

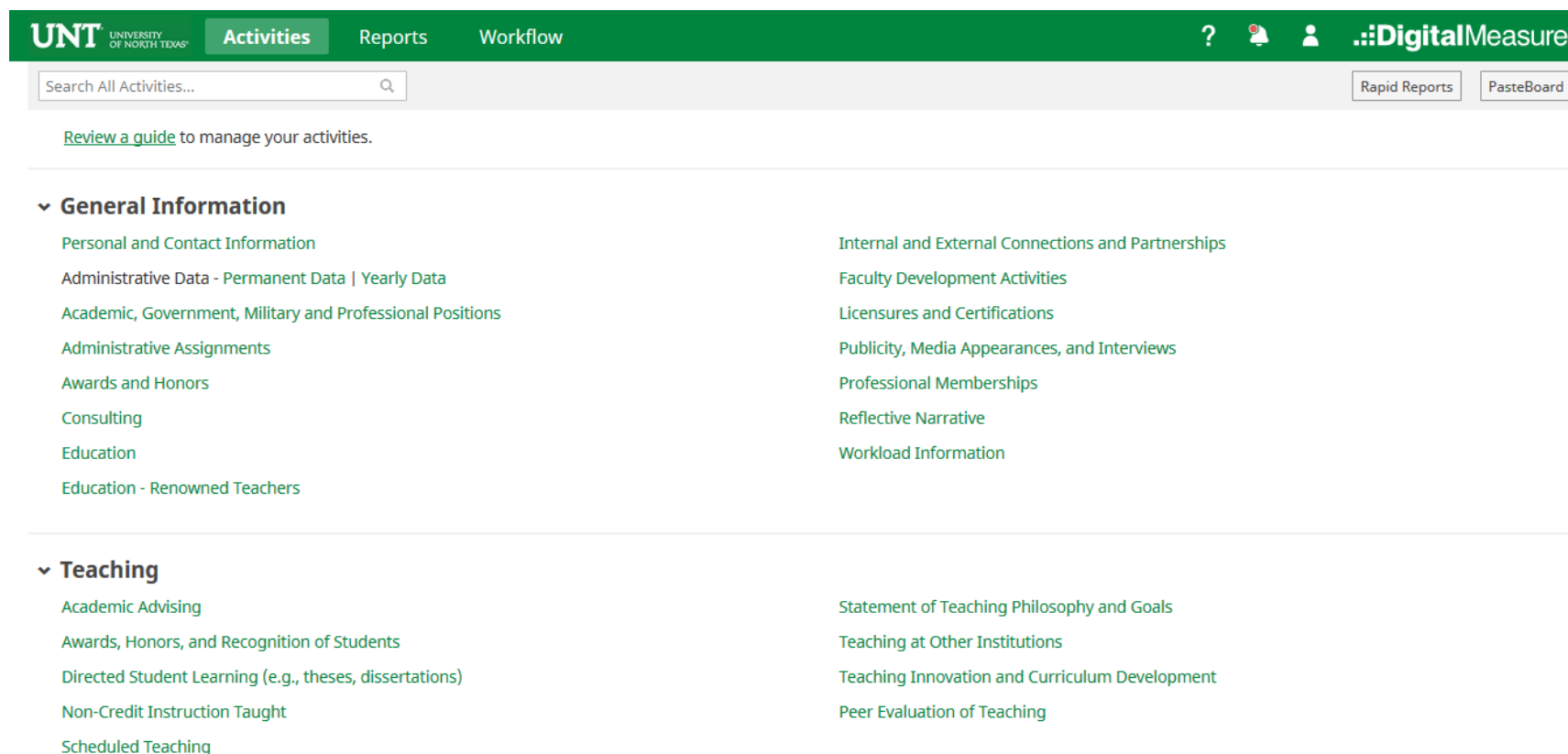


# Tenure and Promotion Workflow

Instructions for the College Review Committee Chair

## 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 top navigation bar of the DigitalMeasures application. It includes the UNT logo, a search bar for activities, and buttons for 'Rapid Reports' and 'PasteBoard'. Below the navigation bar, there is a section for 'General Information' and 'Teaching', each with a list of sub-categories.

**UNT UNIVERSITY OF NORTH TEXAS** | **Activities** | Reports | Workflow | ? | **..:DigitalMeasures**

Search All Activities...

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

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**▼ General Information**

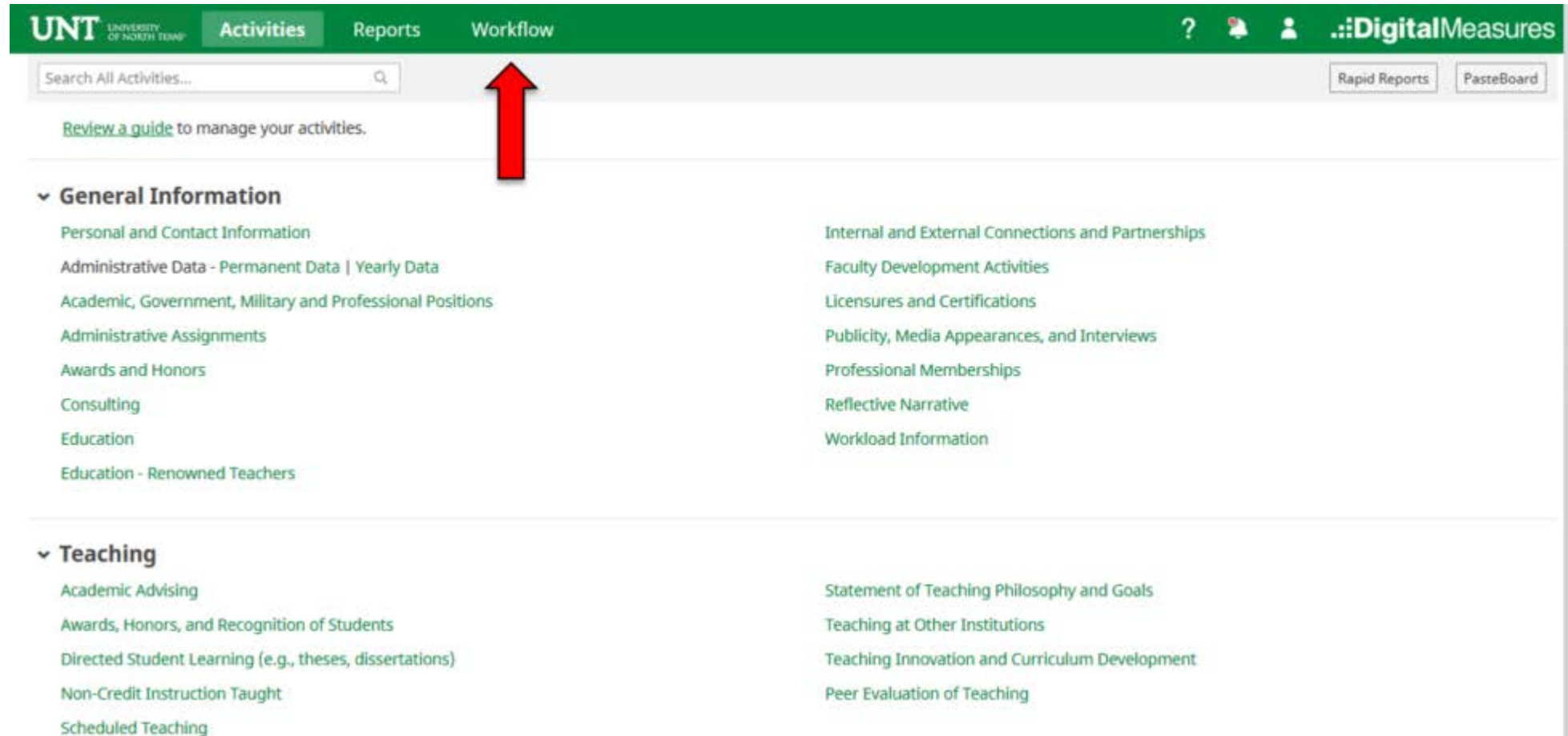
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

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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

From your FIS profile, click on the Workflow tab



The screenshot shows the top navigation bar of the UNT FIS profile with tabs for 'Activities', 'Reports', and 'Workflow'. A red arrow points to the 'Workflow' tab. Below the navigation bar is a search box labeled 'Search All Activities...' and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of links to various profile pages.

**Workflow**

Search All Activities...

[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**

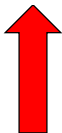
- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching

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

Workflow Tasks


▼ Inbox

Name	Step	Subject	Due Date
<a href="#">2021-2022 Tenure and Promotion</a>	CRC Chair Uploads Recommendation To Dean	Hope Wilkinson	December 15, 2021 @ 11:59 PM



# To review the candidate's dossier click on the file

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM



▼ Candidate Submission I Step - Hope Wilkinson

Submitted April 22, 2021  
by Hope Wilkinson

[Instructions to Faculty](#) | [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:  Customized CV.pdf (32.86 KB)

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:  Unit Tenure and Prom Criteria.docx (11.24 KB)

Upload unit-specific supporting documents to be emailed to external reviewers:

Unit-specific supporting documents for external reviewers:  Supplemental documentation.pdf (33.68 KB)

Please upload the college review committee's recommendation, any accompanying documentation, and input the college review committee's vote.



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

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM

This Committee's Response

[Instructions to College Review Committee Chair](#) | [UNT Policy 06.004 Flowchart and Acronym Key](#)

Please select the college review committee's recommendation from the drop-down below:

\* Recommendation of the college review committee:

Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):

\* Yea votes

\* Nay votes

\* Abstention votes

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

\* Recommendation letter:

Upload the faculty's response to the negative college review committee's recommendation (if applicable):

Faculty response to negative college committee recommendation:

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting

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

UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ? [User Icon] Digital Measures by Watermark

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM [Download Icon] [Cancel] [Actions]

[Instructions to College Review Committee Chair](#) | UNT

Please select the college review committee's recommendation from the drop-down below:

\* Recommendation of the college review committee:

Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):

\* Yea votes



\* Nay votes

\* Abstention votes

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

\* Recommendation letter:

[Drop files here or click to upload](#)

 Recommendation Letter.docx (11.22 KB)  Delete File

Upload the faculty's response to the negative college review committee's recommendation (if applicable):

Faculty response to negative college committee recommendation:

[Drop files here or click to upload](#)

Upload dissenting opinion (if applicable):

**Step 2** (points to Save Draft)

**Step 1** (points to Actions)

Please select the correct personnel action link and complete a final review

Workflow Tasks

▼ Inbox

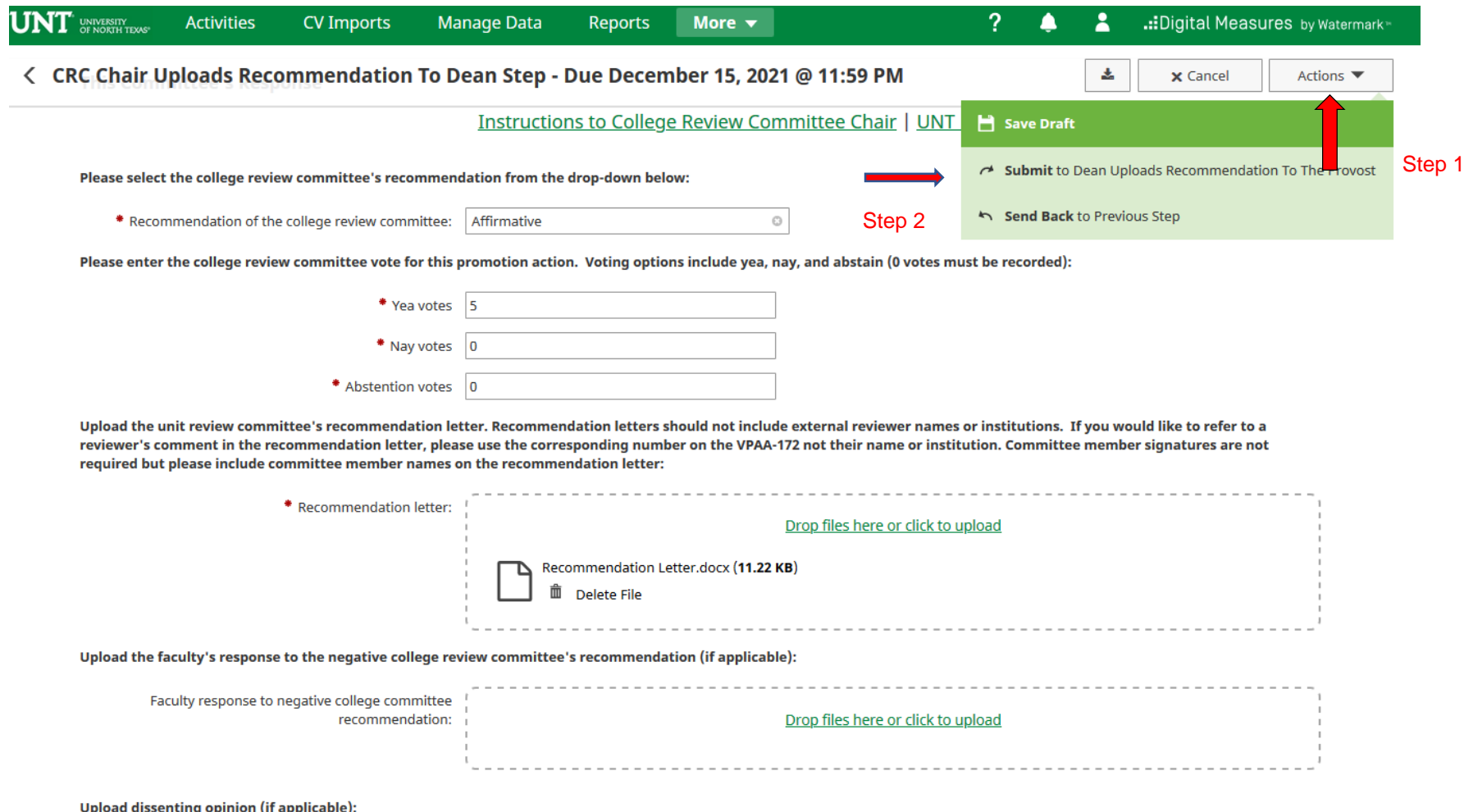
Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	CRC Chair Uploads Recommendation To Dean	Hope Wilkinson	December 15, 2021 @ 11:59 PM





Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click “Actions”, then “Submit” to send your submission to the next step.



The screenshot shows a web application interface for a recommendation submission process. At the top is a green navigation bar with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, and More. Below the navigation bar is a breadcrumb trail: < CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM. To the right of the breadcrumb are buttons for download, cancel, and actions. A dropdown menu is open under the 'Actions' button, showing options: Save Draft, Submit to Dean Uploads Recommendation To The Provost (labeled 'Step 1'), and Send Back to Previous Step. A red arrow points to the 'Submit' option. Below the navigation bar, the main content area is titled 'Instructions to College Review Committee Chair | UNT'. It contains several sections: 1. 'Please select the college review committee's recommendation from the drop-down below:' with a dropdown menu set to 'Affirmative' (labeled 'Step 2'). 2. 'Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):' with three input fields: 'Yea votes' (5), 'Nay votes' (0), and 'Abstention votes' (0). 3. 'Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:' with a file upload area containing a file named 'Recommendation Letter.docx (11.22 KB)' and a 'Delete File' button. 4. 'Upload the faculty's response to the negative college review committee's recommendation (if applicable):' with a file upload area. 5. 'Upload dissenting opinion (if applicable):' at the bottom.

You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

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