



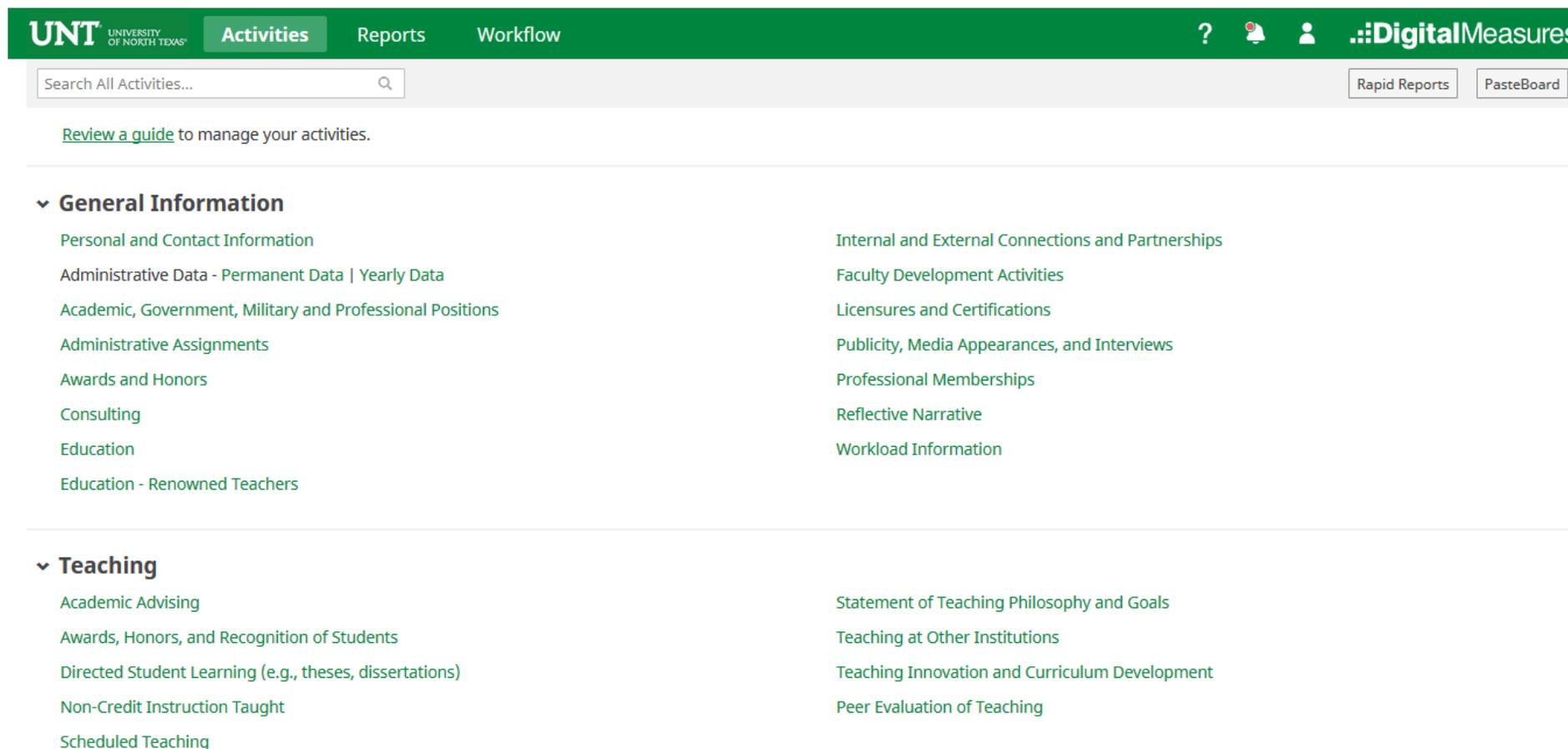
Tenure and Promotion Workflow

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.



The screenshot shows the DigitalMeasures web application interface. At the top is a green navigation bar with the UNT logo, 'Activities' (highlighted), 'Reports', and 'Workflow' menus. On the right of the bar are icons for help, notifications, and user profile, followed by the 'DigitalMeasures' logo. Below the navigation bar is a search bar labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link for 'Review a guide to manage your activities.' is provided. The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of activity categories.

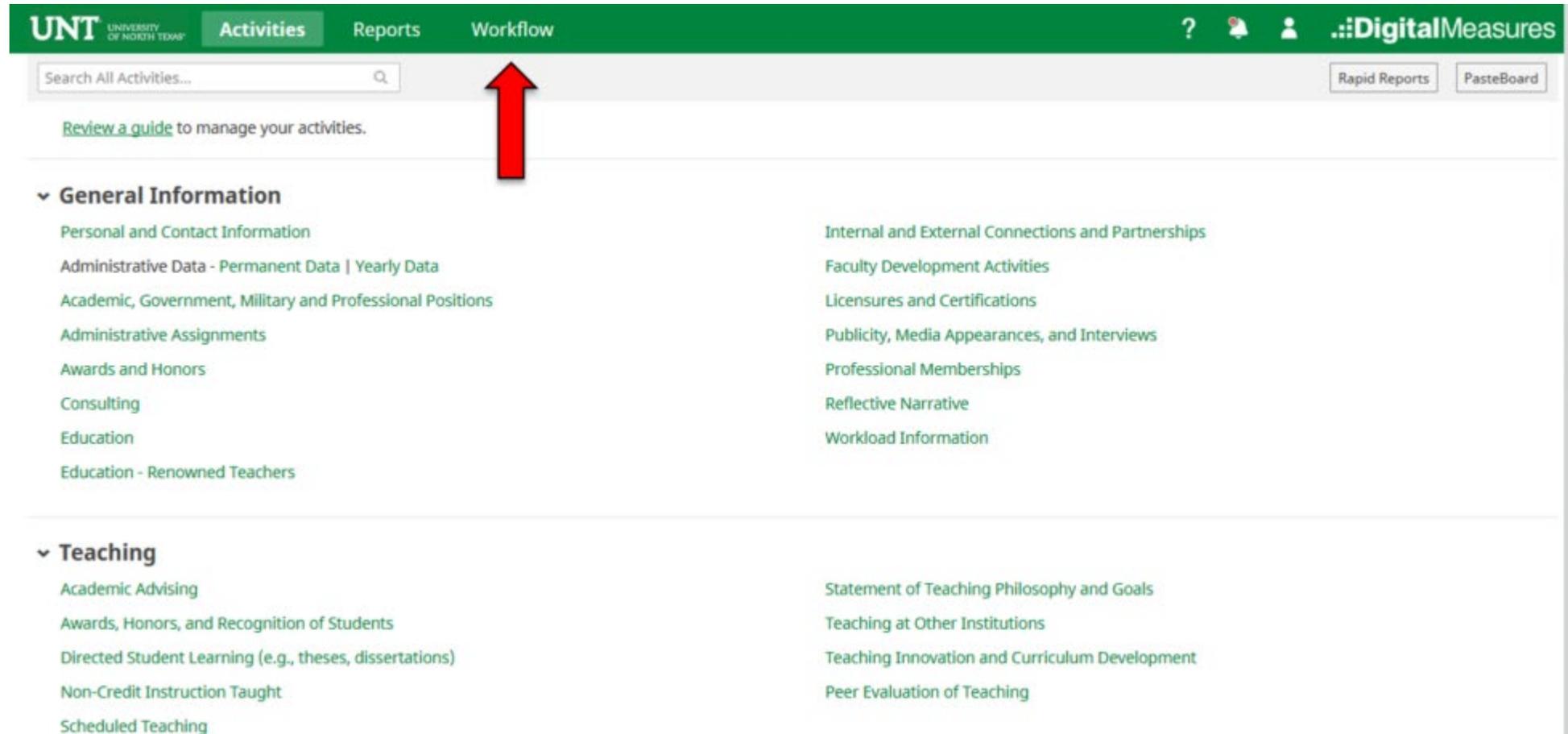
General Information

- 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

From your FIS profile, click on the Workflow tab.



The screenshot shows the UNT FIS profile interface. At the top, there is a green navigation bar with the UNT logo on the left and the text 'Activities', 'Reports', and 'Workflow' in the center. The 'Workflow' tab is highlighted. To the right of the navigation bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. 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'. Each section contains a list of links to various profile pages.

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
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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

Instructions for Candidate Submission I (May)

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 I	Me	May 31, 2023 @ 11:59 PM



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.



< Candidate Submission I Step - Due May 31, 2023 @ 11:59 PM



[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](#)



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.



Activities CV Imports Reports **Workflow**

< Candidate Submission I Step - Due May 31, 2023 @ 11:59 PM

Instructions to Candidate | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Save Draft
Submit to UA External Reviewer/Upload Unit Documents

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.):*

The screenshot shows a web interface for a candidate submission. At the top, there is a green navigation bar with tabs for 'Activities', 'CV Imports', 'Reports', and 'Workflow'. Below this, the page title is 'Candidate Submission I Step - Due May 31, 2023 @ 11:59 PM'. On the right side, there are three buttons: a download icon, 'CANCEL', and 'Actions'. A dropdown menu is open from the 'Actions' button, showing two options: 'Save Draft' (highlighted with a red arrow) and 'Submit to UA External Reviewer/Upload Unit Documents'. The main content area contains links for 'Instructions to Candidate', 'UNT Policy 06.004', and 'Flowchart and Acronym Key'. Below these links, there is a bold instruction: 'Select "Save" until you are sure your submission form is complete.' followed by a note about the 1GB file size limit. The 'Upload your preferred CV:' section features a dashed box with a 'Drop files here or click to upload' prompt. A file named 'Customized CV.pdf (4.80 KB)' is shown as uploaded. The 'Upload your self-evaluation personal narrative:' section includes a note that the narrative is restricted to 750 words.

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.

Activities CV Imports Reports **Workflow**

< Candidate Submission I Step - Due May 31, 2023 @ 11:59 PM

[Instructions to Candidate](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Save Draft

Submit to UA External Reviewer/Upload Unit Documents

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.):

You will be prompted to confirm submission

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

A red arrow points upwards from the bottom center of the slide towards the "Yes" button in the form above.

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



CANCEL

Actions ▾

[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.

Select Completed Submissions to Include ✕

Submission Name	Start Year	End Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Selected (3 of 10)

- 2019-2020 Annual Review - General - Completed April 12, 2023
- 2020-2021 Annual Review - General - Completed April 12, 2023
- 2022-2023 Annual Review - General - Completed April 12, 2023

Annual Review

- 2019-2020 Annual Review - General - Completed April 12, 2023
- 2020-2021 Annual Review - General - Completed April 12, 2023
- 2022-2023 Annual Review - General - Completed April 12, 2023

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](#)

2019-2020 Annual Review - General Completed April 12, 2023	<input type="button" value="Delete"/>	2020-2021 Annual Review - General Completed April 12, 2023	<input type="button" value="Delete"/>
2022-2023 Annual Review - General Completed April 12, 2023	<input type="button" value="Delete"/>	2022-2023 Reappointment Review -3rd year Completed April 12, 2023	<input type="button" value="Delete"/>
2020-2021 Reappointment Review -1st year Completed April 12, 2023	<input type="button" value="Delete"/>	2021-2022 Reappointment Review -2nd year Completed April 12, 2023	<input type="button" value="Delete"/>

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.

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

[Instructions to Candidate](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

 Save Draft

 **Submit to FIS Team Adds Committee Membership**



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](#)

 2019-2020 Annual Review - General Completed April 12, 2023		 2020-2021 Annual Review - General Completed April 12, 2023	
 2022-2023 Annual Review - General Completed April 12, 2023		 2022-2023 Reappointment Review -3rd year Completed April 12, 2023	
 2020-2021 Reappointment Review -1st year Completed April 12, 2023		 2021-2022 Reappointment Review -2nd year Completed April 12, 2023	

You will be prompted to confirm submission

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

A red arrow points upwards from the bottom center of the slide towards the "Yes" button in the confirmation dialog.

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