



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. The top navigation bar includes the UNT logo, a user profile icon, and a help icon. The left-hand menu contains the following items: 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, 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 visible, containing a 'Faculty Success Guide' link.

Instructions to add External Reviewers

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	UA External Reviewer/Upload Unit Documents	Academic Administration	Shrestha, Nicky	April 9, 2026 @ 11:59 PM 🕒 Due soon	April 7, 2026 @ 10:29 AM



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:



Please provide the full name, university/institution, title, rank, email, phone number, and any relevant comments for each external reviewer.

Note: The email addresses entered in the form below are integrated into the external review process and will be used to contact the reviewers directly. Therefore, please ensure that all email addresses are accurate and up to date.

Suggested External Reviewers
Please enter below the names, ranks, and contact details for the external reviewers.

Suggested Reviewers ⓘ

Full Name * Rebecca How	University/Institution UNT
Title	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

Full Name * Tsubasa Tajima	University/Institution UNT
Title Professor	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

Full Name * Davelyn McCartney	University/Institution UNT
Title	Rank * Professor
Email * Faculty.info@unt.edu	Phone Number
Comments	

[Add another suggested reviewers](#)



To add additional external reviewers, click 'Add another suggested reviewers'.

Suggested External Reviewers

Please enter below the names, ranks, and contact details for the external reviewers.


Suggested Reviewers ⓘ

Full Name *	University/Institution
Rebecca How	UNT
Title	Rank *
	Professor
Email *	Phone Number
Faculty.info@unt.edu	
Comments	

Full Name *	University/Institution
Tsubasa Tajima	UNT
Title	Rank *
Professor	Professor
Email *	Phone Number
Faculty.info@unt.edu	
Comments	

Full Name *	University/Institution
Davelyn McCartney	UNT
Title	Rank *
	Professor
Email *	Phone Number
Faculty.info@unt.edu	
Comments	

[Add another suggested reviewers](#)



Please upload any unit documentation for the unit review committee to review (if applicable).

Upload unit documentation (if applicable):

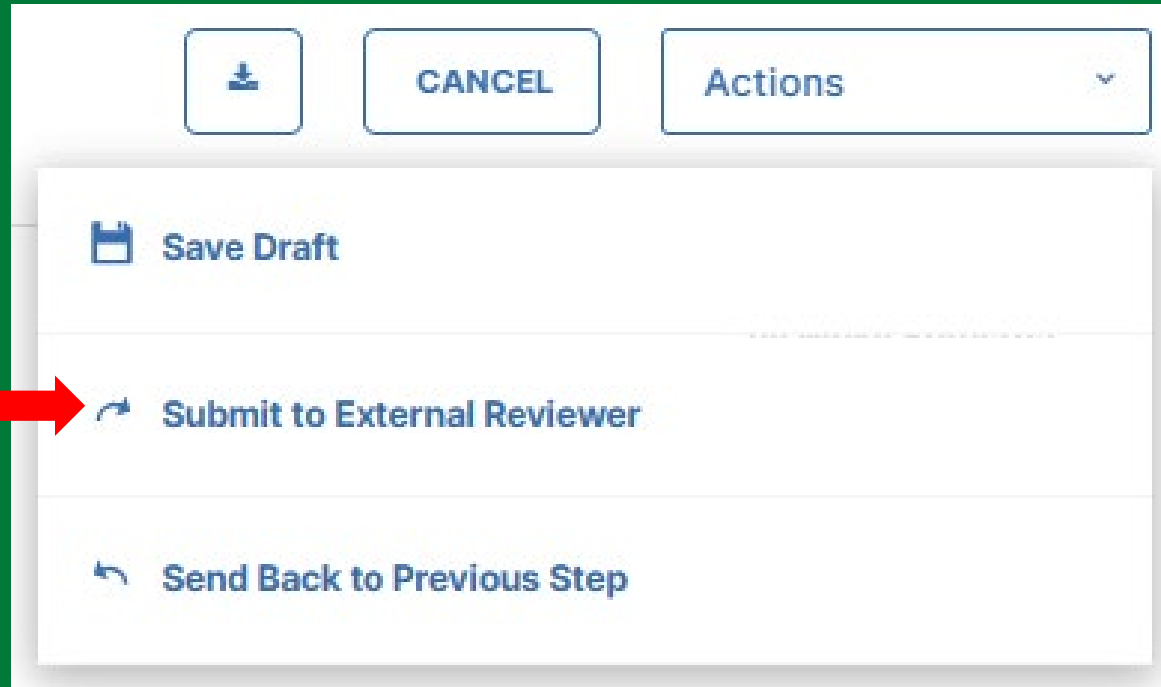
Unit documentation:

[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 External Reviewer' 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 External Reviewer?



Instructions to check External Reviewers

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	External Reviewer	Academic Administration	Shrestha, Nicky	April 10, 2026 @ 11:59 PM	April 7, 2026 @ 10:41 AM



To confirm an external reviewer, click 'Approve'. If you wish to exclude a reviewer from the process, click 'Skip'.

▼ **Aggregated External Reviewers**

Approve or Skip each external reviewer to determine which individuals appear in the External Reviewers Responses section below. Approving a reviewer will also generate a unique link that will provide the reviewer with access to the candidate's materials and a place to supply their review. This link should be sent via email.

From UA External Reviewer/Upload Unit Documents > Suggested Reviewers

▼ **Davelyn McCartney**

University/Institution UNT	Title n/a	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)

▼ **Tsubasa Tajima**

University/Institution UNT	Title Professor	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)

▼ **Rebecca How**

University/Institution UNT	Title n/a	Rank Professor	Email Faculty.Info@unt.edu
Phone Number n/a	Comments n/a		

[SKIP](#) [APPROVE](#)



The next step is to generate the URL for external reviewers. To do this, click on the three dots next to their name and then select 'Reviewer Contact & Submission Link'.

External Reviewer Responses - Nicky Shrestha 0/1 Response Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER BY RESPONSE

> Rebecca How ⋮

Reviewer Contact & Submission Link

Reviewer Access Code Support

Revoke Access

[Instructions to Unit Administrator](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Upload [VPAA-172 - External Reviewer form](#) and external reviewers' CVs:

VPAA-172 - External Review form: *

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

Upload additional documentation (optional):

Additional documentation:


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


A drawer will appear on the right, click on 'Create Email' to proceed.

Reviewer Contact & Submission Link ×

View, copy, and generate an email with reviewer and submission details.


External Reviewer Details


Rebecca How 

faculty.info@unt.edu 

Submission Access Details

This link does not expire and may be used by the reviewer to access their review submission at any time while the review process is open for this candidate.

[https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?
tokenId=YThmZDM0N2MtOGZiNC00M2EwLWEzOGMtNTNiY2U5OTk3NDkz](https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=YThmZDM0N2MtOGZiNC00M2EwLWEzOGMtNTNiY2U5OTk3NDkz) 





Open with Outlook and the following mail will be drafted automatically.

Invitation to Review Nicky Shrestha - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Aptos 12 B I U [highlight] [text color] [background color] [link] [insert] [comment] [table] [table border] [table grid] Editor

Send

From Nicky.Shrestha@unt.edu

To Faculty Info

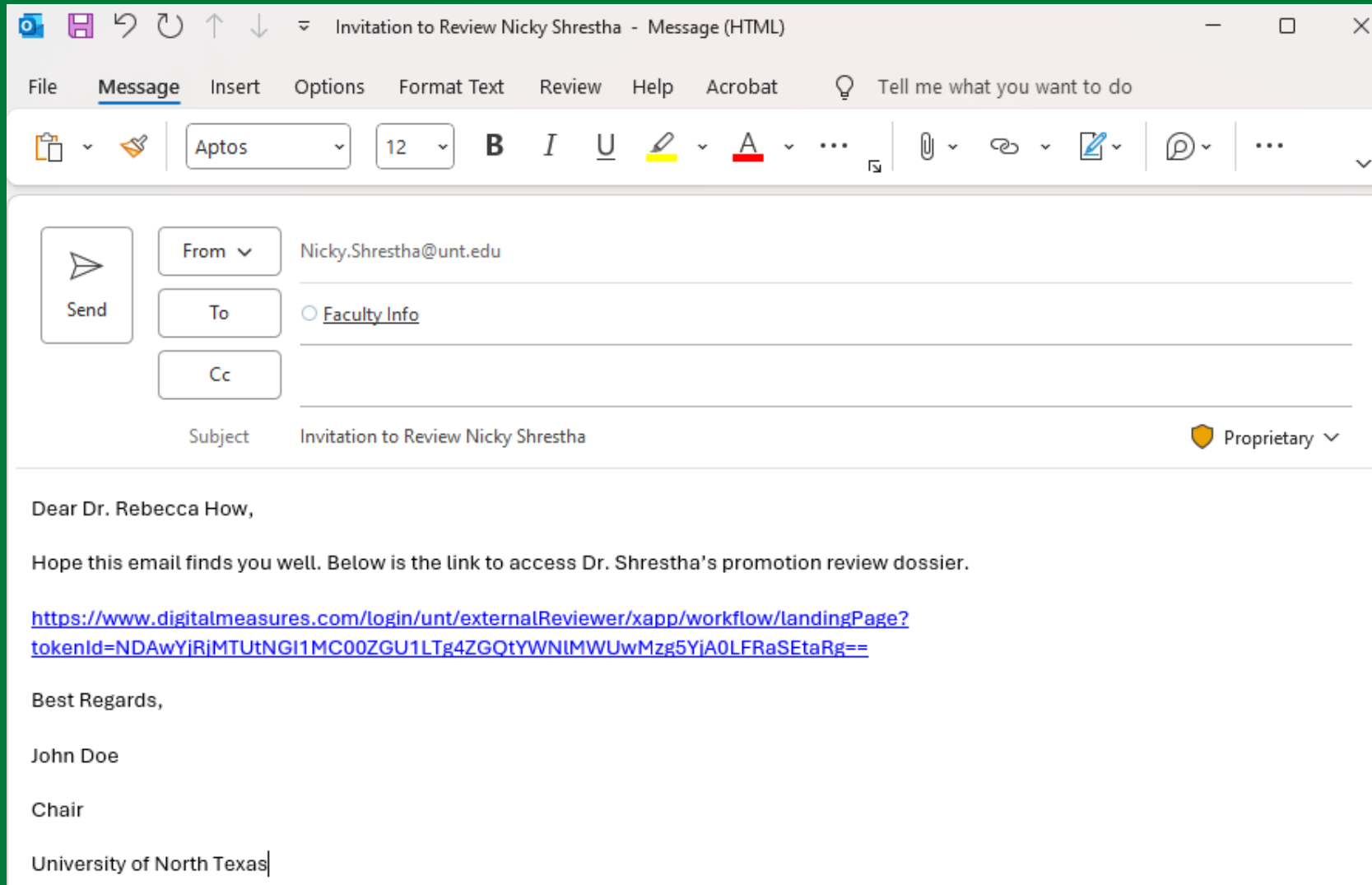
Cc

Subject Invitation to Review Nicky Shrestha Proprietary

Dear Rebecca How,

<https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDAwYiRjMTUtNGI1MC00ZGU1LTg4ZGQtYWwMzg5YjA0LFRaSEtaRg==>

Feel free to personalize your email. Additionally, please remember to remind the external reviewer to submit their recommendation by the specified deadline.



The screenshot shows an email client window titled "Invitation to Review Nicky Shrestha - Message (HTML)". The interface includes a menu bar with "File", "Message", "Insert", "Options", "Format Text", "Review", "Help", and "Acrobat". Below the menu is a rich text editor toolbar with options for font face (Aptos), size (12), bold (B), italic (I), underline (U), text color (A), background color, link, unlink, and insert link. The email header shows a "Send" button, a "From" field with "Nicky.Shrestha@unt.edu", a "To" field with "Faculty Info", and a "Cc" field. The subject is "Invitation to Review Nicky Shrestha" and there is a "Proprietary" warning icon. The body of the email contains the following text:

Dear Dr. Rebecca How,

Hope this email finds you well. Below is the link to access Dr. Shrestha's promotion review dossier.

<https://www.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDawYjRjMTUtNGI1MC00ZGU1LTg4ZGQtYWNIMWUwMzg5YjA0LFRaSEtaRg==>

Best Regards,

John Doe

Chair

University of North Texas



As the Unit Administrator, you can see if the external reviewer have responded to your request.

External Reviewer Responses - Nicky Shrestha

1/1 Response Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER

BY RESPONSE

> Rebecca How



Submitted

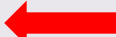
Last Modified April 7, 2026




Click the 'By Response' tab, then click the arrow on the left to view the external reviewer's submissions.


External Reviewer Responses - Nicky Shrestha 1/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

BY REVIEWER **BY RESPONSE** 


 **Official review letter:** **1 Responses**

Rebecca How


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

➤ **Additional documentation:** **0 Responses**

➤ **Additional comments:** **0 Responses**

 **Personal CV:** **1 Responses**

Rebecca How

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

➤ **Additional Information:** **0 Responses**

Please upload [VPAA-172 - External Reviewer form](#) and any additional documentation.

Upload [VPAA-172 - External Reviewer form](#) and external reviewers' CVs:

VPAA-172 - External Review form: *

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

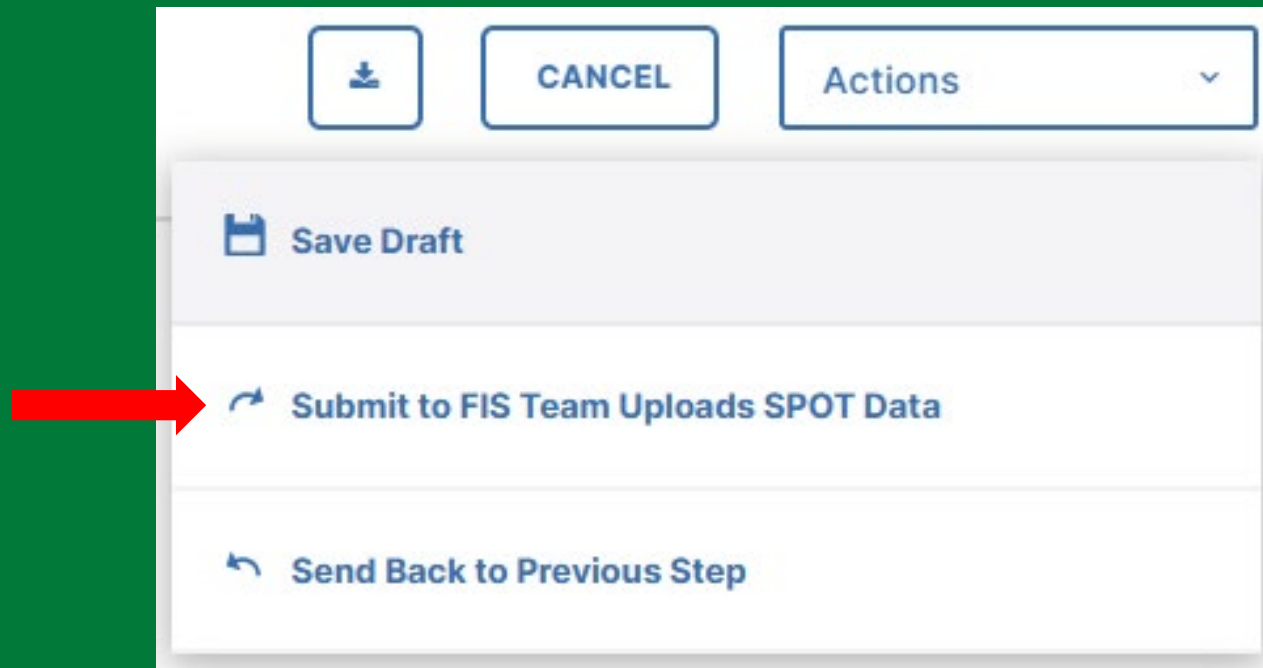
Upload additional documentation (optional):

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 FIS Team Uploads SPOT Data' 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 FIS Team Uploads SPOT Data?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108