



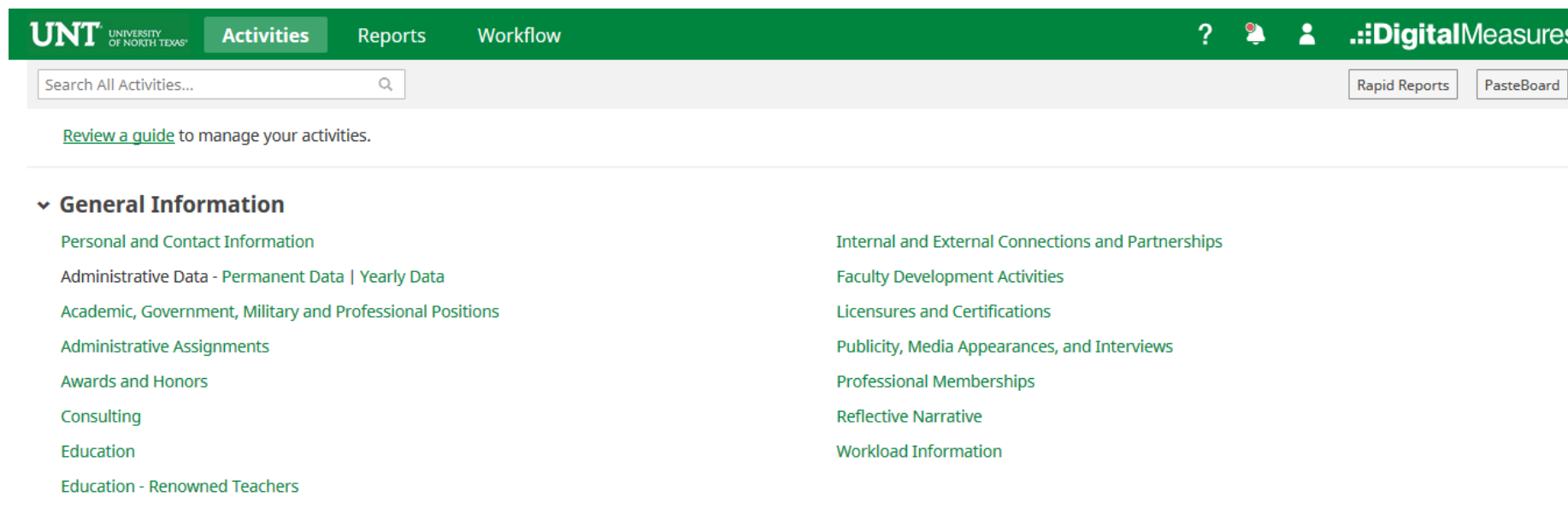
# Tenure and Promotion Workflow

Instructions for Provost

## 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 Digital Measures 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' with a list of categories such as 'Personal and Contact Information', 'Administrative Data', and 'Internal and External Connections and Partnerships'. A second section for 'Teaching' follows, listing categories like 'Academic Advising', 'Awards, Honors, and Recognition of Students', and 'Statement of Teaching Philosophy and Goals'.

### ▼ 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

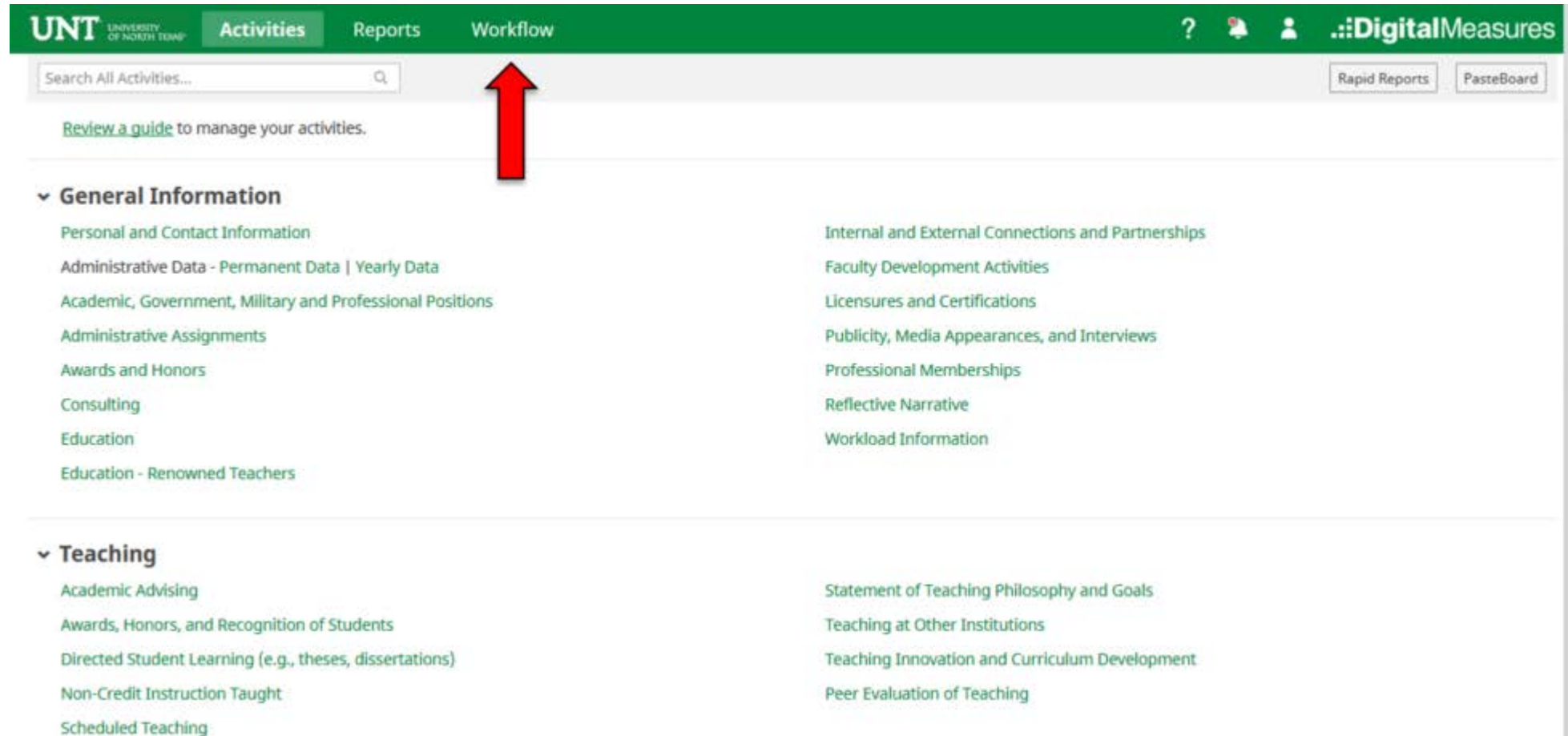
Statement of Teaching Philosophy and Goals

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 interface includes a search bar, a 'Review a guide' link, and two main sections: 'General Information' and 'Teaching'. Each section contains a list of sub-items.

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

**Search Bar:** 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:**

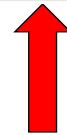
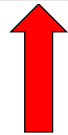
- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- 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                 |
|--|---|----------------|--------------------------|
| <a href="#">2021-2022 Tenure and Promotion</a> | Provost Uploads Recommendation To The President | Hope Wilkinson | March 1, 2022 @ 11:59 PM |



# Please review the candidate's dossier

< Provost Uploads Recommendation To The President Step - Due March 1, 2022 @ 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 and any accompanying documentation.

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 ▾   ?   🔔   👤   Digital Measures by Watermark™

< Provost Uploads Recommendation To The President Step - Due March 1, 2022 @ 11:59 PM     Cancel   Actions ▾

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

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

\* Recommendation of the provost:

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:

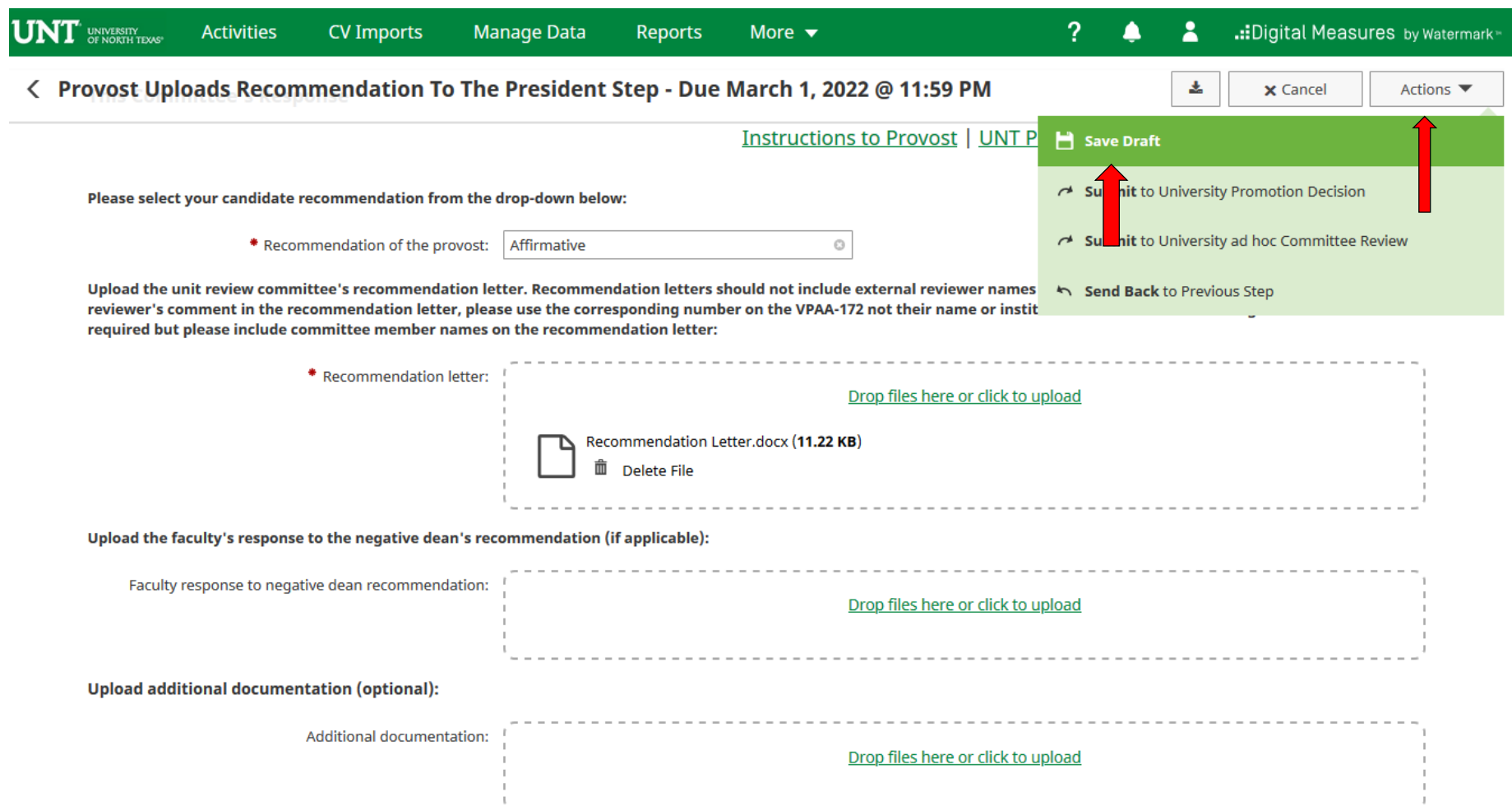
Upload the faculty's response to the negative dean's recommendation (if applicable):

Faculty response to negative dean recommendation:

Upload additional documentation (optional):

Additional documentation:

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

< Provost Uploads Recommendation To The President Step - Due March 1, 2022 @ 11:59 PM [Download] [Cancel] [Actions]



[Instructions to Provost](#) | [UNT P](#)

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

\* Recommendation of the provost:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution 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 dean's recommendation (if applicable):

Faculty response to negative dean recommendation:

Upload additional documentation (optional):

Additional documentation:

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

### Workflow Tasks

▼ Inbox

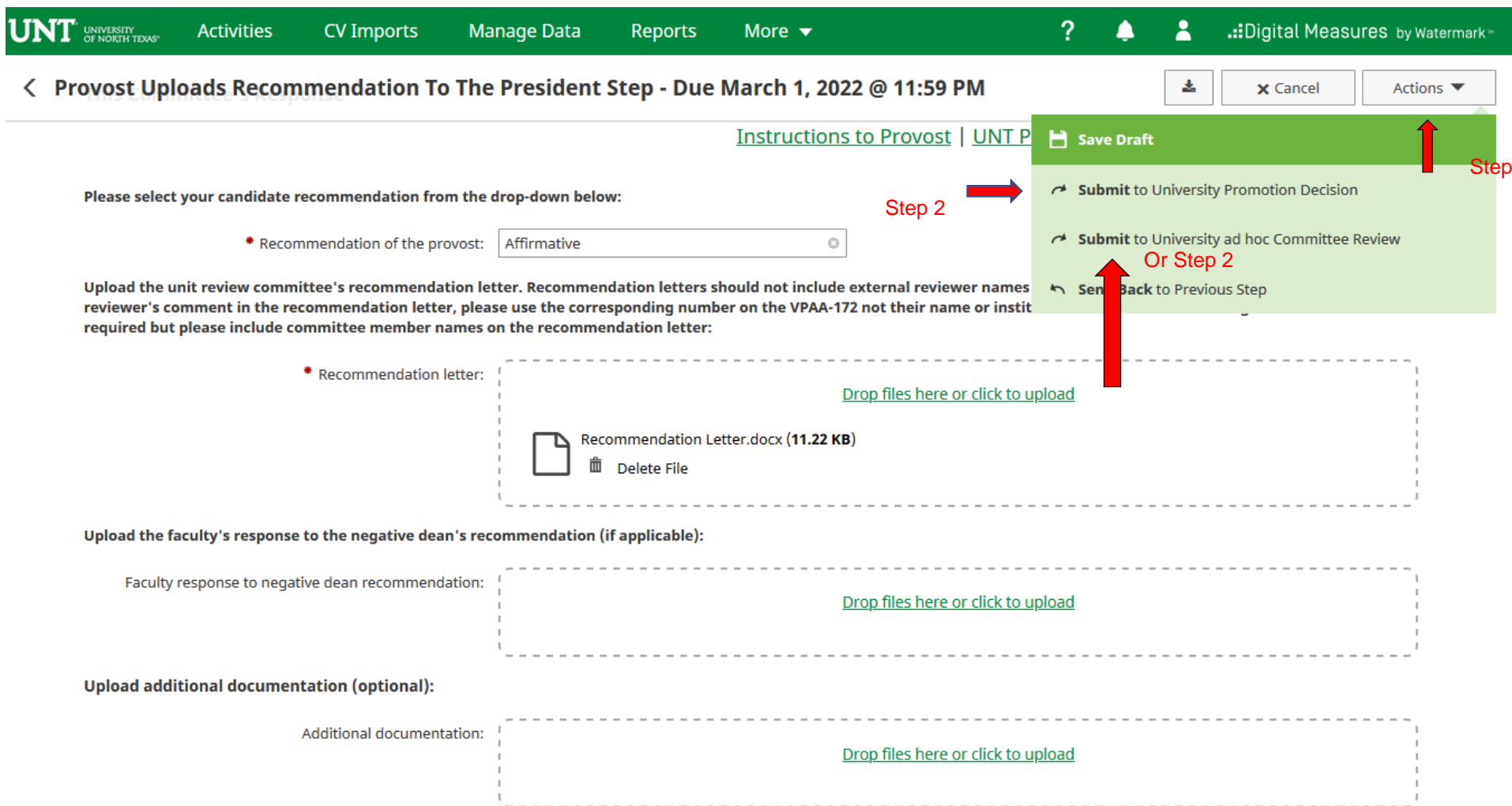
| Name                           | Step  | Subject        | Due Date                 |
|--------------------------------|---|----------------|--------------------------|
| 2021-2022 Tenure and Promotion | Provost Uploads Recommendation To The President | Hope Wilkinson | March 1, 2022 @ 11:59 PM |





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 either “University Promotion Decision” or “University Advisory Committee” step.



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

< Provost Uploads Recommendation To The President Step - Due March 1, 2022 @ 11:59 PM

Instructions to Provost | UNT P

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

\* Recommendation of the provost: Affirmative

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution 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 dean's recommendation (if applicable):

Faculty response to negative dean recommendation:

Drop files here or click to upload

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

Actions

Save Draft

Submit to University Promotion Decision

Submit to University ad hoc Committee Review

Send Back to Previous Step

Step 1

Step 2

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.

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