



2019-2020 Tenure and Promotion

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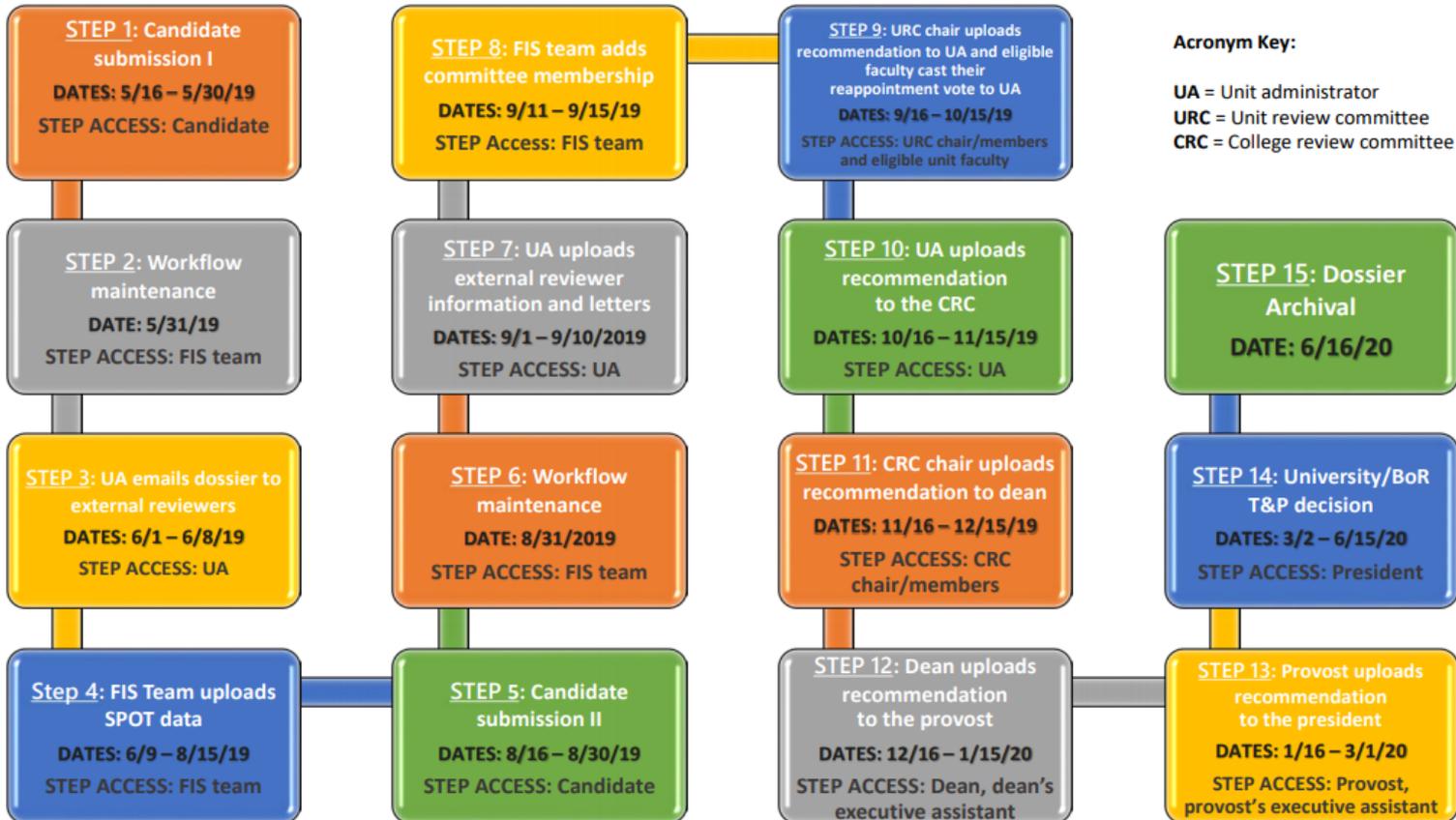
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EST. 1890

Faculty Information System Team

Process Flowchart for 6th Year Tenure and Promotion

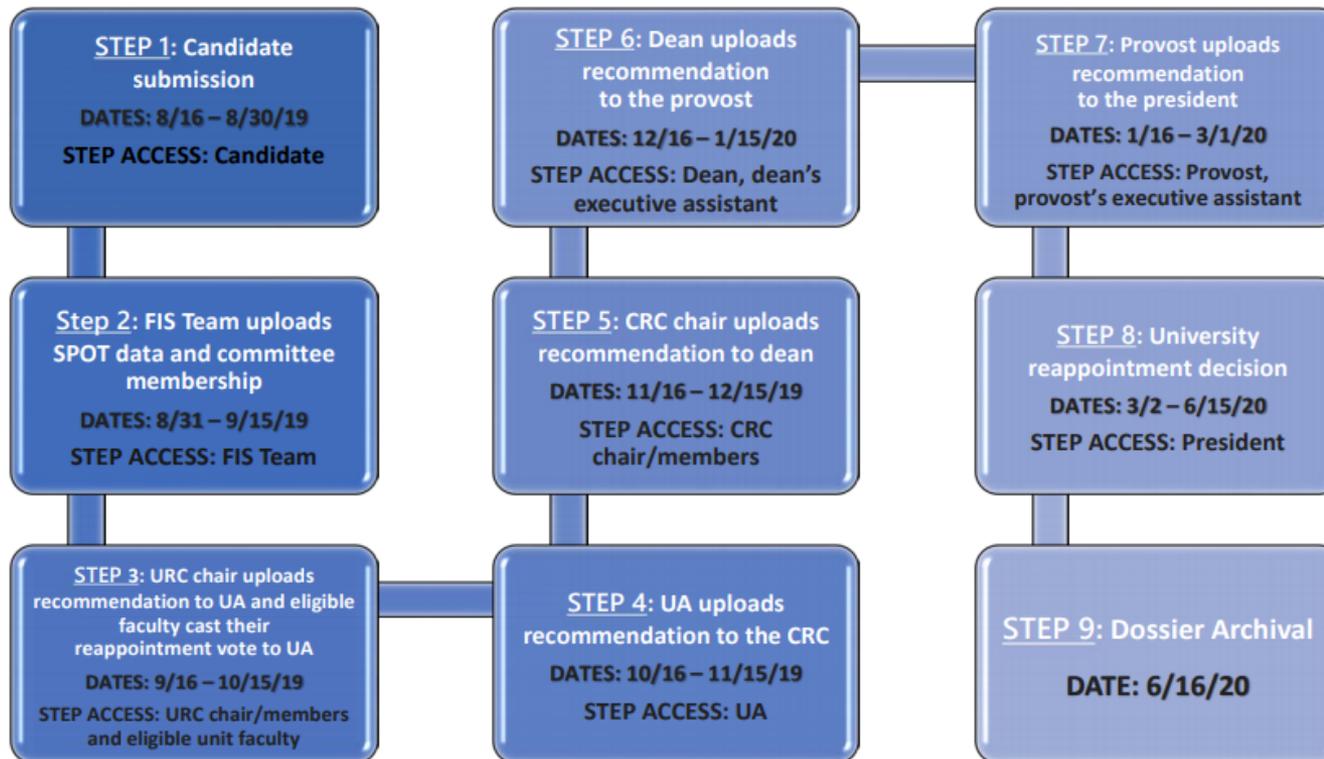
6th Year Tenure and Promotion Flowchart



4/15/2019

Process Flowchart for Midterm and Mandatory 4th Tenure and Promotion

Midterm and Mandatory 4th Year Tenure and Promotion Flowchart



Acronym Key:

UA = Unit administrator
URC = Unit review committee
CRC = College review committee

Where to find Tenure and Promotion letters for 2018-2019?

The screenshot shows the UNT University of North Texas website's 'Activities' page. The navigation bar includes 'Activities', 'Reports', 'Workflow', and 'Tools'. A search bar is present with the text 'Search All Activities...'. Below the search bar, there is a notification: 'You are currently managing data for Rebecca How.' The main content area is divided into several sections, each with a dropdown arrow and a title. The sections are: 'Teaching', 'Scholarship/Research/Creative Activities', 'Service', and 'Personnel Actions'. Each section lists various activities related to that category. For example, under 'Teaching', there are items like 'Academic Advising', 'Awards, Honors, and Recognition of Students', and 'Statement of Teaching Philosophy and Goals'. Under 'Scholarship/Research/Creative Activities', there are items like 'Artistic and Professional Performances and Exhibitions', 'Contracts, Fellowships, Grants and Sponsored Research', and 'Intellectual Property (e.g., copyrights, patents)'. Under 'Service', there are 'University' and 'Professional' activities. Under 'Personnel Actions', there are 'Annual Review' and 'Reappointment, Tenure and Promotion'.

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Activities Reports Workflow Tools

Search All Activities... [Search Icon] [Filter Icon]

You are currently managing data for Rebecca How.

Administrative Assignments
Awards and Honors
Consulting
Education
Education - Renowned Teachers

▼ **Teaching**

Academic Advising
Awards, Honors, and Recognition of Students
Directed Student Learning (e.g., theses, dissertations)
Non-Credit Instruction Taught
Scheduled Teaching

▼ **Scholarship/Research/Creative Activities**

Artistic and Professional Performances and Exhibitions
Contracts, Fellowships, Grants and Sponsored Research
Publications
Biographical Sketch - NIH | NSF

▼ **Service**

University
Professional

▼ **Personnel Actions**

Annual Review
Reappointment, Tenure and Promotion

Licensures and Certifications
Publicity, Media Appearances, and Interviews
Professional Memberships
Reflective Narrative
Workload Information

Statement of Teaching Philosophy and Goals
Teaching at Other Institutions
Teaching Innovation and Curriculum Development
Peer Evaluation of Teaching

Intellectual Property (e.g., copyrights, patents)
Presentations
Research Currently in Progress

Public

Where to find Tenure and Promotion letters for 2018-2019?

< Reappointment, Tenure and Promotion

Item

2018-2019

< Edit Reappointment, Tenure and Promotion

Reappointment, Tenure and Promotion Year

Reappointment, Tenure and Promotion [Download "Broberg, Kirsten Tenure and Promotion-1.pdf"](#)

Replace File...



Additional Documentation (optional) No File Stored

Unit Administrator Decision Date ,

How To Access FIS

The FIS System is accessed through your My.unt. page at:
<https://my.unt.edu>

The screenshot displays the My.unt.edu portal interface. At the top left, the UNT logo and "EST. 1890" are visible. A "Sign In" box contains a text field with "mag0282", a password field with dots, and a green "Login" button. A red arrow points to the password field with the text "Enter EUID and Password". Below the login box is a link for "Forgot your EUID or password?". To the right, a yellow banner reads "NEW! You now have access to thousands of online video tutorials through LyndaCampus! Use your EUID and password to login today!". Below this is a green banner for "UNIVERSITY INFORMATION TECHNOLOGY" and "UNIVERSITY OF NORTH TEXAS EST. 1890". Logos for "lynda.com" and "CLEAR Center for Learning Enhancement, Assessment and Redesign" are also present. The bottom section features three main navigation boxes: "Portal Quick Guide", "Class Search", and "Get Help".

Sign In

mag0282

.....

Login

Forgot your [EUID](#) or [password](#)?

NEW! You now have access to thousands of online video tutorials through LyndaCampus!
Use your EUID and password to login today!

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lynda.com

CLEAR
Center for Learning Enhancement, Assessment and Redesign

Portal Quick Guide

Welcome to your portal, designed to work with mobile devices with new features and improved functionality. To make your transition easier we've developed a [Quick Guide](#) with information on how to navigate through the portal for your specific campus.

Class Search

Interested in taking courses at UNT? Find your classes with our [Class Search](#), [Catalog Search](#), or browse by [department or campus](#).

Not a student yet? You can learn more about UNT's programs, apply for admission and financial aid, and request more information at [Future Students](#).

Visual Schedule Builder

Use [Visual Schedule Builder](#) to design your schedule based on options you select. With this helpful tool, it's easy to plan a schedule that works for you and quickly access Class Numbers for registration.

Get Help

Contact the help desk for your campus:

[UNT Help Desk](#) - 940-565-2324
Monday - Thursday 8:00 am - midnight
Friday 8:00 am - 8:00 pm
Saturday 9:00 am - 5:00 pm
Sunday noon - midnight

[UNT Dallas Help Desk](#) - 972-338-1448
Monday - Thursday 8:00 am - 8:00 pm
Friday - Saturday 8:00 am - 5:00 pm
Closed Sunday

How To Access FIS

After logging in you will look for the “Faculty” Tab as seen below. (Liaison’s link will be under the Human Resources tab”)

Then you will click the link “Faculty Information System”

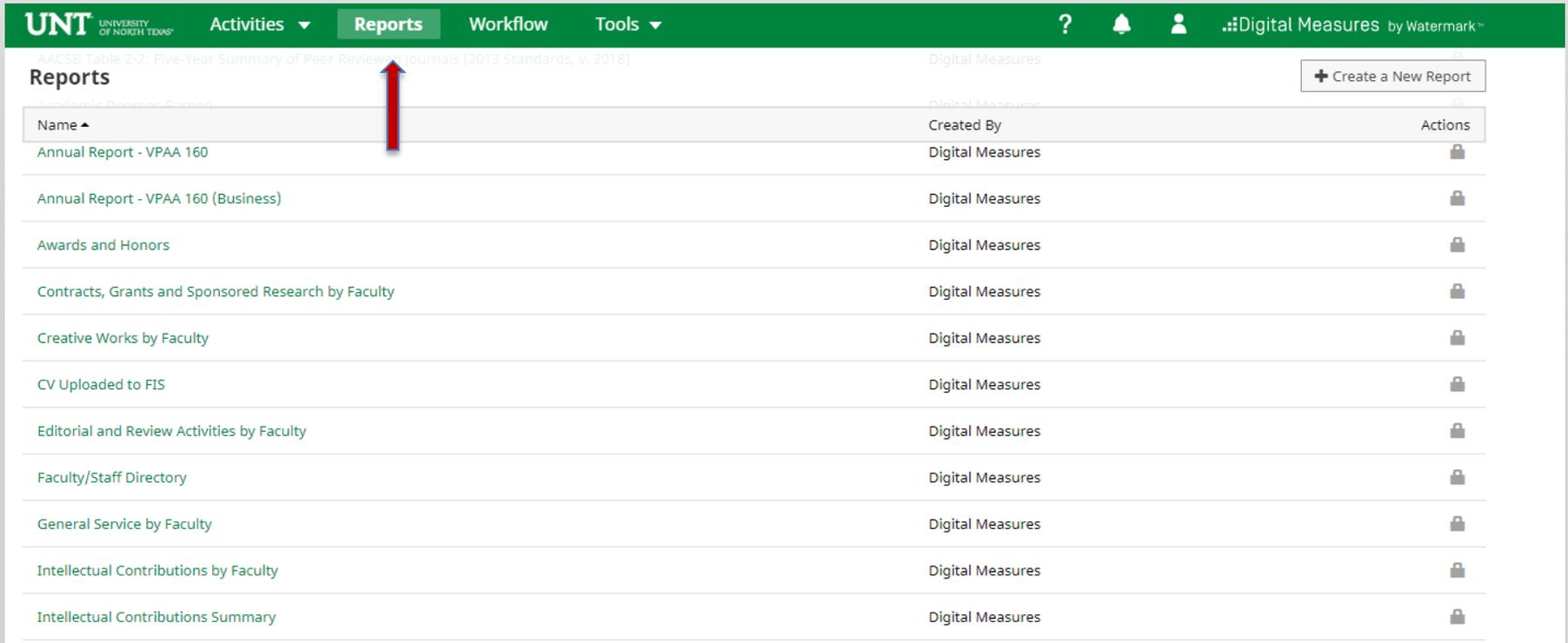
The screenshot shows a university website interface. At the top, there is a green header with the word "UNIVERSITY". Below the header, there are two tabs: "Faculty" and "Human Resources". A red arrow labeled "1st Click Here" points to the "Faculty" tab. On the left side, there is a vertical menu with several buttons: "Student Center", "Faculty Center", "Email", "Message Center", and "Advisor Center". In the center, there is a "Faculty Schedule" section with a table. The table has columns for "Class", "Enrolled", "Days & Times", "Room", and "Class Dates". There are two rows of data in the table. To the right of the table, there is a "Digital Measures" section with a link for "Faculty Information System". A red arrow labeled "2nd Click Here" points to this link.

Class	Enrolled	Days & Times	Room	Class Dates
PADM 3020 - 001 (16794)	14	Tuesday 06:00pm - 08:50pm	SAGE 356	JAN 19,2016 - MAY 13,2016
EADP 3080 - 001 (16797)	28	Tuesday 06:00pm - 08:50pm	SAGE 356	JAN 19,2016 - MAY 13,2016

You will need to ensure that your pop-up blocker is disabled or create a page exception. See pop-up instructions for browser specific instructions.

Running Annual Reports by Department

Select Reports tab on the top toolbar



The screenshot shows the UNT Digital Measures interface. The top navigation bar includes the UNT logo, "Activities", "Reports" (highlighted with a red arrow), "Workflow", and "Tools". On the right side of the navigation bar, there are icons for help, notifications, and user profile, along with the text "Digital Measures by Watermark".

The main content area is titled "Reports" and contains a table of reports. The table has three columns: "Name", "Created By", and "Actions". A "Create a New Report" button is located in the top right corner of the table area.

Name	Created By	Actions
Annual Report - VPAA 160	Digital Measures	🔒
Annual Report - VPAA 160 (Business)	Digital Measures	🔒
Awards and Honors	Digital Measures	🔒
Contracts, Grants and Sponsored Research by Faculty	Digital Measures	🔒
Creative Works by Faculty	Digital Measures	🔒
CV Uploaded to FIS	Digital Measures	🔒
Editorial and Review Activities by Faculty	Digital Measures	🔒
Faculty/Staff Directory	Digital Measures	🔒
General Service by Faculty	Digital Measures	🔒
Intellectual Contributions by Faculty	Digital Measures	🔒
Intellectual Contributions Summary	Digital Measures	🔒

Select Annual Report – VPAA 160 on the Run Reports screen.

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Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 ..:Digital Measures by Watermark™

AACSB Table 2-2: Five-Year Summary of Peer Reviewed Journals (2013 Standards, v. 2018)

Reports

Academic Progress Report

Name ▾	Digital Measures	Actions
Annual Report - VPAA 160	Digital Measures	🔒
Annual Report - VPAA 160 (Business)	Digital Measures	🔒
Awards and Honors	Digital Measures	🔒
Contracts, Grants and Sponsored Research by Faculty	Digital Measures	🔒
Creative Works by Faculty	Digital Measures	🔒
CV Uploaded to FIS	Digital Measures	🔒
Editorial and Review Activities by Faculty	Digital Measures	🔒
Faculty/Staff Directory	Digital Measures	🔒
General Service by Faculty	Digital Measures	🔒
Intellectual Contributions by Faculty	Digital Measures	🔒
Intellectual Contributions Summary	Digital Measures	🔒

+ Create a New Report

Edit the Date Range by changing the Start Date to **January 1st, 2016** and the End Date to **December 31st 2017.** Edit Whom to Include by selecting Change Selection.

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Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 Digital Measures by Watermark™

< Run Annual Report - VPAA 160

Download this report's template [Run Report](#)

1 **Date Range**

Start Date

End Date

2 **Whom to Include**

Users Selected by **All**

Change Selection ←

Include These Accounts

3 **Report Options**

a) Do you want to list teaching or research first?

b) Do you want an abbreviated report?

c) Do you want to hide sections without any activities?

4 **File Format** ⓘ

File Format

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size

You may use the department drop down
to select individual departments.
Do not check any other category.
Select the save button.

< Run Annual Report - VPAA 160 Run Report

Download this report's template

1 Date Range Start Date

2 Whom to Include

3 Report Options

4 File Format

Individuals or groups to include

- College
- Department
 - Academic Administration
 - Academic Affairs
 - Academic Research and Professional Development
 - Accounting
 - Administrative Area
 - Advancement
 - Aerospace Studies
 - Anthropology
 - Applied Arts and Sciences - BAAS
 - Applied Gerontology Aging Program
 - Art Education and Art History
 - Art Foundations
 - Athletics
 - Audiology and Speech-Language Pathology
 - Behavior Analysis
 - Biological Sciences
 - Biomedical Engineering
 - Center for Leadership and Service
 - Chemistry
 - Chile Field Station Program
 - CLEAR Center for Learning Enhancement, Assessment, and Redesign
 - Communication Studies
 - Composition Studies

Select Run Report to generate the report.

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Activities ▾ Reports Workflow Tools ▾ ? 🛎️ 👤 ..Digital Measures by Watermark™

← Run Annual Report - VPAA 160

Download this report's template

Run Report ↑

1 **Date Range**

Start Date January 01 2017

End Date December 31 2019

2 **Whom to Include**

Users Selected by **Department (1)**
Change Selection

Include These Accounts Enabled Only

3 **Report Options**

a) Do you want to list teaching or research first? Teaching First

b) Do you want an abbreviated report? Detailed

c) Do you want to hide sections without any activities? Hide

4 **File Format** ⓘ

File Format Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size Letter

How to Run an Individual Annual Report

The process is the same as above with the exception of Whom to Include. Rather than choosing departments, you select the user/users from the Individual drop down.

The screenshot shows the 'Run Annual Report - VPAA 160' interface. The 'Date Range' section is set to 'Start Date' as 'January 01, 2017'. The 'Whom to Include' section is active, showing a dropdown menu with the following options:

- College
- Department
- Faculty/Staff Rank
- Faculty/Staff TRank (FIS Use Only)
- Individual
 - Aaron, Hannah G (hgf0007)

Select Save and Run Report.

Open the Annual Report – VPAA 160
and save the document to the desired location.

ANNUAL FACULTY ACTIVITY REPORT
University of North Texas
January 1, 2015 - December 31, 2017

John Abernathy

Assistant Professor Tenure-Track

Accounting College of Business

Current as of 2017-2018

I. INSTRUCTIONAL ACTIVITIES

A. Scheduled Teaching and Syllabi

Fall 2017

Course & Section	Course Name	Credit Hours	Enrollment	Delivery Mode
ACCT 3110-002	Intermediate Accounting I ja0299/schteach/ACCT_3110_002_Abernathy-1.pdf	3	47	Face to Face
ACCT 3120-003	Intermediate Accounting II ja0299/schteach/ACCT_3120_003_Abernathy-2.pdf	3	47	Face to Face

B. Student Perceptions of Teaching (SPOT)

Fall 2017

Course & Section	Overall Summative Rating	Challenge and Engagement Index	Number of Completed Questionnaires	Number of Enrolled Students
ACCT 3110-002				



You may contact the FIS Team by email
or phone for assistance.

Faculty.Info@unt.edu
940-369-6108

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