



Annual Review Workflow

Instructions for Personnel
Action Review
Committee Members

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.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

Search All Activities...

Rapid Reports PasteBoard

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

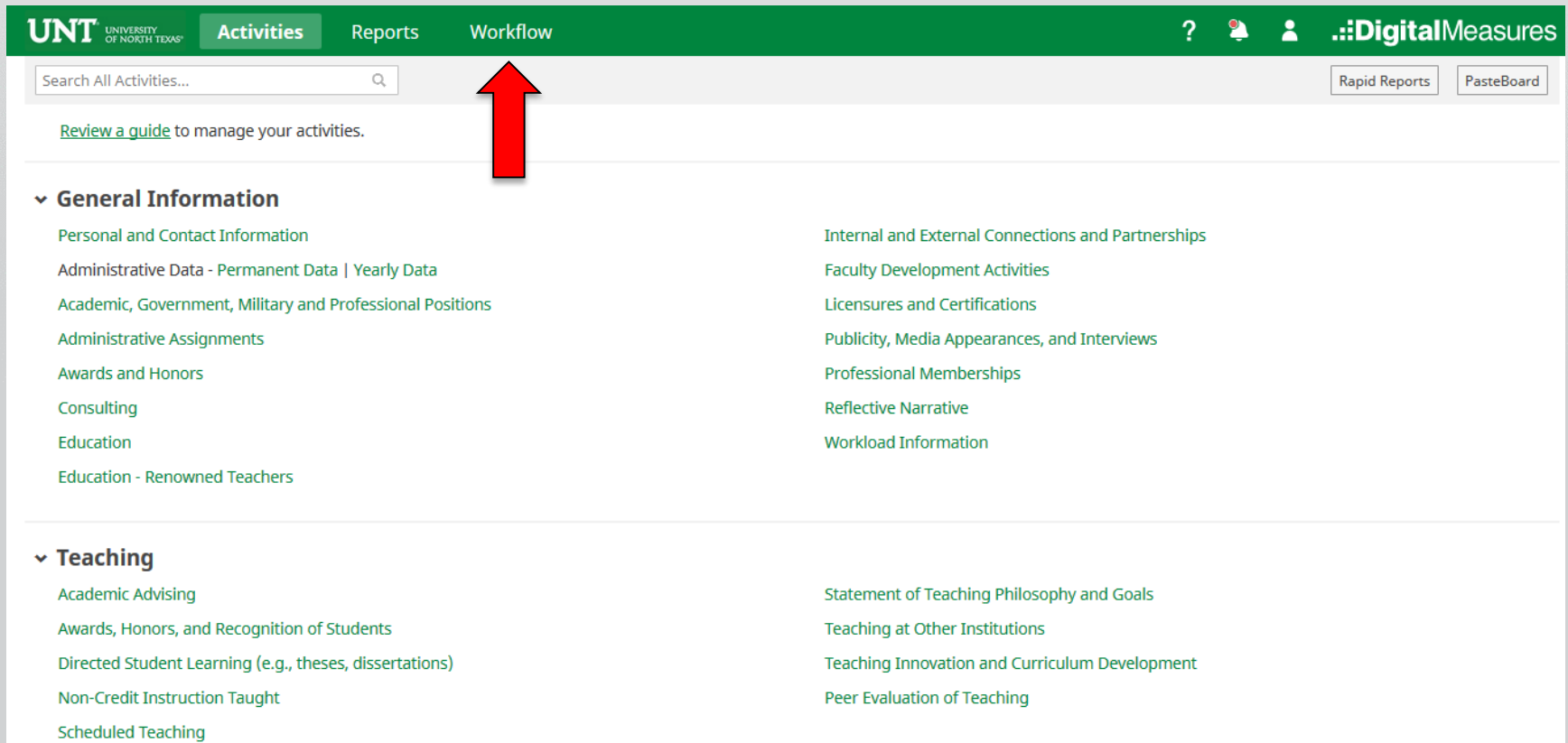
General Information

- 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.



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 large 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 the text "DigitalMeasures". Below the navigation bar, there 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, there is a link that says "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching". Each section has a list of sub-items. The "General Information" section includes: 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 includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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

UNT UNIVERSITY OF NORTH TEXAS

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

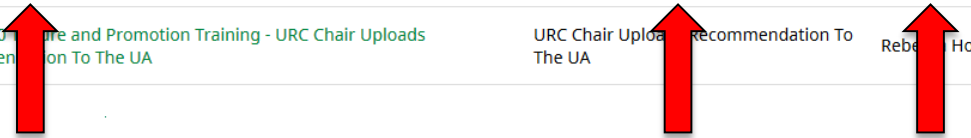
Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual Review	PAC Annual Review Recommendation	Jianrong Yu	November 14, 2019 @ 11:59 PM
2019-2020 Title and Promotion Training - URC Chair Uploads Recommendation To The UA	URC Chair Upload Recommendation To The UA	Rebecca How	October 15, 2019 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
------	--------------	---------	---------------	---------



Please review the documents uploaded by the faculty.

UNT UNIVERSITY OF NORTH TEXAS

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

⏪ PAC Annual Review Recommendation Step - Due February 20, 2020 @ 11:59 PM [Download] [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.xxxx" 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:

Please click “Mark as Reviewed for Chair” after the review is completed.

Please Note: In order for the PAC Chair to see that members have reviewed the content, please click “Mark as Reviewed for Chair”. Additionally, notifications for PAC members will discontinue after they click the “Mark as Reviewed for Chair”.

UNT UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports Workflow ▾ Tools ▾

? Digital Measures by Watermark

< PAC Annual Review Recommendation Step - Due November 14, 2019 @ 11:59 PM

My Response

Cancel Actions ▾

✓ Mark as Reviewed for Chair 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):



UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

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

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