Tenure and Promotion Workflow

Instructions for the Review Committee Members

Training brought to you by: The Office of Academic Administration
For Capability Purposes:

If you are using a MAC, please use the FIREFOX browser.
If you are using a Windows-based computer, please use the CHROME browser.
From your FIS profile, click on the Workflow tab.
Locate the name of the subject you would like to review and select the corresponding link.
Please review the candidate’s dossier. Coordinate with the review committee chair to provide your input regarding the candidate.
Please click “Close” after the review is completed.

Clicking the “Close” button notifies the Committee Chair that you have reviewed the candidate’s dossier.
Please contact the FIS Team for additional information or assistance:

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