Tenure and Promotion Workflow

Instructions for the Department Chair I

Training is brought to you by: The Faculty Information System
Log into my.unt.edu to access your profile.
Click on the “Workflow” tab.
Locate the name of the subject you would like to provide information for and select the corresponding link.
Do not press the “Submit” button until you have verified all items are correct.

Please review the candidate’s CV, self-evaluation personal narrative, and any supporting documents.
Do not press the “Submit” button until you have verified all items are correct.

You may send the submission back to the faculty member if documents are incorrect or incomplete.

Simply click the back arrow and the faculty member will be notified via email from Digital Measures.
A dialogue box will appear after clicking the send back button. Fill out each section describing why the submission is being returned and what action is required before resubmitting. The due date should be early enough to allow you time to review the files before your due date.

It is strongly recommended that you reach out to faculty personally to inform them that you need additional information since the Digital Measures email may be moved to one’s junk folder depending on individual security settings.
The message below will appear after you “send back”.

You will receive an email notification when the candidate has resubmitted in Workflow. You may then return to Workflow to continue your review.
Download candidate’s CV and any supporting documentation to email to external reviewers (if applicable) by clicking and saving the file.

Please upload the appropriate file to each part. All sections with a red asterisk are required.

Please be aware no changes can be made after selecting "Submit".

Select "Save" until all parts have been completed and your submission form is correct.

Part I - Download candidate’s CV and any supporting documentation for external reviewers:
Please see the candidate’s CV/supporting documentation in the faculty step above. Either open and save or download the candidate’s preferred CV to send to external reviewers.

Part II - Upload external reviewer responses:
Please upload the responses from the external reviewers.

External reviewer responses:  
Drop files here or click to upload

Part III - Upload your department’s tenure and promotion and criteria:
Please upload your unit’s tenure and promotion criteria.

• Unit Tenure and Promotion Criteria:
  Drop files here or click to upload

Part IV - Please upload documentation for the candidate’s annual evaluation cumulative results, and for probationary faculty, upload evidence of mentoring and support throughout the reappointment, promotion, and tenure process.

• Cumulative results of annual evaluations:
  Drop files here or click to upload

For Probationary Faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process:
  Drop files here or click to upload

Continued on next page
Do not press the “Submit” button until you have verified all items are correct.

<table>
<thead>
<tr>
<th>Part V - Please upload files for the: (a) summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, (b) interpretative comment on the statistical summaries, and (c) other evidence of student learning.</th>
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<tbody>
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<td>Other evidence of student learning:</td>
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<td>Additional Documentation [Optional]:</td>
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Please save after uploading documents.

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 “Submit” button until you have verified all items are correct.
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click Submit to send your submission to the next step.

You will be prompted to confirm submission. Once you click yes, you cannot make additional changes.
Upon submission, the documents will be moved to the FIS team to grant access to the unit review committee chair and members.

The FIS team will grant the unit review committee chair and members access to Workflow and advance the submission to the unit review committee. You will be notified by email when the unit review committee chair submits the committee’s recommendation. You will then return to Workflow to complete the second department chair step. There you will enter your recommendation and eligible faculty votes for tenure and promotion candidates. You will find additional information in the part II instructions.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.565.4266