



# Annual Review Workflow

Instructions for  
Personnel Action  
Review Committee Chair

**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

? [Notification Icon] [User Icon] 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 shows the UNT DigitalMeasures interface. The top navigation bar is green and contains the UNT logo, three tabs: "Activities", "Reports", and "Workflow" (which is highlighted in a darker green), and icons for help, notifications, and user profile. The "DigitalMeasures" logo is on the right. Below the navigation bar is a search box labeled "Search All Activities..." and two buttons: "Rapid Reports" and "PasteBoard". A red arrow points to the "Workflow" tab. Below the search bar, there is a link: "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching".

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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

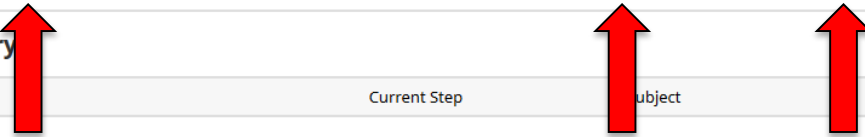
### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual Review	PAC Annual Review Recommendation	Jianrong Yu	February 20, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
Non-tenured Promotion Training-Faculty Upload	Completed	Me	June 25, 2018	▼
Non-tenured Promotion Training-Chair Upload	Completed	Me	June 25, 2018	▼



Please review the documents uploaded by the faculty.

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

Type of Review

DISCUSS PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM

📄 Cancel Actions ▾


### 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:  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:

Submissions may be sent back if documents are incorrect or incomplete.

Click on "Action" in upper right corner then click "Send Back to Previous Step".  
The faculty member will be notified via email from Digital Measures.

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Date submitted, accepted or published  
< PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM

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

Upload additional documentation (optional):

Additional documentation:

Save Draft  
Complete required fields to Submit  
Send Back to Previous Step

Step 1  
Step 2

Please upload the PAC's recommendation.

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

Michael McPherson (chair) PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM [Download Icon] [Cancel] [Actions]

Committee Response:



[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: You have reached the limit of 1 file

 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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Activities Reports Workflow

Michael McPherson (chair)  
Committee Response

### PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM

Committee Response:

Save Draft

Submit to Unit Administrator Annual Review Evaluation

Send Back to Previous Step

Step 1

Step 2

Hope Wilkinson Unreviewed

This Committee's Response

[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:

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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

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow ? [bell icon] [user icon] Digital Measures by Watermark


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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 Unit Administrator Annual Review Evaluation" step.

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Activities Reports Workflow

Michael McPherson (chair)

PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM

Committee Response:

Committee Response:

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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 be unable to make additional changes.

Are you sure you want to Submit to Unit Administrator Annual Review Evaluation?

No

Yes





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

**Faculty.Info@unt.edu  
940.369.6108**