



## Professional Faculty Promotion Workflow

Instructions for Dean

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 🕒 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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**Reviews**

Settings

Locate the name of the candidate you would like to review and click on the corresponding link.

### Reviews

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▼ Inbox (1)

► Show Filters (1)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1/2 ▼	DATE RECEIVED ▼
<a href="#">2025-2026 Professional Faculty Promotion</a>	Dean Uploads Final Promotion Decision Letter	Academic Administration	<a href="#">Shrestha, Nicky</a>	August 6, 2025 @ 11:59 PM	August 1, 2025 @ 3:39 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 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 additional documentation (optional):

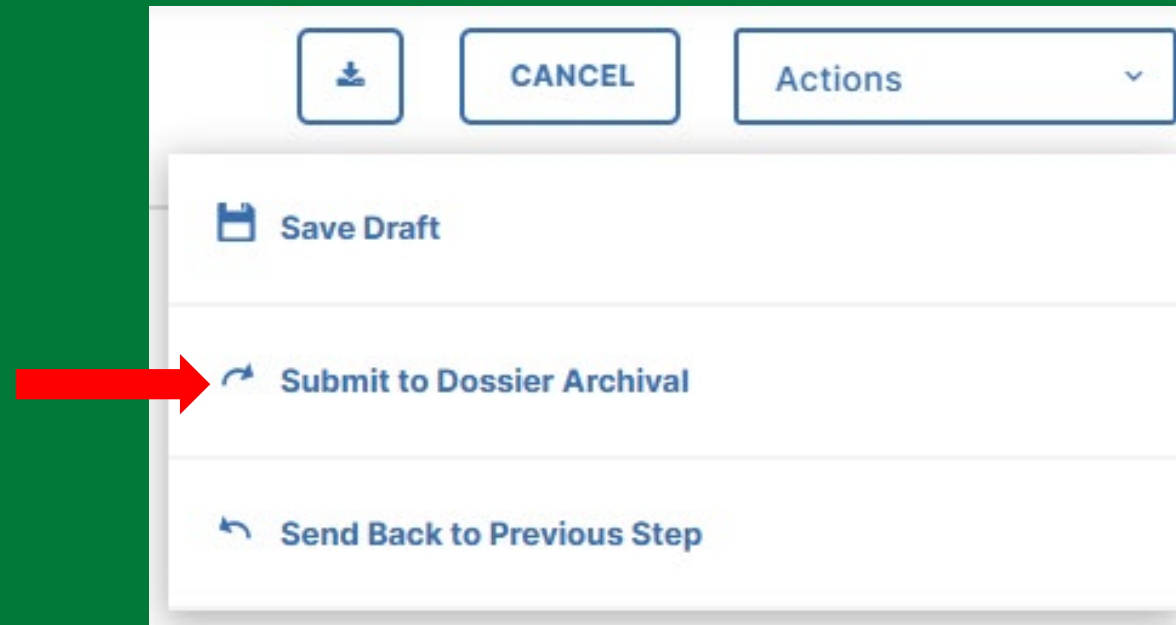
Additional documentation:



[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 Dossier Archival' 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 Dossier Archival?





Please contact the FIS Team for additional information or assistance:

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

940.369-6108