



Annual Review Workflow

Instructions for Administrator

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

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

? [Notification Bell] [User Profile] DigitalMeasures

Search All Activities... [Search Icon]

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 web application interface. At the top, a green navigation bar contains the UNT logo, three tabs labeled 'Activities', 'Reports', and 'Workflow', and utility icons for help, notifications, and user profile. The 'Workflow' tab is highlighted with a red arrow. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, a link reads 'Review a guide to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of activity categories. The 'General Information' section lists: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section lists: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, and Scheduled Teaching. On the right side of the page, there are two columns of activity categories: Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information. The bottom of the page features a green footer with the text 'EST. 1890' on the left and the 'UNT' logo on the right.

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Activities Reports Workflow ? [notification icon] [user icon] DigitalMeasures

Search All Activities... [magnifying glass icon]

Rapid Reports PasteBoard

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Internal and External Connections and Partnerships

Faculty Development Activities

Licensures and Certifications

Publicity, Media Appearances, and Interviews

Professional Memberships

Reflective Narrative

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Teaching at Other Institutions

Teaching Innovation and Curriculum Development

Peer Evaluation of Teaching

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

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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual Review	Unit Administrator Annual Review Evaluation	Jianrong Yu	April 30, 2020 @ 11:59 PM

▼ History

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

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Activities Reports **Workflow** ? ..:Digital Measures by Watermark™

Refresh annual review report.

< Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM Actions ▾

Click on the "Refresh Report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

Annual Review Report: 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: Additional Documents.docx (11.22 KB)

Upload additional documentation (optional):

Additional documentation:

▼ 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: Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

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

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Activities Reports Workflow ? [User Icon] Digital Measures by Watermark


Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM

Click on the "Refresh Report" icon below.

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Unit-specific supporting documentation:  Additional Documents.docx (11.22 KB)

Upload additional documentation (optional):

Additional documentation:

▼ 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.xxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload the PAC recommendation:


PAC recommendation:  Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

Save Draft

Complete required fields to Submit

Send Back to Previous Step



Please upload unit administrator annual review evaluation.

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Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM to remove the over-sized file. [Download] [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.

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Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM to remove the over-sized file. [Download Icon] [Cancel] [Actions]

Upload the PAC recommendation:

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

Additional documentation (optional):

Save Draft

Submit to Administrative Access

Return to Previous Step

[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]

[File Icon] Recommendation Letter.docx (11.22 KB) [Delete File]

Additional documentation (optional): [Drop files here or click to upload]

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

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▼ History

Name	Current Step	Subject	Last Modified	Actions
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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.

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Unit Administrator Annual Review Evaluation Step - Due April 30, 2020 @ 11:59 PM to remove the over-sized file. [Download] [Cancel] [Actions]

Upload the PAC recommendation:

PAC recommendation: Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

[Save Draft] [Submit to Administrative Access] [Send Back to Previous Step]

Step 1

Step 2

[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 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:**

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