



Midterm and 5th Year Mandatory 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 interface for Nicky Shrestha. The top left corner features the UNT logo and the user's name. The main header area says "Welcome, Nicky!" and includes an "ADD ACTIVITY" button. The left-hand navigation menu contains 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 ↓½ ▼	DATE RECEIVED ▼
2025-2026 Midterm Review	URC Chair Uploads Recommendation To The UA	Academic Administration	Shrestha, Nicky	August 4, 2025 @ 11:59 PM	July 31, 2025 @ 4:49 PM

Please review the information which have been submitted previously.

Please select the unit review committee's recommendation, input their votes, 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. 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. 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 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](#)

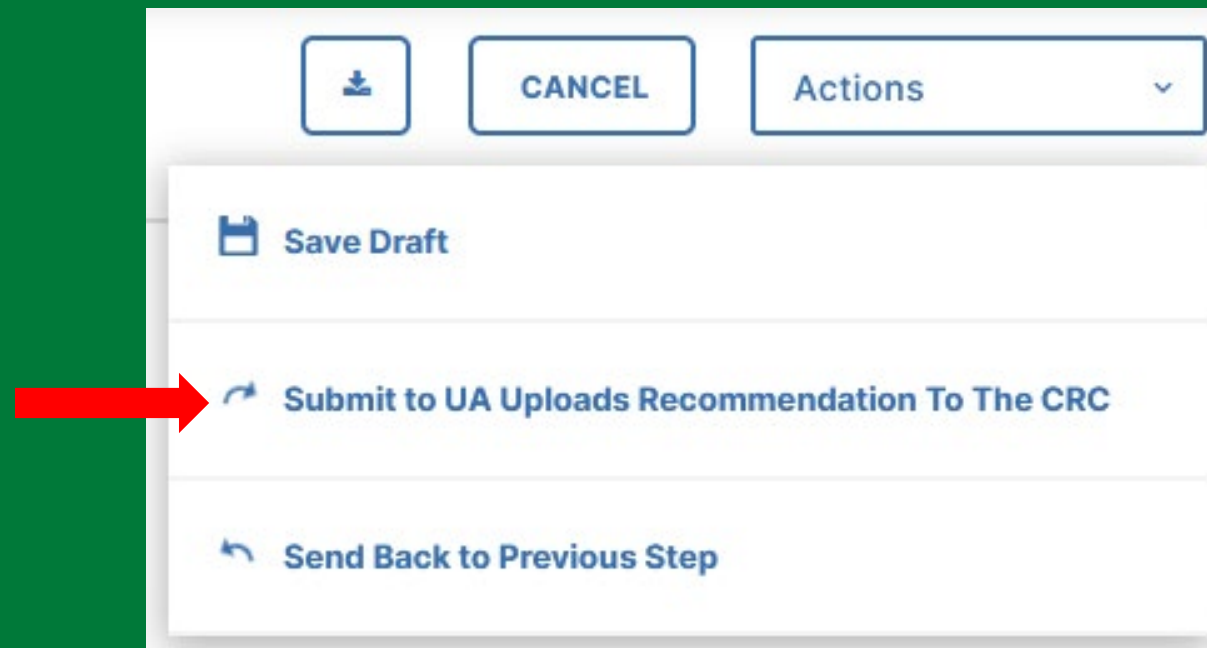
Upload additional documentation (optional):

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 URC' 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?

NO

YES



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108