



## Tenure and Promotion Workflow

Instructions for Unit Review Committee Chair



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, Nicky!' 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 sub-header 'Tasks & To-Dos' and a note: 'Once items have been reviewed or completed, they will be moved to Complete.' Below this, there are two tabs: 'TO DO' (active) and 'COMPLETED'. A single task is listed: 'Complete Your 2026-2027 Promotion and Tenure' with a due date of 'Due Apr 8, 2026'. The 'Tools & Services' section contains a link to the 'Faculty Success Guide'.

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 ↓ <sup>1</sup> ▼	DATE RECEIVED ▼
<a href="#">2026-2027 Promotion and Tenure</a>	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.

Please upload the unit review committee's recommendation, input the unit review committee's vote, and upload the recommendation letter.

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee \*

Please enter the **unit review committee vote** for this promotion action.  
Voting options include yea, nay, and abstain (0 votes must be recorded):

Yea votes \*

Nay votes \*

Abstention votes \*

Upload the unit review committee'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. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter: \*

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



Please upload the following documents, if applicable.

**Upload the faculty's response to the negative unit review committee's recommendation (if applicable):**

Faculty response to negative unit review committee recommendation:

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

**Upload any dissenting opinion (if applicable):**

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

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

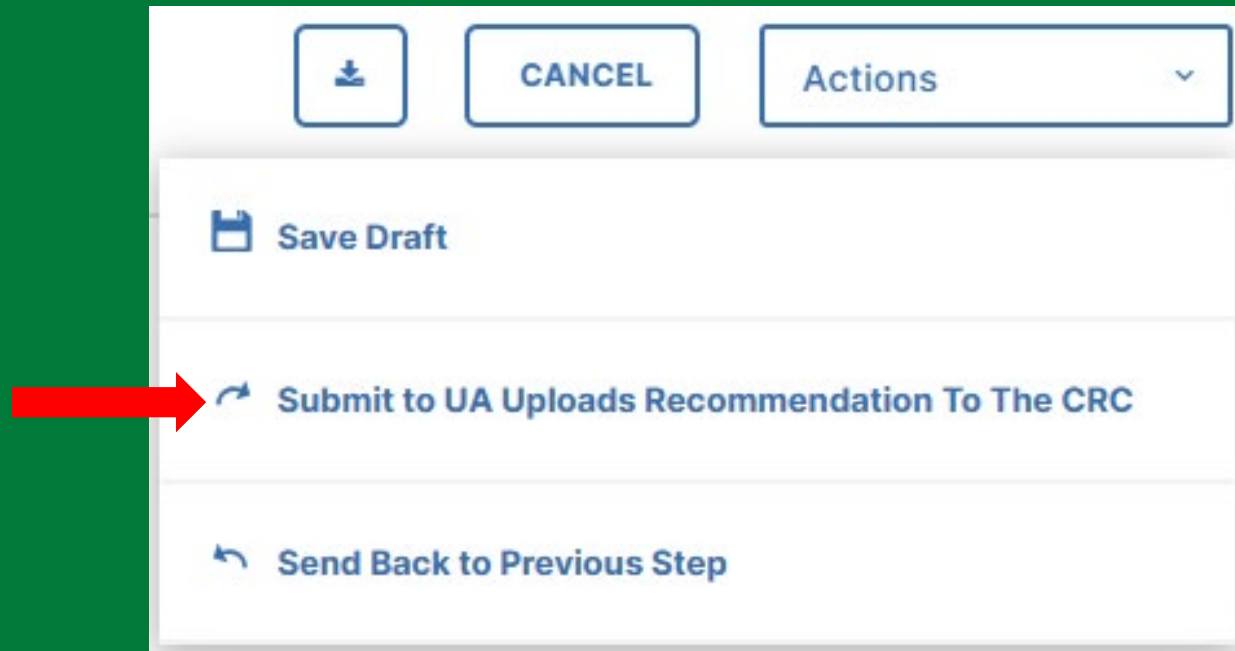
**Upload additional documentation (optional):**

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 UA Uploads Recommendation To The CRC' 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 UA Uploads Recommendation To The CRC?





Please contact the FIS Team for additional information or assistance:

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

940.369-6108