



## Midterm and 5<sup>th</sup> Year Mandatory Workflow

Instructions for Candidate Submission



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 left corner features the UNT logo and the user's name. The left-hand navigation menu includes icons and labels for Home, My Profile, CV Imports, Reports, Reviews, and Settings. A red arrow points to the 'Reviews' menu item. The main content area is titled 'Welcome, Nicky!' and contains a 'Tasks & To-Dos' section. This section includes 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' and 'COMPLETE'. Under the 'TO DO' tab, a task is listed: '2025-2026 Midterm Review' with a due date of 'Due Aug 1, 2025'. An 'ADD ACTIVITY' button is located in the top right corner of the main content area.

Locate the workflow, confirm your name and click on the corresponding link.

## Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

### ▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE $\frac{1}{2}$ ▼	DATE RECEIVED ▼
<a href="#">2025-2026 Midterm Review</a>	Candidate Submission	Academic Administration	Me	August 1, 2025 @ 11:59 PM 🕒 Due soon	July 31, 2025 @ 2:38 PM



Please upload your preferred CV, self-evaluation personal narrative, and unit tenure and promotion criteria.

< Candidate Submission Step - Due August 1st, 2025 @ 11:59 PM

Candidate: Nicky Shrestha

[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: \*

Drop files here or click to upload

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted \* to 750 words.):

Drop files here or click to upload

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria: \*

Drop files here or click to upload

**Note:** All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. 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.



Please select the 'Click here to select prior submissions' button to view your previously completed workflows.

Upload all previous annual and reappointment reviews. If your unit administrator combined annual and reappointment reviews into one document, please upload the combined document to the review field below:

Annual and Reappointment reviews \*

[Click here to select prior submissions](#)

A box will appear on your right.  
Select the necessary reviews and click OK.

Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year

End Year

Selected (1 of 10)

2024-2025 Annual Review - General (Test) - Completed July 31, 2025

Other

2024-2025 Annual Review - General (Test) - Completed July 31, 2025

CANCEL OK

Please upload your evidence of mentoring and support and unit-specific supporting documentation (if applicable).

**Upload evidence of mentoring and support:**

Evidence of mentoring and support: \*

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

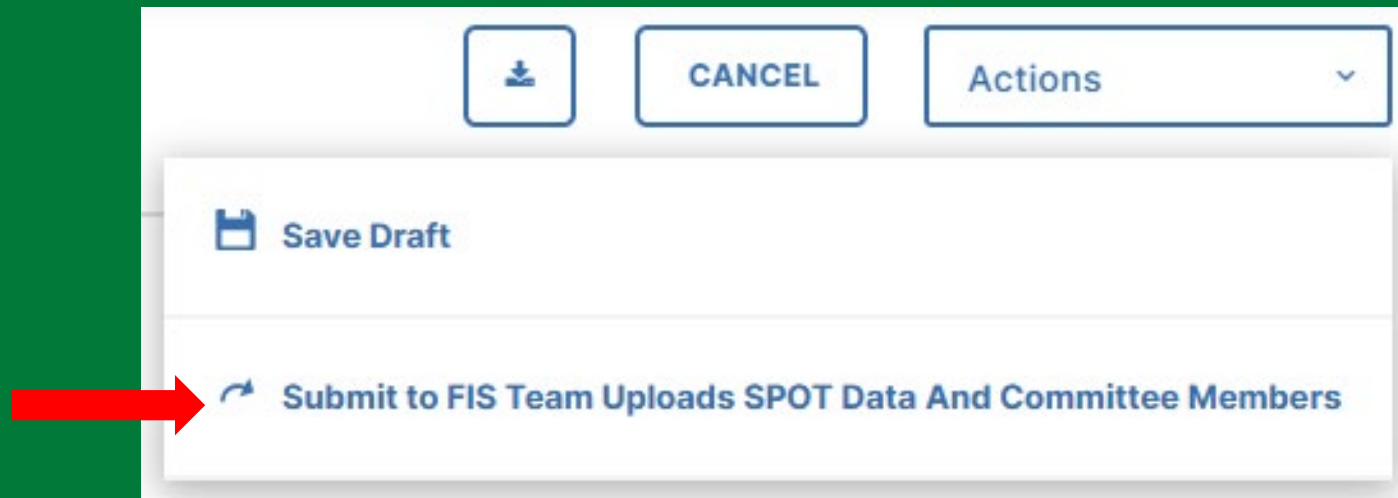
**Upload any unit-specific supporting documentation (optional):**

Unit-specific supporting 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 and Committee Members' to send your submission to the next step.



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 And Committee Members?



Please contact the FIS Team for additional information or assistance:

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

940.369-6108