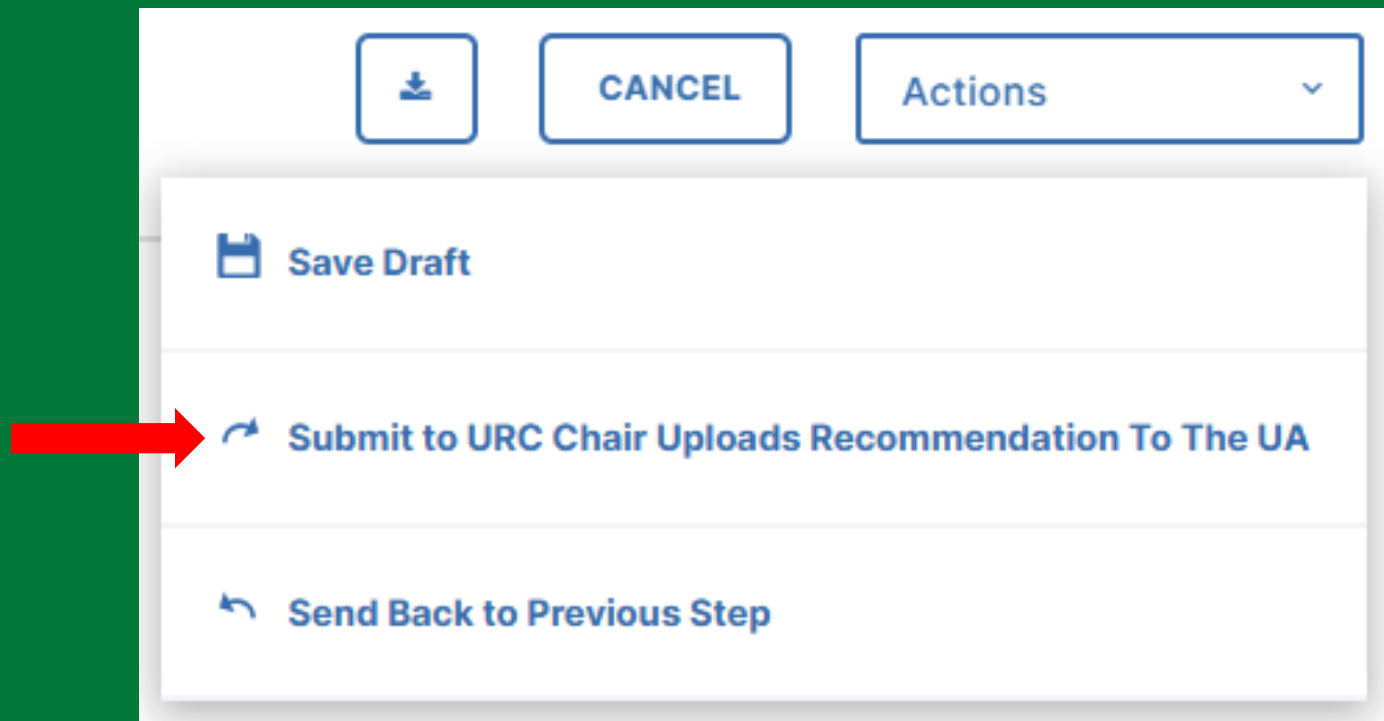
 [Sample.pdf \(15.54 KB\)](#)

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 'Submit to URC Chair Uploads Recommendation To The UA' 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 URC Chair Uploads Recommendation To The UA?



UA Uploads Recommendation To The CRC

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	UA Uploads Recommendation To The CRC	Academic Administration	Shrestha, Nicky	April 16, 2026 @ 11:59 PM	April 7, 2026 @ 1:52 PM

Please review the information which have been submitted previously.

Please upload your recommendation and any accompanying documentation (if applicable).


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

Recommendation of the unit administrator: *



Upload the unit administrator'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 unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation:



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

Please input the eligible faculty vote and upload additional documents (if applicable).

Eligible Faculty Votes:

Please enter the eligible faculty votes for this tenure and promotion action. Voting options include yea, nay, and abstain. Please also add the previous years' votes (0 votes must be recorded):

Yea votes

Nay votes

Abstention votes

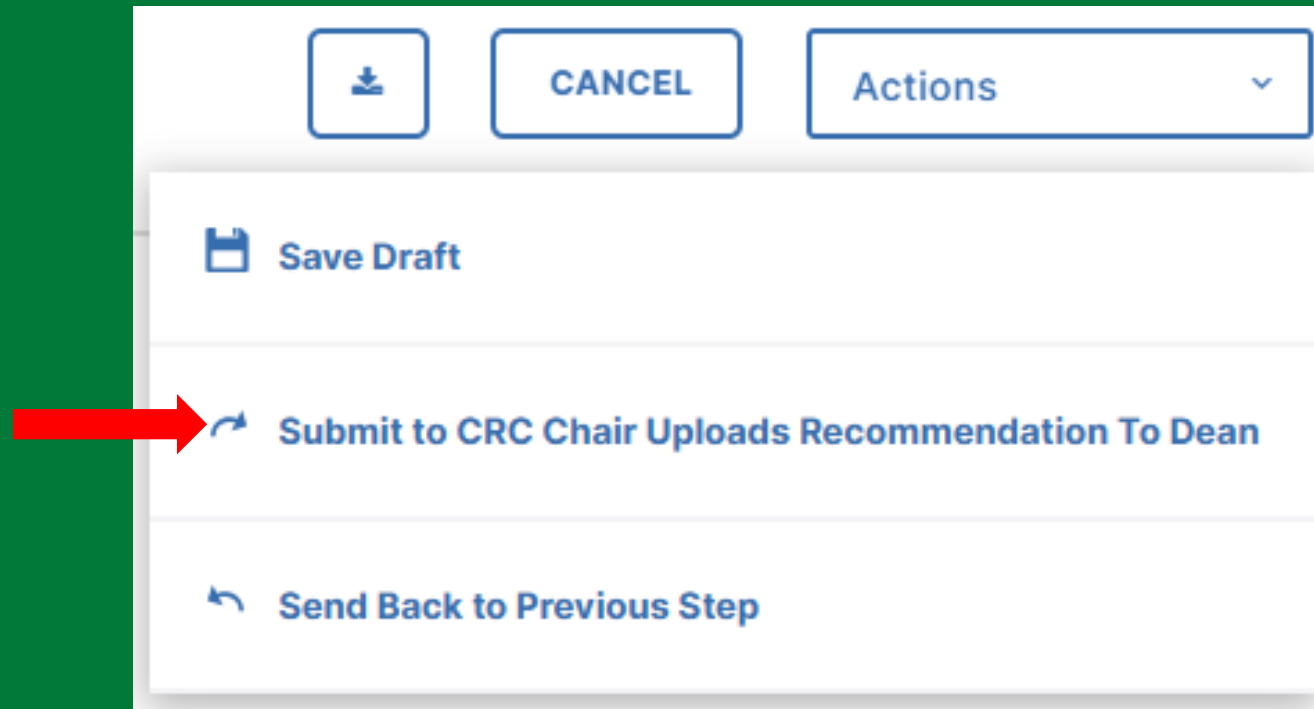
Upload additional documentation (optional):

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 CRC Chair Uploads Recommendation To Dean' 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 CRC Chair Uploads Recommendation To Dean?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108