



Professional Faculty Promotion Workflow

Instructions for Unit Review Committee Chair

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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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 ↓↑ ▼	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.

Please select the unit review committee's recommendation, input their votes, and upload the recommendation letter.

Please select the unit review committee's promotion recommendation from the drop-down below:

Recommendation of the unit review committee: *

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

Yea votes *

Nay votes *

Abstention votes *

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter: *

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

Please upload the following documents, if applicable.

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

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

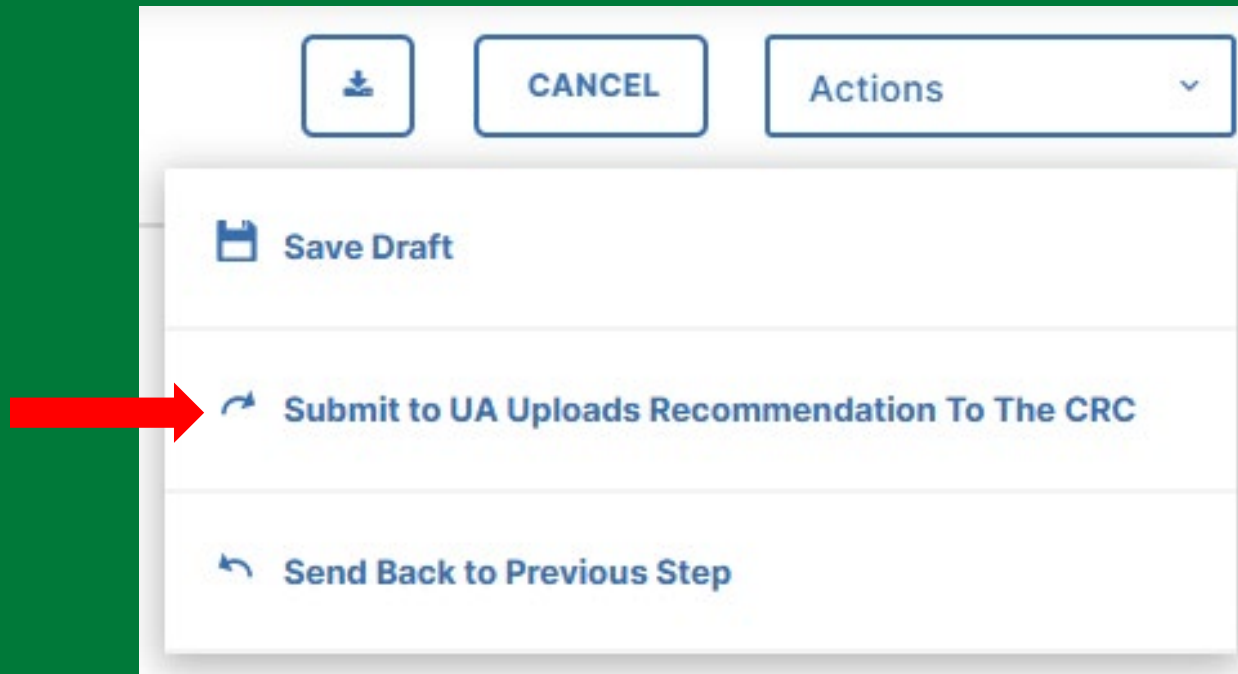
Upload additional documentation (optional):

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 UA Uploads Recommendation to the URC' 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 UA Uploads Recommendation To The CRC?





Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108