



Midterm and 5th Year Mandatory Workflow

Instructions for Unit Administrator



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 shows a 'Welcome, Nicky!' message and a 'Tasks & To-Dos' section. Below this, there are tabs for 'TO DO' and 'COMPLETE'. A task card is visible under the 'TO DO' tab, titled '2025-2026 Midterm Review' with a due date of 'Due Aug 1, 2025'. A blue 'ADD ACTIVITY' button is located in the top right corner of the main content area.

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	UA Uploads Recommendation To The CRC	Academic Administration	Shrestha, Nicky	August 5, 2025 @ 11:59 PM	July 31, 2025 @ 4:20 PM

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 unit administrator's recommendation from the drop-down below:

Recommendation of the unit administrator: *



Upload the unit administrator's recommendation letter:


Recommendation letter: *



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

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

Faculty's response to negative unit administrator recommendation:



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

Please remember to collect all eligible faculty votes. These votes may be gathered by phone, email, secret ballot, or Qualtrics survey.

Please input the eligible faculty votes and upload additional documents (if applicable).

Please enter the eligible faculty vote for this reappointment action. Voting options include yea, nay, and abstain (0 votes must be recorded):

Eligible faculty vote:

Yea votes - 4th year *

Nay votes - 4th year *

Abstention votes - 4th year *

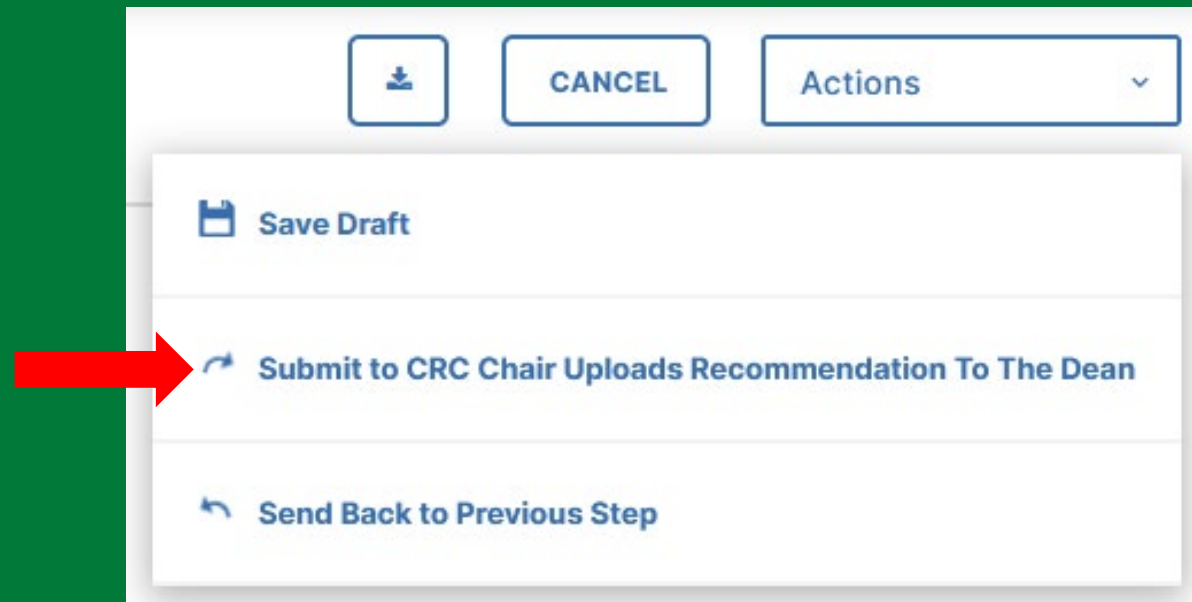
Upload additional documentation (optional):

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 CRC Chair Uploads Recommendation to the Dean' 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 CRC Chair Uploads Recommendation To The Dean?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108