



# Annual Review Workflow

Instructions for the Dean

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

Training brought to you by:  
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.

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Activities Reports Workflow

Search All Activities... Q

Rapid Reports PasteBoard

[Review a guide](#) to manage your activities.

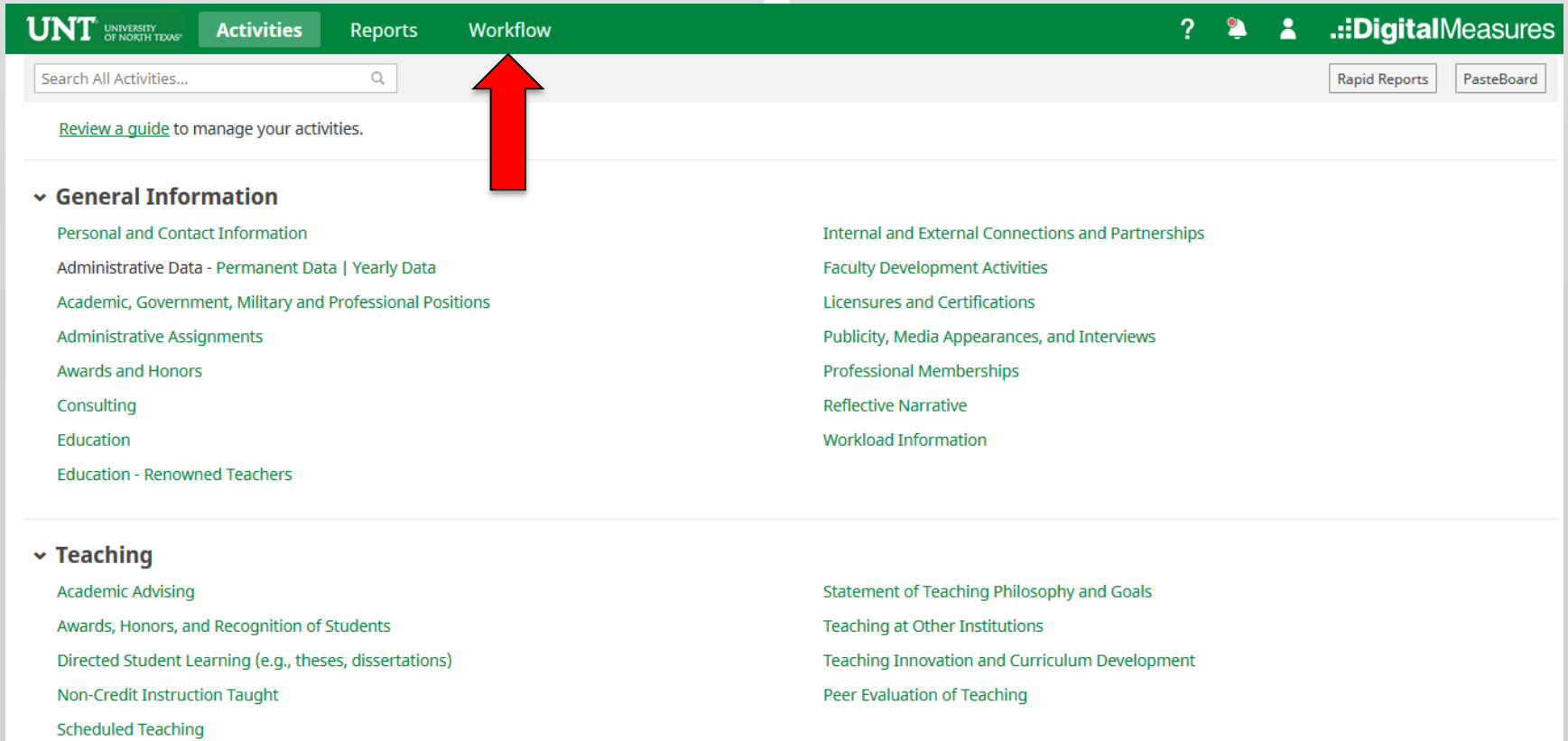
▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

▼ **Teaching**



- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching


Click on the “Workflow” tab.



The screenshot displays the UNT DigitalMeasures interface. At the top, there is a green navigation bar with the UNT logo on the left and the text "DigitalMeasures" on the right. In the center of the navigation bar, three tabs are visible: "Activities", "Reports", and "Workflow". The "Workflow" tab is highlighted in a darker green, and a red arrow points to it from below. To the right of the navigation bar, there are icons for help, notifications, and user profile, along with a search bar containing the text "Search All Activities...". Below the navigation bar, there are two buttons: "Rapid Reports" and "PasteBoard". The main content area is divided into two sections: "General Information" and "Teaching". Each section contains a list of links to various data and reports.

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Activities Reports **Workflow** ?   **DigitalMeasures**

Search All Activities...  Rapid Reports PasteBoard

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Locate the name of the subject you would like to review and select the corresponding link.

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Activities Reports Workflow


Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual Review	Administrative Access	Jianrong Yu	June 1, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
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Please review **all** uploaded documents.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow ? [User Icon] Digital Measures by Watermark

Administrative Access Step - Due June 1, 2020 @ 11:59 PM [Download Icon] [Cancel] [Actions]

Annual Review Report: [PDF Icon] Last Updated November 13, 2019 at 11:25 AM

**Please be aware no changes can be made after selecting "Route". Select "Save" until you are sure your submission form is complete.**

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload unit-specific supporting documentation (optional):

Unit-specific supporting documentation: [PDF Icon] Additional Documents.docx (11.22 KB)

Upload additional documentation (optional):

Additional documentation:

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▼ PAC Annual Review Recommendation Step - Jianrong Yu Submitted November 13, 2019 by Michael McPherson

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

**Please select "Action", then click "Save" until you are sure your submission form is complete before submitting to next step.**

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload the PAC recommendation:

PAC recommendation: [PDF Icon] Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

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▼ Unit Administrator Annual Review Evaluation Step - Jianrong Yu Submitted November 13, 2019 by Michael McPherson

[Instructions to Department Chair](#) | [UNT Policy 06.007](#)

**Please select "Action", then click "Save" until you are sure your submission form is complete before submitting to next step.**

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload unit administrator annual review evaluation:

Unit administrator annual review evaluation: [PDF Icon] Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):



**Please contact the FIS  
Team for additional  
information or  
assistance:**

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**940.369.6108**

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