



Midterm and 5th Year Mandatory Workflow

Instructions for Dean

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 University of North Texas logo. The user's name and initials 'NS' are shown in a circular profile picture. A 'Welcome, Nicky!' message is displayed in the top header, along with an 'ADD ACTIVITY' button. 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 'Tasks & To-Dos' and includes a sub-header 'Once items have been reviewed or completed, they will be moved to Complete.' Below this, there are two tabs: 'TO DO' (selected) and 'COMPLETE'. A single task is listed: '2025-2026 Midterm Review' with a due date of 'Due Aug 1, 2025'.

Locate the name of the candidate you would like to review 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 (1)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ↓ ₂ ▼	DATE RECEIVED ▼
2025-2026 Midterm Review	Dean Uploads Recommendation To The Provost	Academic Administration	Shrestha, Nicky	August 7, 2025 @ 11:59 PM	August 1, 2025 @ 10:05 AM



Please review the information which have been submitted previously.

Please select your recommendation, upload the recommendation letter and any accompanying documentation (if applicable).


Please select the dean's recommendation from the drop-down below:

Recommendation of the dean *



Upload the dean's recommendation letter:


Recommendation letter: *



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

Upload the faculty's response to the negative dean's recommendation (if applicable):


Faculty response to negative dean recommendation:



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

Upload additional documentation (optional):

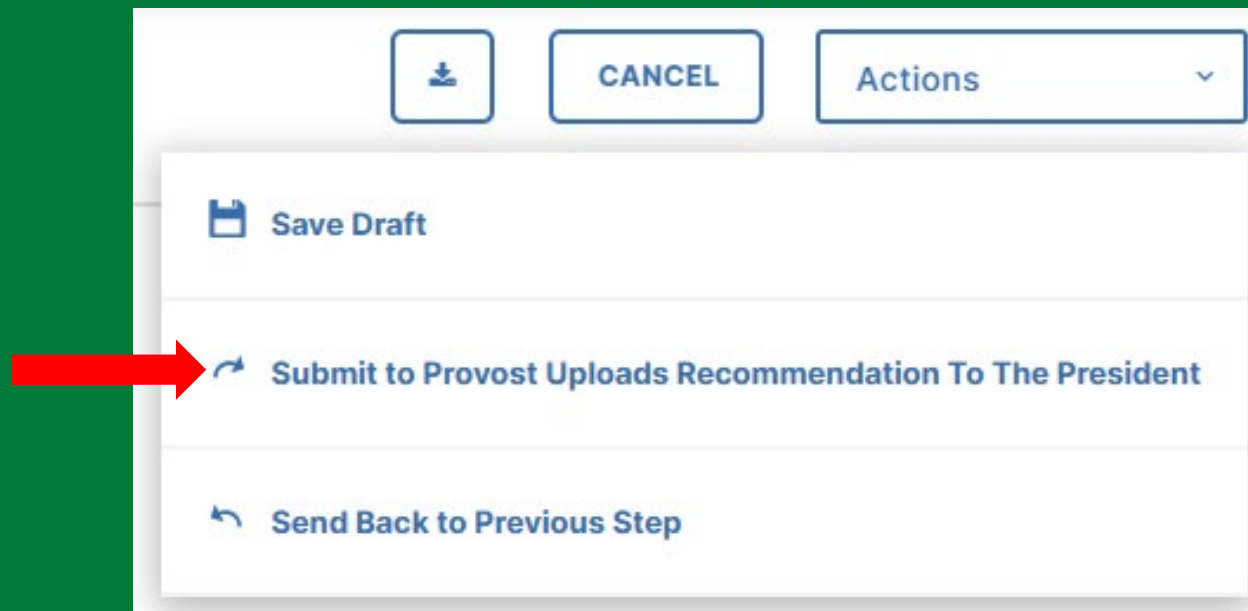
Additional documentation



[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 Provost Uploads Recommendation to the President' 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 Provost Uploads Recommendation To The President?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

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