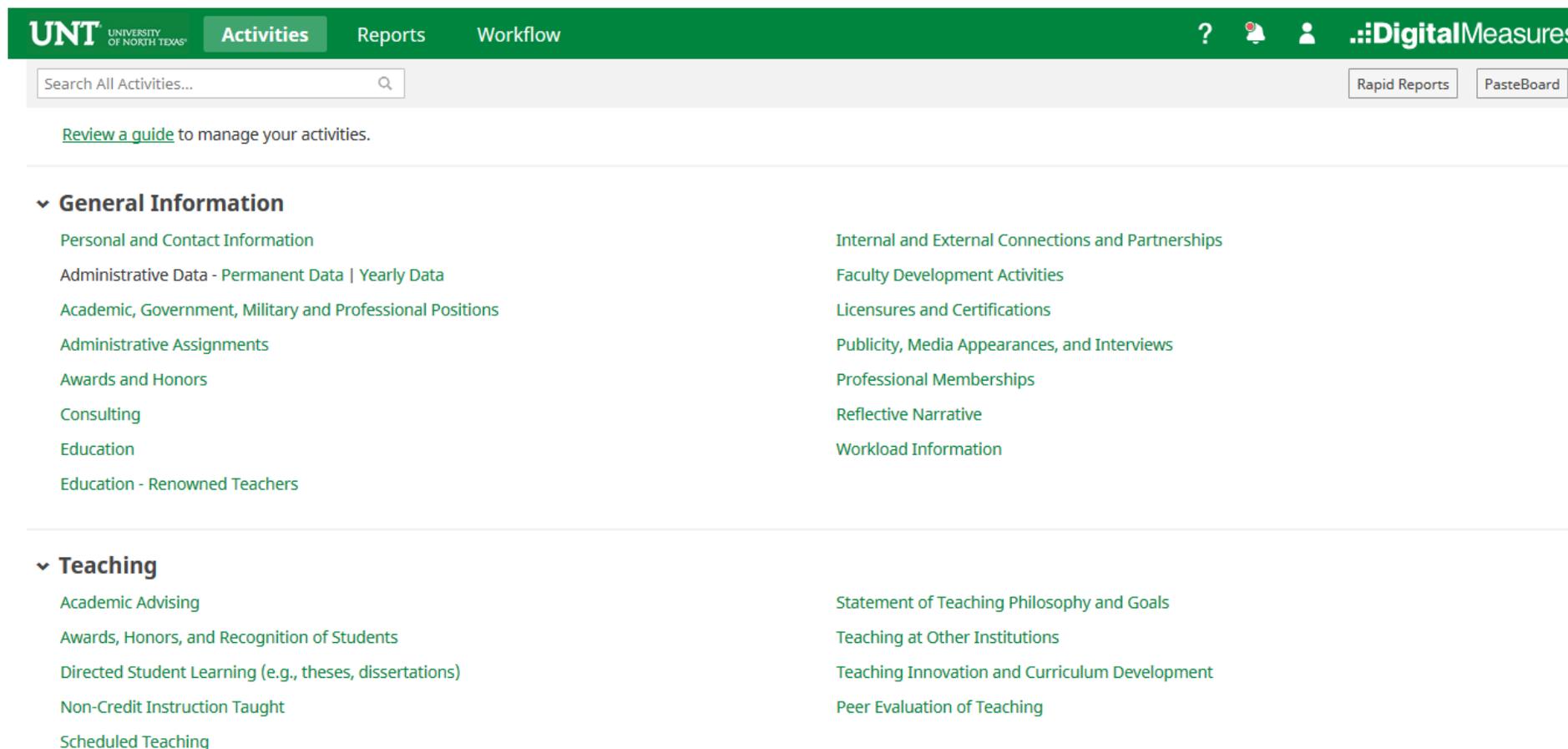# Tenure and Promotion Workflow

Instructions for Candidate Submissions

For Capability Purposes:

If you are using a MAC, please use the FIREFOX browser.
If you are using a Windows-based computer, please use the CHROME browser.

From your FIS profile, click on the Workflow tab.

Do not Submit until you have verified all items are correct.

Please upload your preferred CV, self-evaluation personal narrative, unit tenure and promotion criteria, and unit-specific supporting documentation (if applicable) and click Save.

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.

Activities	CV Imports	Reports	**Workflow**

‹ **Candidate Submission I Step - Due May 31, 2023 @ 11:59 PM**   [↓]   [CANCEL]   [Actions ⌄]

Instructions to Candidate | UNT Policy 06.004 | Flowchart and Acronym Key

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. You may simply click "Delete File" to remove it.

Upload your preferred CV:

Preferred CV:*

Drop files here or click to upload

[📄] Customized CV.pdf **(4.80 KB)**   [🗑]

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted * to 750 words.):

Please click "Actions", then "Save Draft" at the top right. This will take you back to your Workflow Inbox.

Please select your T&P personnel action link
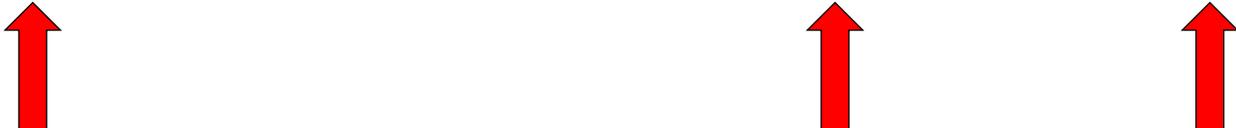for a final review

Activities   CV Imports   Reports   **Workflow**

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

⌄ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Tenure and Promotion	Candidate Submission I	Me	May 31, 2023 @ 11:59 PM

Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.
Click "Action", then "Submit to UA External Reviewer/Upload Unit Documents" to send your submission to the next step.

You will be prompted to confirm submission

Are you sure you want to Submit to UA External Reviewer/Upload Unit Documents?

No   Yes

Clicking Yes will move your personnel action to the next step.

To Recall your personnel action, please see Workflow FAQ's.

Instructions for Candidate Submission II (August)

Go to your Workflow Inbox and identify your T&P personnel action. Click on the link to open the Workflow form

Activities   CV Imports   Reports   **Workflow**

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

⌄ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Tenure and Promotion	Candidate Submission II	Me	April 19, 2023 @ 11:59 PM

Click the arrow shown in "Annual and Reappointment Reviews" section to view the previous annual reviews and reappointments.

< Candidate Submission II Step - Due April 19, 2023 @ 11:59 PM

Instructions to Candidate | UNT Policy 06.004 | Flowchart and Acronym Key

Upload your annual review for years in current rank. For example, if you have been an associate professor for the past 7 years, please upload your annual review for each of these years:

Annual and Reappointment Reviews*

Click here to select prior submissions

Select your annual and reappointment reviews for each year you have been on tenure-track.

Click "OK" to save your selection and confirm that previous submissions are auto-populated as shown below.

Upload evidence of mentoring, tenure board item form, and any unit-specific supporting documentation

Upload evidence of mentoring:

Evidence of mentoring: *

Drop files here or click to upload

Please complete the Tenure Board Item fillable PDF Form:

Tenure Board Item Form: *

Drop files here or click to upload

Upload any unit-specific supporting documentation (optional):

Drop files here or click to upload

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.

Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.
Click Action, then Submit to send your submission to the next step.

You will be prompted to confirm submission

Are you sure you want to Submit to FIS Team Adds Committee Membership?

| No | Yes |

Checking Yes will move the personnel action to the next step

To Recall your personnel action, please see Workflow FAQ's.

Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108