



## Professional Faculty Promotion 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.

**UNT** UNIVERSITY OF NORTH TEXAS

**NS**  
Nicky Shrestha

## 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 ↓ ↕ ▼                          | DATE RECEIVED ▼         |
|--|----------------------|-------------------------|-------------|---|-------------------------|
| 2025-2026 Professional Faculty Promotion | Candidate Submission | Academic Administration | Me          | August 1, 2025 @ 11:59 PM<br>🕒 Due soon | July 31, 2025 @ 3:19 PM |

▼ **History (2)**

| NAME                                     | CURRENT STEP                                     | CANDIDATE | DUE DATE                  | ACTIONS |
|--|--|-----------|---------------------------|---------|
| 2024-2025 Annual Review - General (Test) | Completed  | Me        | August 4, 2025 @ 11:59 PM | ▼       |
| 2025-2026 Midterm Review                 | FIS Team Uploads SPOT Data And Committee Members | Me        | August 2, 2025 @ 11:59 PM | ▼       |

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Settings

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

## Reviews

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| <a href="#">2025-2026 Professional Faculty Promotion</a> | Candidate Submission | Academic Administration | Me          | August 1, 2025 @ 11:59 PM<br>🕒 Due soon | July 31, 2025 @ 3:19 PM |



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

[Candidate Submission Step - Due August 1st, 2025 @ 11:59 PM](#) Download CANCEL Actions

Candidate: Nicky Shrestha

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

**Please 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: \*

Drop files here or click to upload

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted \* to 750 words.):

Drop files here or click to upload

Upload your unit promotion criteria:

Unit 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.xxxx" 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 your annual reviews for years in current rank. For example, if you have been a professional faculty member for the past 5 years, please upload your annual review for each of these years.

Annual 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

Please upload any unit-specific supporting documentation (if applicable).

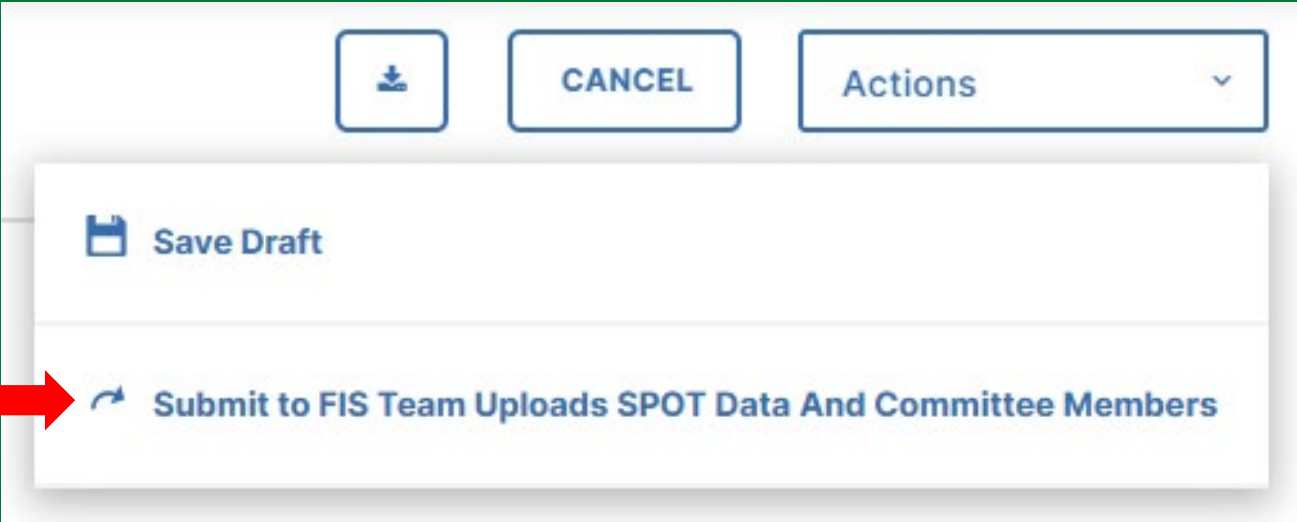
Upload any unit-specific supporting documentation (optional):

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