Step 2: Unit Administrator

Created by Academic Resources
Once faculty have completed their applications, the Department Chair will be contacted via email to begin their review and approval process.

[EXT] Submission for Nicky Shrestha is Ready for Your Review in Faculty Development Leave

Dear [Name],

The following submission is now ready for your review:

**Process:** Faculty Development Leave  
**Candidate:** Nicky Shrestha  
**Due Date:** Friday, November 18, 2022 11:59 PM CST

Faculty Development Leave Applications must be approved and returned to the Academic Resources Office by **September 29, 2023.**

START REVIEWING

Please email any questions to Academic_Resources@UNT.edu. Thank you, FIS Team

If the button above does not work, please copy and paste the following link into your browser’s address bar:


UNIVERSITY OF NORTH TEXAS
Please log in to myhr.unt.edu on Chrome or Firefox (Supported Browsers).
Please click on ‘Employee Resources’ and then ‘Digital Measures’.
From your FIS profile, click on the Workflow tab.
Locate the name of the candidate you would like to review and click on the corresponding link.

### Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

<table>
<thead>
<tr>
<th>NAME</th>
<th>STEP</th>
<th>CANDIDATE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Development Leave</td>
<td>Department Chair</td>
<td>Nicky Shrestha</td>
<td>November 18, 2022 @ 11:59 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>CURRENT STEP</th>
<th>CANDIDATE</th>
<th>DUE DATE</th>
<th>ACTIONS</th>
</tr>
</thead>
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Please review the information which have been submitted previously.

If all information is accurate, please enter your recommendation and any comments you would like to add.
Review and ensure all documents have uploaded successfully and accurately.

At the top right corner, click on ‘Actions’ and choose ‘Submit to Dean’ 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.
Please contact Academic.Resources@unt.edu if you have any questions.

Academic Resources