Please use Chrome to login to my.unt.edu and access your FIS account.
Click on the “Workflow” tab.
Locate the name of the subject you would like to review and select the corresponding link.
Do not press the “Route” button at this step.

Please select your recommendation from the pull-down menu, and upload your recommendation letter and any related files.
Please enter the eligible faculty votes for candidates seeking tenure and promotion.

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous years' votes:

**6th year votes:**
- Yea votes - 6th Year
- Nay votes - 6th Year
- Abstention votes - 6th Year

**5th year votes:**
- Yea votes - 5th Year
- Nay votes - 5th Year
- Abstention votes - 5th Year

**4th year votes:**
- Yea votes - 4th Year
- Nay votes - 4th Year
- Abstention votes - 4th Year

**3rd year votes:**
- Yea votes - 3rd Year
- Nay votes - 3rd Year
- Abstention votes - 3rd Year
Please save after completing the previous steps.

The submission will be routed back to the Workflow Tasks Inbox where you can click the item to reopen for final review.
Do not press the “Route” button until you have verified all items are correct.

Please select your candidate recommendation:

- Recommendation of the department chair: Affirmative

Upload your recommendation letter:

- Recommendation letter: Recommendation Letter.docx (11.5 KB) [Delete File]

Upload the faculty’s response to a negative department chair’s recommendation (if applicable):

- Faculty response to negative chair recommendation:

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous years’ votes:

**6th year votes:**
- Yes votes - 6th Year
- Nay votes - 6th Year
- Abstention votes - 6th Year

**5th year votes:**
- Yes votes - 5th Year
- Nay votes - 5th Year
- Abstention votes - 5th Year

**4th year votes:**
- Yes votes - 4th Year
- Nay votes - 4th Year
- Abstention votes - 4th Year

**3rd year votes:**
- Yes votes - 3rd Year
- Nay votes - 3rd Year
- Abstention votes - 3rd Year
Ensure all the documents have been uploaded and that the documents that were uploaded are the correct documents.

Click “Route”, then “Submit” to send your submission to the next step.

Please be aware that clicking yes moves the process to the next step and you will be unable to make additional changes.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108