Annual Review Workflow

Instructions for Administrator

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.

UNT UNIVERSITY OF NORTH TEXAS®

Activities | Reports | Workflow

? | .::DigitalMeasures

Search All Activities...

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.

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

Please review all uploaded documents.

If documents are incorrect or incomplete, you may send the submission back to the PAC Committee.

Please upload unit administrator annual review evaluation.

❮ **Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM**   ⬇   ✖ Cancel   Actions ▾

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:

Drop files here or click to upload

📄 Recommendation Letter.docx **(11.22 KB)**
🗑 Delete File

Additional documentation (optional):

Drop files here or click to upload

Please click on "Action" in upper right corner, then click the "Save Draft" and you will be returned to the Workflow Inbox for a final review.

Please select the correct personnel action link and complete a final review

Please ensure all documents are correct and have been uploaded successfully.

Click on "Action" in upper right corner then click "Submit to Administrative Access" step.

Please be aware that clicking "Yes" moves the process to the next step
and you will not be able to make additional changes.

Are you sure you want to Submit to Administrative Access?

No   Yes

Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108