



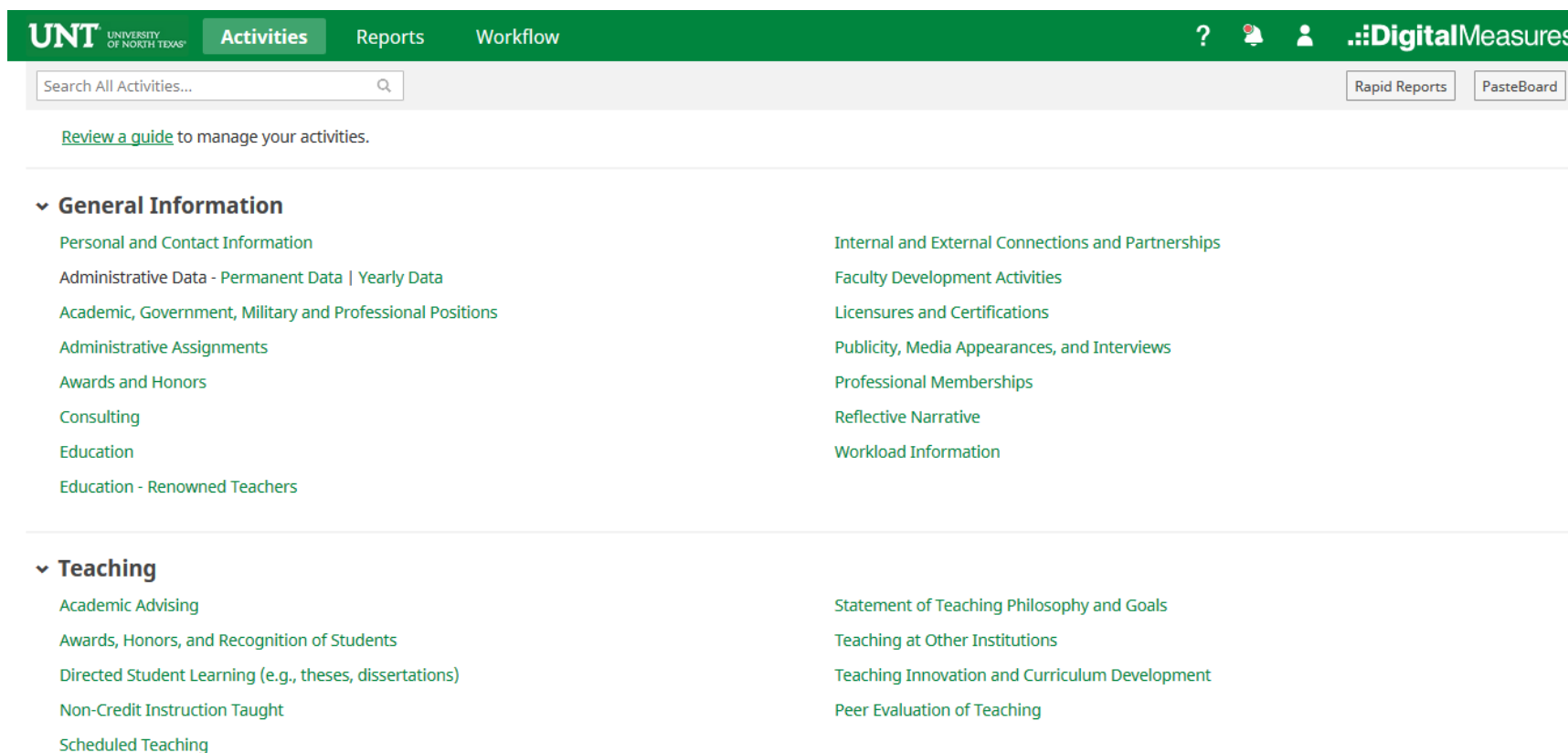
Tenure and Promotion Workflow

Instructions for the Unit Administrator

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 UNT Digital Measures system. The navigation bar is green and contains the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and menu items for "Activities", "Reports", and "Workflow". On the right side of the navigation bar, there are icons for help, notifications, and user profile, followed by the text "Digital Measures". Below the navigation bar is a search bar labeled "Search All Activities..." with a magnifying glass icon. To the right of the search bar are two buttons: "Rapid Reports" and "PasteBoard". Below the search bar 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 has a list of links to various activity categories.

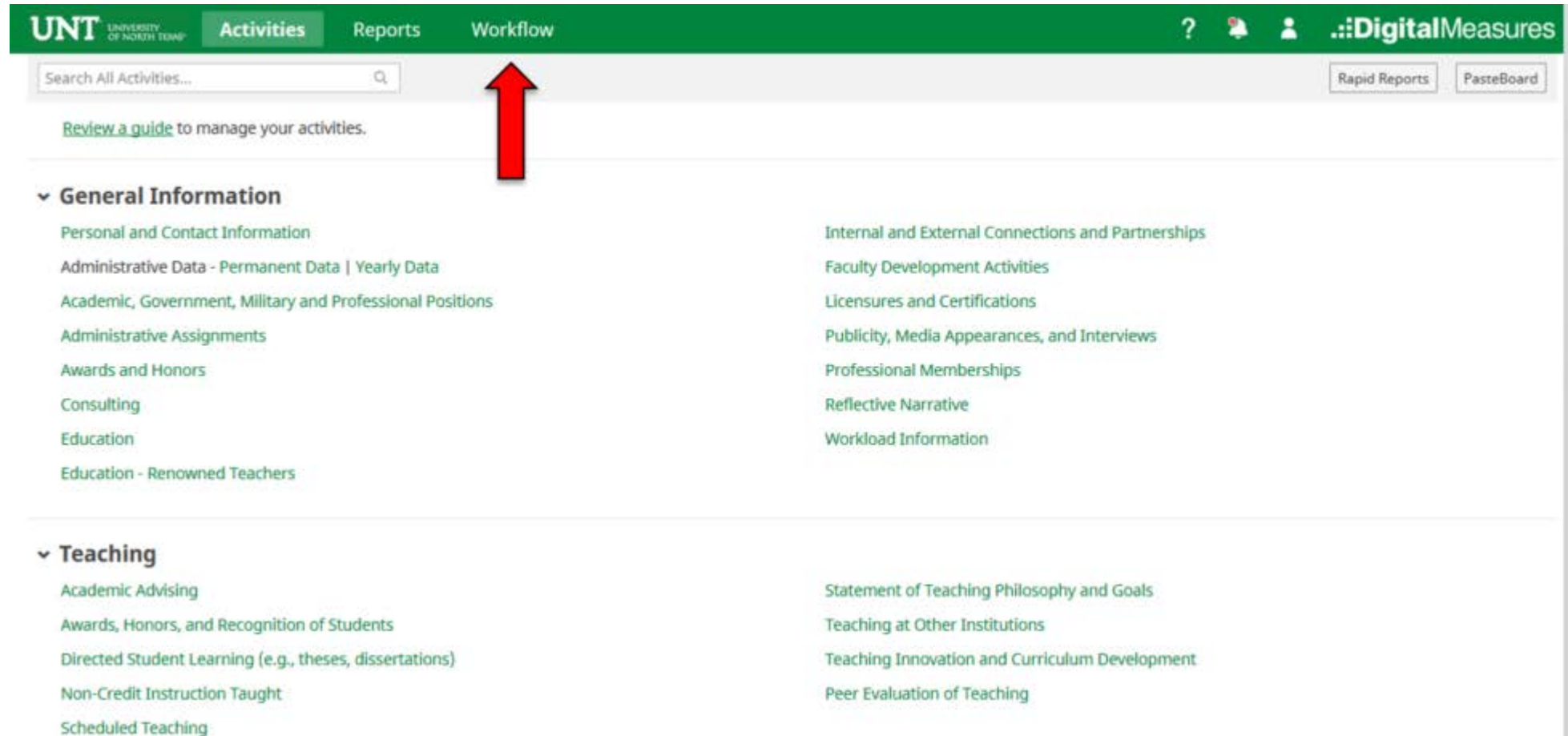
General Information

- 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 FIS profile interface with the 'Workflow' tab selected. A red arrow points to the 'Workflow' tab in the navigation bar. The page content is organized into two main sections: 'General Information' and 'Teaching', each with a list of sub-items.

Navigation Bar: UNT UNIVERSITY OF NORTH TEXAS | Activities | Reports | Workflow | ? | [User Icon] | DigitalMeasures

Search: Search All Activities... [Search Icon]

Buttons: Rapid Reports | PasteBoard

Text: [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
2021-2022 Tenure and Promotion	UA Uploads Recommendation To The CRC	Hope Wilkinson	November 15, 2021 @ 11:59 PM



Please review the candidate's dossier

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

< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM  Cancel Actions


▼ 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 your recommendation, any accompanying documentation, and input the eligible faculty vote (if applicable)



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.

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

< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Upload Icon] [Cancel] [Actions]

This Committee's Response

Please select your candidate recommendation from the drop-down below:

* Recommendation of the unit administrator:

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 unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation: [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

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

< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Download Icon] [Cancel] [Actions]

Please select your candidate recommendation from the drop-down below.

• Recommendation of the unit administrator:

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

• Recommendation letter:

Recommendation Letter.docx (11.22 KB) Delete File

Upload the faculty's response to the negative unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation:

Upload additional documentation (optional):

Please enter the eligible faculty votes for this tenure and promotion action. Voting options include yea, nay, and abstain. Please also add the previous years' votes (0 votes must be recorded):

6th year votes:

• Yea votes - 6th year

• Nay votes - 6th year

• Abstention votes - 6th year

5th year votes:

• Yea votes - 5th year

• Nay votes - 5th year

• Abstention votes - 5th year

Save Draft

Submit to CRC Chair Uploads Recommendation To Clean

Send Back to Previous Step

Step 1



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	UA Uploads Recommendation To The CRC	Hope Wilkinson	November 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

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



< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Download Icon] [Cancel] [Actions]

Please select your candidate recommendation from the drop-down below:

* Recommendation of the unit administrator:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer signatures. If you refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 notations. External reviewer 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 unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation: [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

Step 1 (indicated by a red arrow pointing to the 'Submit' option in the Actions menu)

You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

A red arrow points upwards from the bottom center of the image 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**