



## Annual Review Workflow

Instructions for Faculty

Training brought to you by: Faculty Information System



Please use Chrome (preferred) to login to my.untsystem.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.

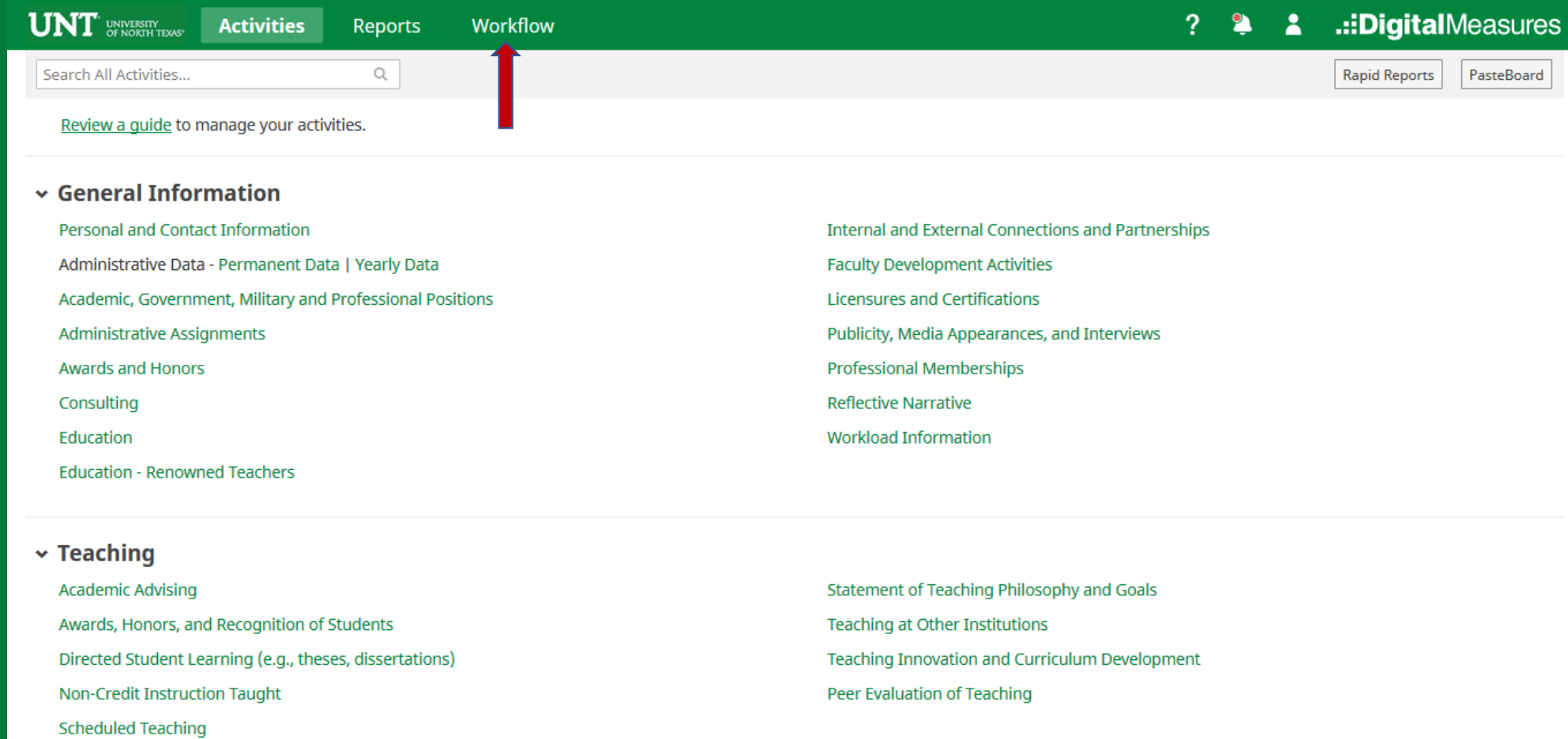
▼ **General Information**

- 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 top navigation bar of the UNT DigitalMeasures system. The 'Workflow' tab is highlighted in green and has a red arrow pointing to it. The navigation bar also includes 'Activities', 'Reports', and 'DigitalMeasures' (with a hamburger menu icon). Below the navigation bar is a search bar labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link to 'Review a guide to manage your activities.' is provided. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

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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
<a href="#">2019-2020 Annual Review</a>	Faculty Submission	Me	January 23, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
<a href="#">2019-2020 Midterm Review Training - Unit Administrator</a>	UA Uploads Recommendation To The CRC	Rebecca How	May 2, 2019	▼
<a href="#">2019-2020 Midterm Review Training - Provost</a>	Provost Uploads Recommendation To The President	Rebecca How	May 2, 2019	▼

# Please update your FIS profile adding new activities and updating existing activities for the annual review report.

UNT UNIVERSITY OF NORTH TEXAS   Activities ▾   Reports   Workflow ▾   ?   🔔   👤   Digital Measures by Watermark™

← Faculty Submission Step - Due January 23, 2020 @ 11:59 PM        

[Instructions to Faculty](#) | [UNT Policy 06.007](#)

**Please update your FIS profile adding new activities and updating existing activities for the annual review report.**

You can access instructions to update your profile in FIS by clicking on [VPAA-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.

**Please be aware of the following:**

- Activities without dates will not be included in the annual review.
- A completed activity must contain an end date or it will be included as on-going.
- All grant records should indicate whether they are internal or external.

**Here are some examples of common edits needed in FIS.**

**Contracts, Fellowships, Grants and Sponsored Research:**

- Current status
- Research/Project status
- Funding dates
- Designation of internal or external

**Publications:**

- Current status
- Was this peer-reviewed/refereed?
- Type of review
- Date submitted, accepted or published

Please Refresh annual review report, upload unit-specific supporting documentation and any supplemental documentation required by your department.

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

Faculty Submission Step - Due January 23, 2020 @ 11:59 PM [Download] [Cancel] [Actions]

Type of review

Date submitted, accepted or published

**Refresh annual review report:**

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

**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: [Drop files here or click to upload]

[Additional Documents.docx (11.22 KB)] [Delete File]

**Upload additional documentation (optional):**

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



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

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Activities Reports Workflow

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Type of review  
Faculty Submission Step - Due January 23, 2020 @ 11:59 PM  
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Please select the correct personnel action link and complete a final review.

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Before you submit, please click “Refresh report” icon. If your Annual Review Report is correct, click on “Action” in upper right corner, then click Submit to PAC Annual Review Recommendation step.

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You will be prompted to confirm your submission.

Are you sure you want to Submit to PAC Annual Review Recommendation?

No

Yes



Upon submission all items will immediately be available to the Personnel Action Committee.

You will be notified by email if the Personnel Action Committee requests additional or corrected information. The email may come directly from the committee chair, your department chair or from the email address below.

From: Digital Measures <[workflow@digitalmeasures.com](mailto:workflow@digitalmeasures.com)>





## Faculty Information System

[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)

940.369.6108

