



Professional Faculty Promotion 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.

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NS

Nicky Shrestha

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Reports

Reviews

Settings

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 1 2 ▼	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	▼

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 1 2 ▼	DATE RECEIVED ▼
2025-2026 Professional Faculty Promotion	URC Chair Uploads Recommendation To The UA	Academic Administration	Shrestha, Nicky	August 3, 2025 @ 11:59 PM ⌚ Due soon	July 31, 2025 @ 4:05 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 3rd, 2025 @ 11:59 PM

CANCEL

Actions

Candidate: Nicky Shrestha

▼ Candidate Submission

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

Upload your preferred CV:

Preferred CV:

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

Upload your self-evaluation personal narrative:

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

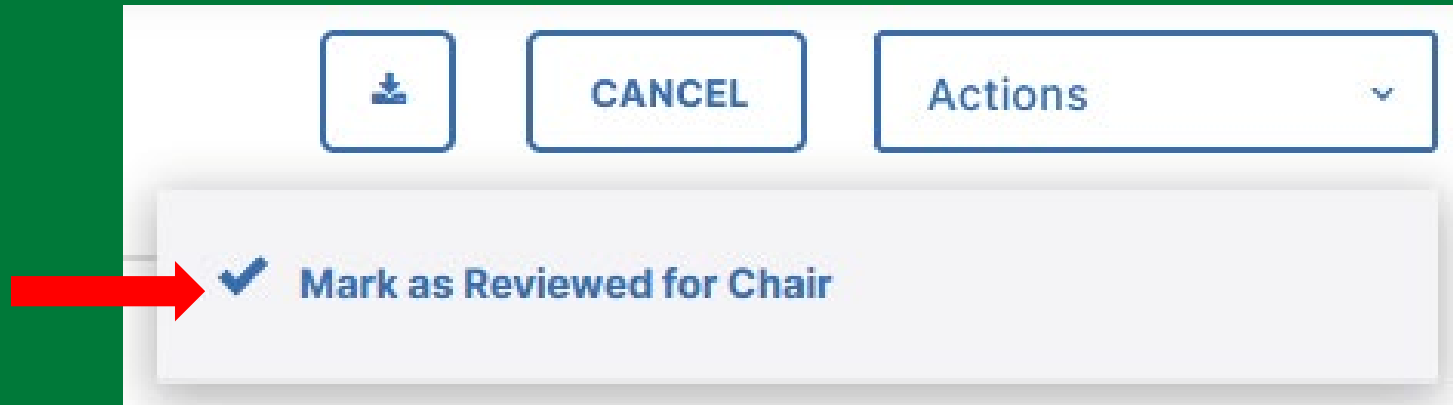
[Sample.pdf \(17.76 KB\)](#)

Upload your unit promotion criteria:

Unit 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

940.369-6108