



Midterm and 5th Year Mandatory Workflow

Instructions for Review Committee Member

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 (Financial Information System) profile page for Nicky Shrestha. The page features a white header with the UNT logo on the left and a user profile icon on the right. Below the header, a dark blue sidebar contains a navigation menu with icons and labels for 'Home', 'My Profile', 'CV Imports', 'Reports', 'Reviews', and 'Settings'. A red arrow points to the 'Reviews' option in this menu. The main content area is titled 'Welcome, Nicky!' and includes a 'Tasks & To-Dos' section with a '2025-2026 Midterm Review' task due on August 1, 2025. An 'ADD ACTIVITY' button is located in the top right corner of the main content area.

UNT UNIVERSITY OF NORTH TEXAS

NS
Nicky Shrestha

Welcome, Nicky!

ADD ACTIVITY

Tasks & To-Dos
Once items have been reviewed or completed, they will be moved to Complete.

TO DO COMPLETE

2025-2026 Midterm Review Due Aug 1, 2025

Home

My Profile

CV Imports

Reports

Reviews

Settings

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 $\downarrow \frac{1}{2}$ ▼	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 and coordinate with the review committee chair to provide your input regarding the candidate.

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URC Chair Uploads Recommendation To The UA Step - Due August 4th, 2025 @ 11:59 PM

CANCEL

Actions

Candidate: Nicky Shrestha

▼

Candidate Submission

Submitted July 31, 2025
by 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.xxxx" if the file is too large. You may simply click "Delete File" to remove it.

Upload your preferred CV:

Preferred CV:

[Sample Cv.pdf \(258.15 KB\)](#)

Upload your self-evaluation personal narrative:

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

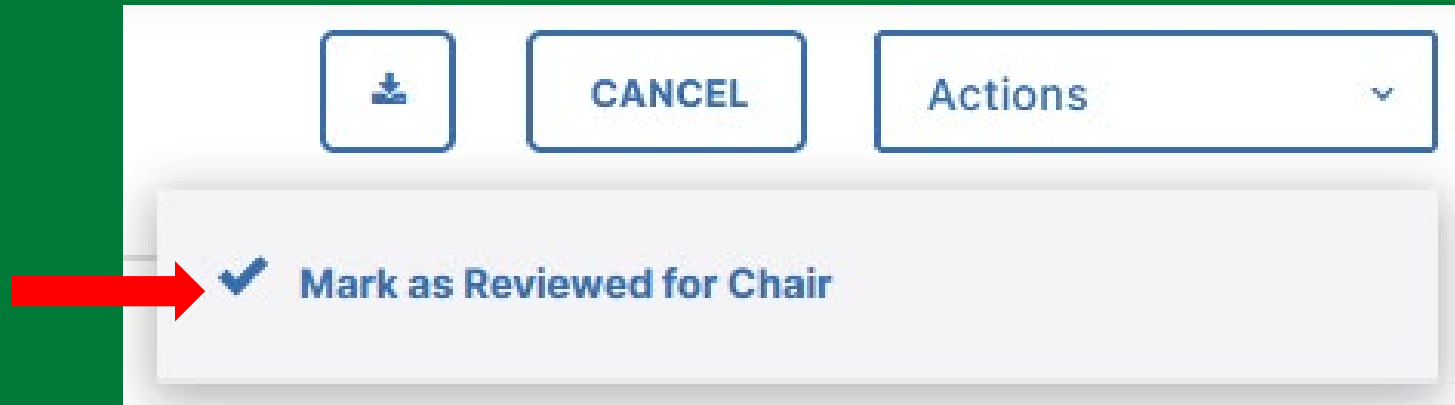
[Sample.pdf \(17.76 KB\)](#)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:

[Sample.pdf \(17.76 KB\)](#)

At the top right corner, click on 'Actions' and choose 'Mark as Reviewed for Chair' to notify the chair that you have reviewed the candidate's dossier.





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

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