



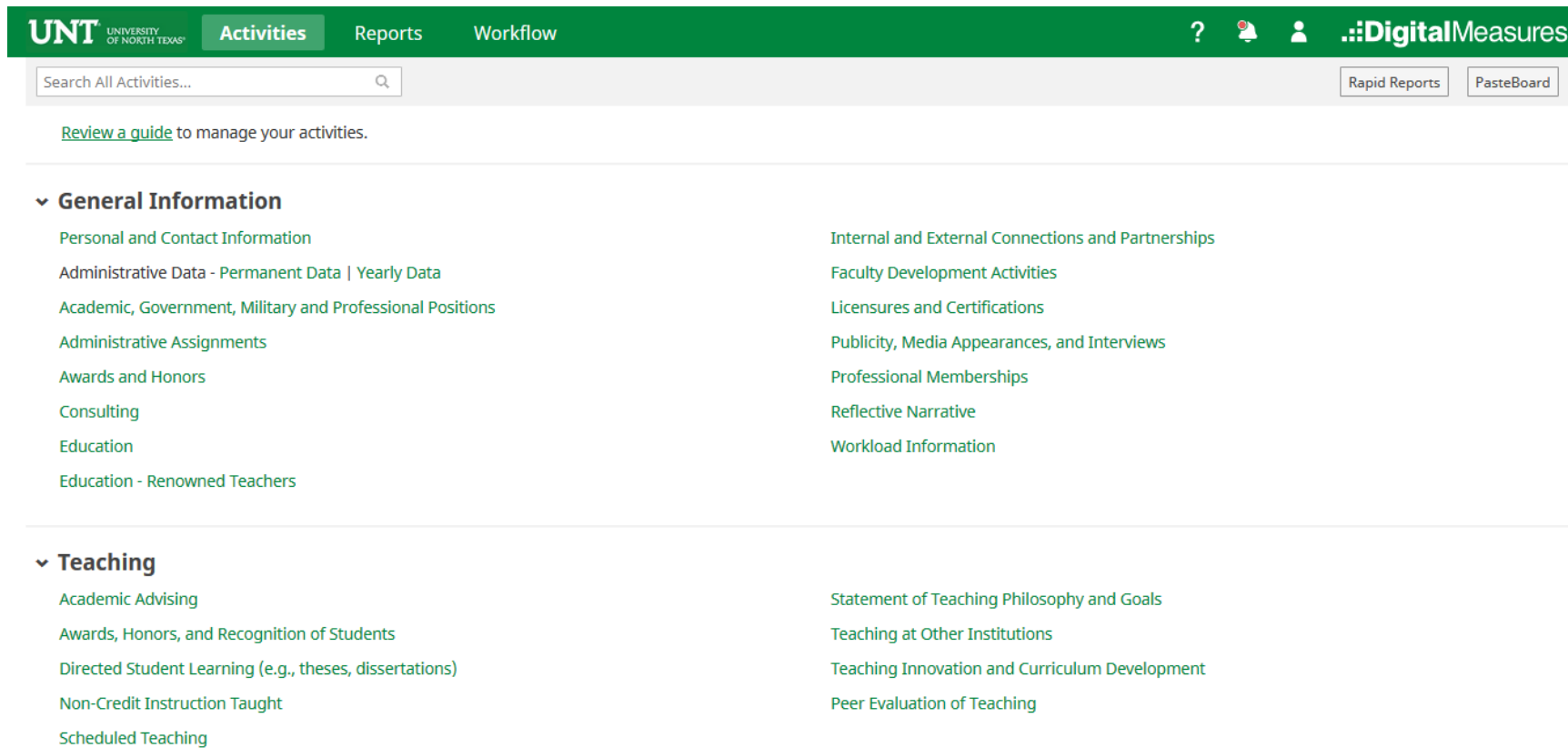
Tenure and Promotion Workflow

Instructions for the Unit Administrator: Incorporating External Reviews in Workflow

Training brought to you by:
The Office of Academic Resource

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 website. 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.

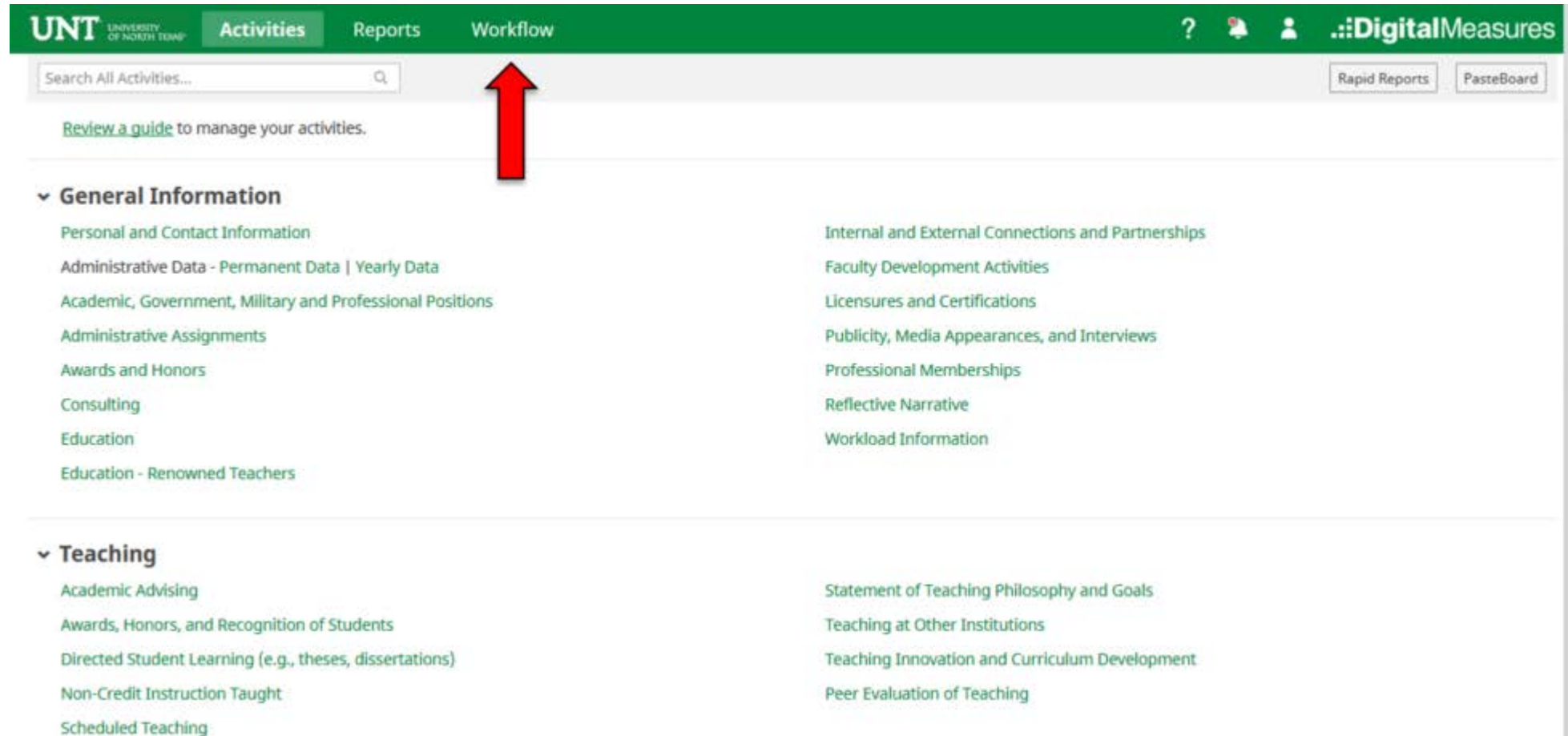
▼ General Information

- 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

Please review the candidate's CV, self-evaluation personal narrative, unit tenure and promotion criteria, and any unit-specific supporting documentation. If any documents are missing, please send the personnel action back to the candidate for the needed information. Instructions are located in the [Workflow FAQs](#).

< UA External Reviewer Suggestion Step - Due June 6, 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)

How to add External Reviewer

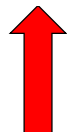
Locate the name of the subject you would like to provide information for and select the corresponding link.

Navigation bar with the following items: UNT UNIVERSITY OF NORTH TEXAS, Activities, CV Imports, Manage Data, Reports, More (dropdown), ?, notification bell, user profile icon, and Digital Measures by Watermark™.

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	UA External Reviewer/Upload Unit Documents	Hope Wilkinson	May 12, 2021 @ 11:59 PM



This is a sample of what will appear on your screen to add external reviewers
Note: The Email on the form below is integrated and used on the External Review step for contacting the external reviewers. Please confirm email addresses are correct.

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

< UA External Reviewer Suggestion Step - Due June 6, 2021 @ 11:59 PM [Unit Administrator](#) | [UNT Policy 06.004](#) |
📄
✕ Cancel
Actions ▾

Suggested External Reviewers

Below, enter the names, ranks, and contact details for people who you would reach out for an external review

Reviewer contact details

<p>Full Name * Benjamin Tian</p>	<p>University/Institution </p>
<p>Title </p>	<p>Rank * Professor</p>
<p>Email * Benjamin.Tian@osu.edu</p>	<p>Phone Number </p>
<p>Comments </p>	

<p>Full Name * Jodi Gardner</p>	<p>University/Institution </p>
<p>Title </p>	<p>Rank * Professor</p>
<p>Email * gj0089@southeast.edu</p>	<p>Phone Number </p>
<p>Comments </p>	

<p>Full Name * David Anchson</p>	<p>University/Institution </p>
<p>Title </p>	<p>Rank * Professor</p>
<p>Email * ad9090@utdallas.edu</p>	<p>Phone Number </p>
<p>Comments </p>	

Add another reviewer contact details

To add additional external reviewers click “Add another reviewer contact details”

Note: The Email on the form below is integrated and used on the External Review step for contacting the external reviewers. Please confirm email addresses are correct.

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


< UA External Reviewer Suggestion Step - Due June 6, 2021 @ 11:59 PM Unit Administrator | UNT Policy 06.004 | [Download Icon] [Cancel] [Actions]

Suggested External Reviewers

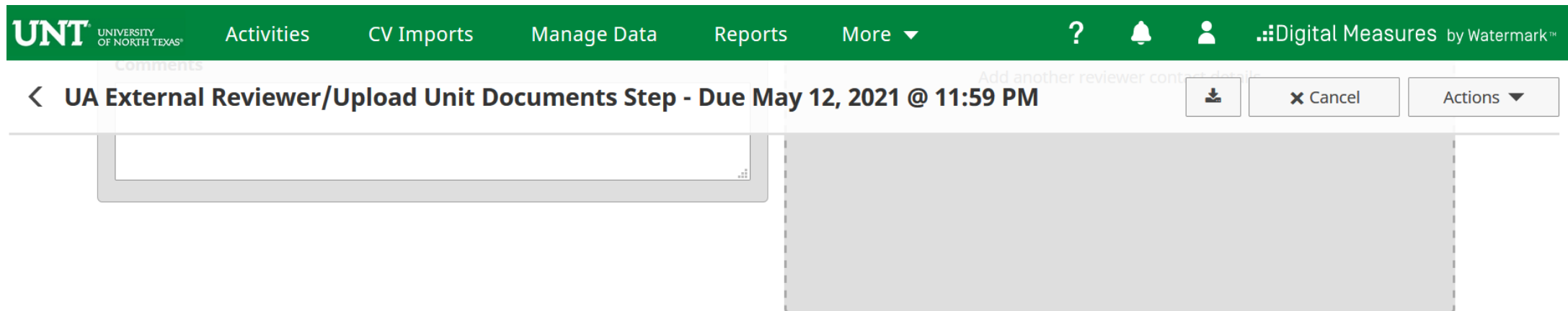
Below, enter the names, ranks, and contact details for people who you would reach out for an external review

Reviewer contact details

Full Name * Benjamin Tian	University/Institution 	Full Name * Jodi Gardner	University/Institution
Title 	Rank * Professor	Title 	Rank * Professor
Email * Benjamin.Tian@osu.edu	Phone Number 	Email * gj0089@southeast.edu	Phone Number
Comments 		Comments 	

Full Name * David Anchson	University/Institution 	Add another reviewer contact details 	
Title 	Rank * Professor		
Email * ad9090@utdallas.edu	Phone Number 		
Comments 			

If your unit has unit documents for the unit review committee to examine, add the documents in this field



The screenshot shows a green navigation bar at the top with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, More, a help icon, a notification bell, a user profile icon, and a 'Digital Measures by Watermark' logo. Below the bar is a breadcrumb trail: < UA External Reviewer/Upload Unit Documents Step - Due May 12, 2021 @ 11:59 PM. To the right of the breadcrumb are three buttons: a download icon, a 'Cancel' button, and an 'Actions' dropdown menu. Below the breadcrumb is a large, empty, dashed rectangular box intended for document uploads.

Upload unit documentation (if applicable):

Unit documentation:

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



To confirm external reviewers, you will click “Approve”

If there is an external reviewer, you would like to skip, you may click “Skip”



UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ▾ ? 📢 👤 ..:Digital Measures by Watermark™

External Reviewer Step - Due August 16, 2021 @ 11:59 PM [Download] [Cancel] [Actions ▾]

▼ Aggregated External Reviewers

Approve or Skip each external reviewer to determine which individuals appear in the External Reviewers Responses section below. Approving a reviewer will also generate a unique link that will provide the reviewer with access to the candidate's materials and a place to supply their review. This link should be sent via email.

From UA External Reviewer Suggestion > Reviewer contact details

▼ David Anchson ✓

University/Institution	Title	Rank	Email
n/a	n/a	Professor	ad9090@utdallas.edu
Phone Number	Comments		
n/a	n/a		

▼ Jodi Gardner

University/Institution	Title	Rank	Email
n/a	n/a	Professor	gj0089@southeast.edu
Phone Number	Comments		
n/a	n/a		

Skip Approve

▼ Benjamin Tian

University/Institution	Title	Rank	Email
n/a	n/a	Professor	Benjamin.Tian@osu.edu
Phone Number	Comments		
n/a	n/a		

Skip Approve

The next step is to generate the URL for external reviewers. You will click “Open Details”

External Reviewer Responses - Hope Wilkinson

0/5 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

By Reviewer

By Response

> Dan Humm

Open Details

[Revoke Access](#)

> David Chen

Open Details

[Revoke Access](#)

> John Beville

Open Details

[Revoke Access](#)

> K.P. Gorge

Open Details

[Revoke Access](#)

> Pat Lawhead

Open Details

[Revoke Access](#)

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

Upload [VPAA-172 - External Reviewer form](#) :

* VPAA-172 - External Review form:

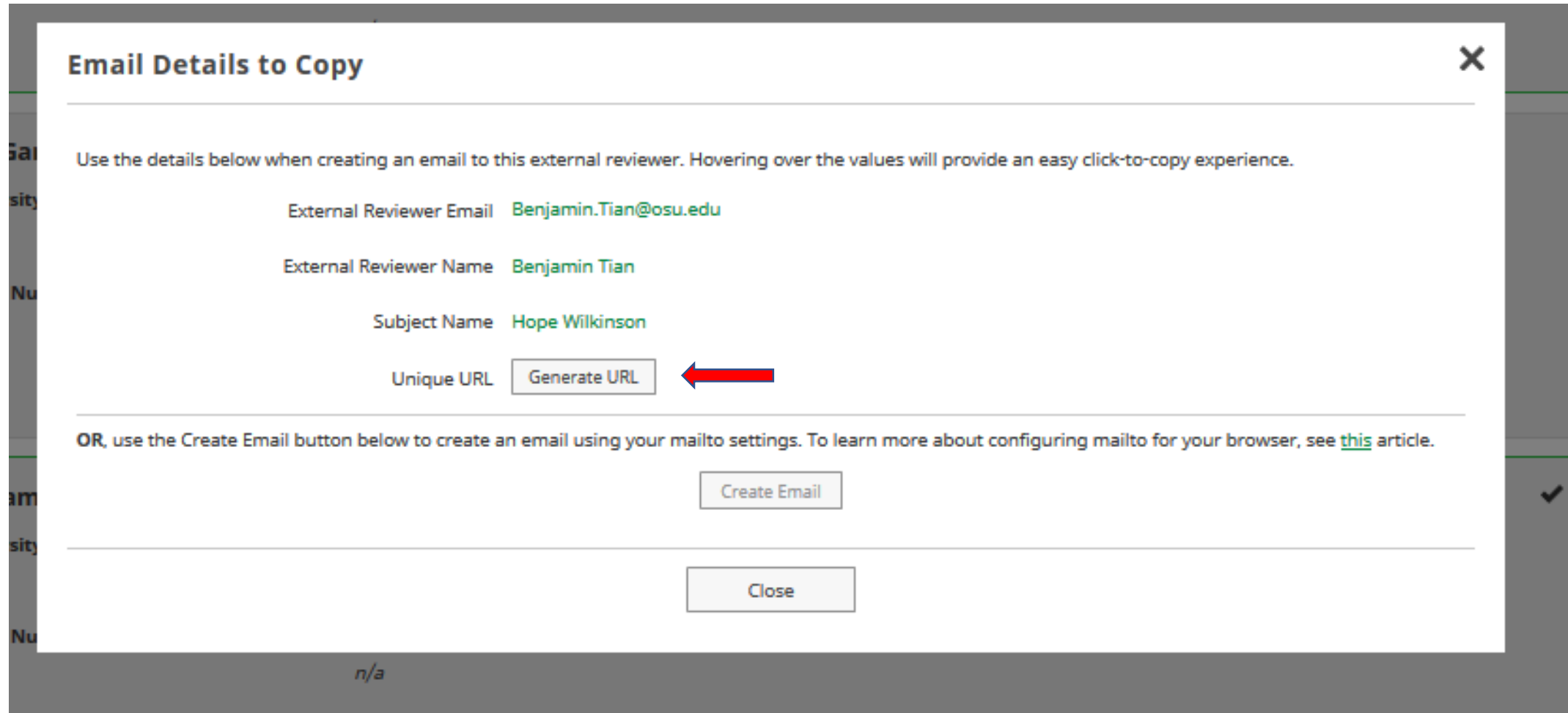
[Drop files here or click to upload](#)

Upload additional documentation (optional):

Additional documentation:

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

The next screen will look like the image below and you will be able generate the URL for external reviewers by clicking “Generate URL”

A screenshot of a web application dialog box titled "Email Details to Copy" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- Instruction: "Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience."
- External Reviewer Email: Benjamin.Tian@osu.edu
- External Reviewer Name: Benjamin Tian
- Subject Name: Hope Wilkinson
- Unique URL: A button labeled "Generate URL" with a red arrow pointing to it from the right.
- Alternative instruction: "OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article."
- Buttons: "Create Email" and "Close".

At the bottom of the dialog, the text "n/a" is visible.

As Unit Administrator, you create an email



University/Institution Title Rank Email

Email Details to Copy

Use the details below when creating an email to this external reviewer. Hovering over the values will provide an easy click-to-copy experience.

External Reviewer Email Benjamin.Tian@osu.edu

External Reviewer Name [Benjamin Tian](#)

Subject Name [Hope Wilkinson](#)

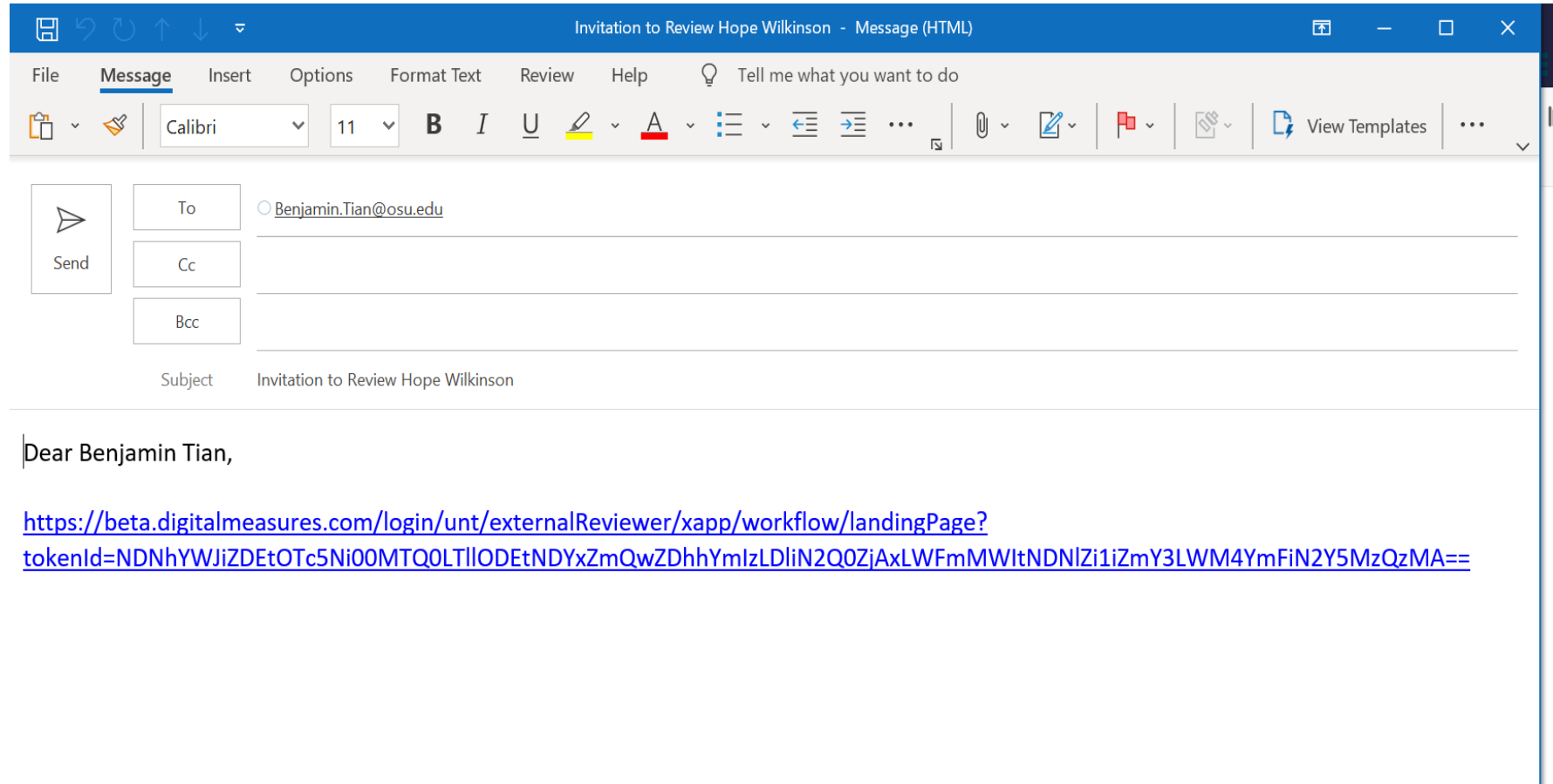
Unique URL <https://beta.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDNhYWJjZDEtOTc5Ni00MTQ0LTllODtNDYxZmQwZDhhYmIzLDliN2Q0ZjAxLWFMWitNDNlZi1iZmY3LWw4YmFin2Y5MzQzMA==>

The above URL is valid until May 7, 2021 at 10:42 AM
If you have not yet sent this to Benjamin Tian, then select this button to generate a new one before sending your message. If you have sent this URL already, then Benjamin Tian will be able to generate an updated URL as needed.

OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article.

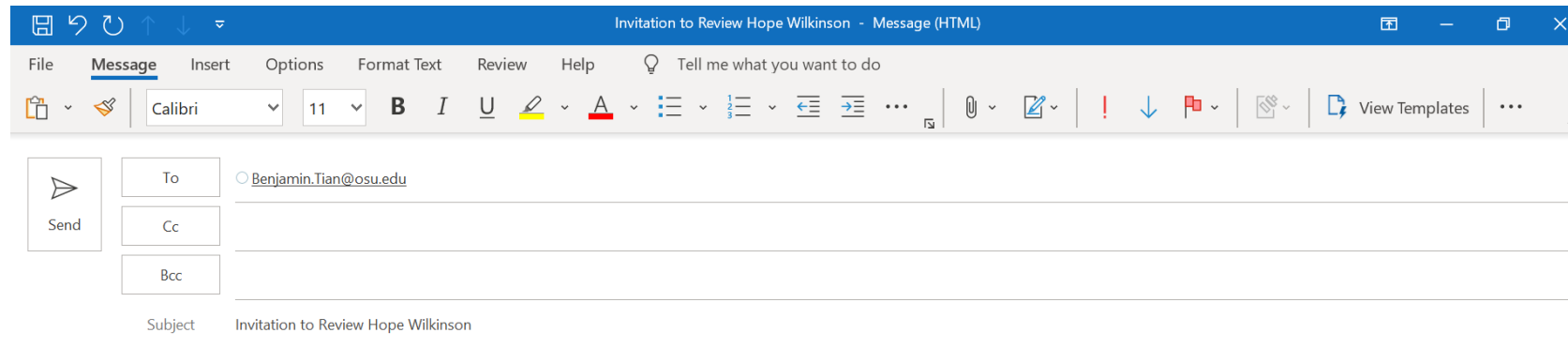
←

When Create Email is clicked, this screen will pop up on your computer





As Unit Administrator, you will add your comments in the email. Please remember to remind the External Reviewer to have their recommendation completed by August 15, 2021.



Dear Dr. Benjamin Tian,

Hope this email find you well. Below is the link to access Dr. Wilkinson's promotion review dossier.

<https://beta.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDNhYWJiZDEtOTc5Ni00MTQ0LTIiODEtNDYxZmQwZDhhYmZLDliN2Q0ZiAxLWFmMWItNDNiZi1iZmY3LWw4YmFiN2Y5MzQzMA==>

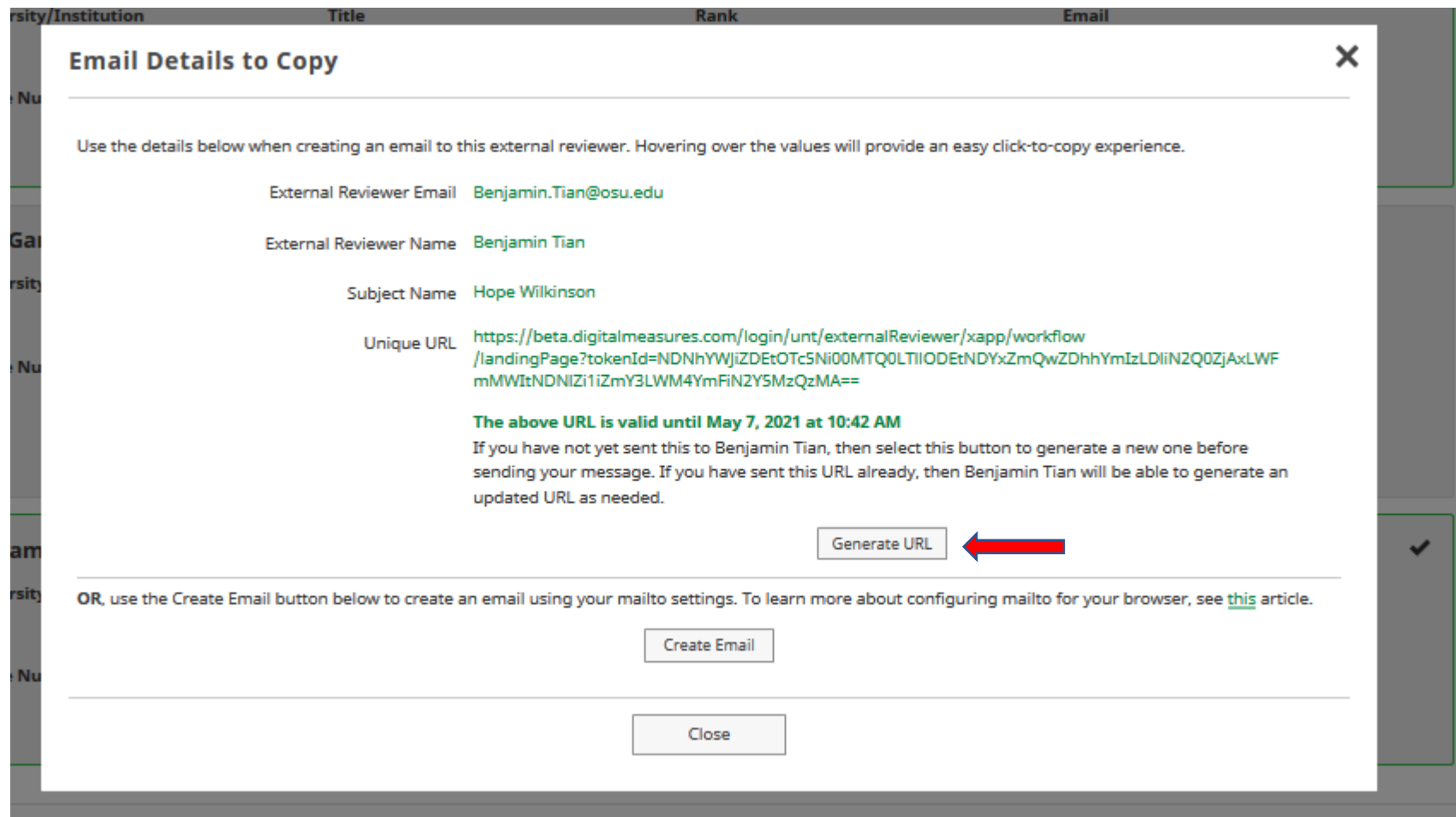
Best regards,

Todd Acheson

Chair, Department of Civil Engineering

University of North Texas

If you, as Unit Administrator need to Re-generate URL, you can do so by logging into Workflow, click the candidate in which the external reviewer was to review, open their dossier and click “Generate URL”



The screenshot shows a dialog box titled "Email Details to Copy" with a close button (X) in the top right corner. The dialog contains the following information:

- External Reviewer Email: Benjamin.Tian@osu.edu
- External Reviewer Name: Benjamin Tian
- Subject Name: Hope Wilkinson
- Unique URL: <https://beta.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDNhYWJjZDEtOTc5Ni00MTQ0LTI0DEtNDYxZmQwZDhhYmIzLDIiN2Q0ZjAxLWFMWItNDNIZi1iZmY3LWw4YmFIN2Y5MzQzMA==>

The above URL is valid until May 7, 2021 at 10:42 AM
If you have not yet sent this to Benjamin Tian, then select this button to generate a new one before sending your message. If you have sent this URL already, then Benjamin Tian will be able to generate an updated URL as needed.

A red arrow points to the "Generate URL" button. Below this, there is a "Create Email" button and a "Close" button. At the bottom of the dialog, there is a note: "OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see [this](#) article."

As Unit Administrator, you are able to see the external reviewers who have responded to your request

External Reviewer Responses - Hope Wilkinson

1/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

By Reviewer

By Response

> Benjamin Tian

Open Details

[Revoke Access](#)

Awaiting Response

> David Anchson

Open Details

[Delete Response](#)

Response Received

Last Modified April 22, 2021

When you click the “*By Response*” tab, you are then able to see the reviewer submissions

External Reviewer Responses - Hope Wilkinson

1/2 Responses Received

Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.

By Reviewer

By Response

Official review letter:

1 Responses

David Anchson



External Review Documents.pdf (34.39 KB)

Additional documentation:

0 Responses

Additional comments:

0 Responses

Personal CV:

1 Responses

David Anchson



External Reviewer CV.pdf (34.39 KB)


Additional Information:


0 Responses


Please upload the [VPAA-172 - External Reviewer](#) form

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

< External Reviewer Step - Due August 16, 2021 @ 11:59 PM [Download Icon] [Cancel] [Actions]

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)

> UA External Reviewer Suggestion Step - Hope Wilkinson Submitted April 22, 2021 by Brandi Everett

> Aggregated External Reviewers

> External Reviewer Responses - Hope Wilkinson 1/2 Responses Received

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

Upload [VPAA-172 - External Reviewer form](#) :

• VPAA-172 - External Review form:

[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 to the screen for a final review.



External Reviewer Step - Due August 16, 2021 @ 11:59 PM [Cancel] [Actions]

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)

Step 1: [Save Draft] (highlighted in green)

Step 2: [Submit to FIS Team Uploads SPOT Data]

[Send Back to Previous Step]

➤ **UA External Reviewer Suggestion Step - Hope Wilkinson** Submitted April 22, 2021 by Brandi Everett

➤ **Aggregated External Reviewers**

➤ **External Reviewer Responses - Hope Wilkinson** 1/2 Responses Received

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

Upload [VPAA-172 - External Reviewer form](#) :

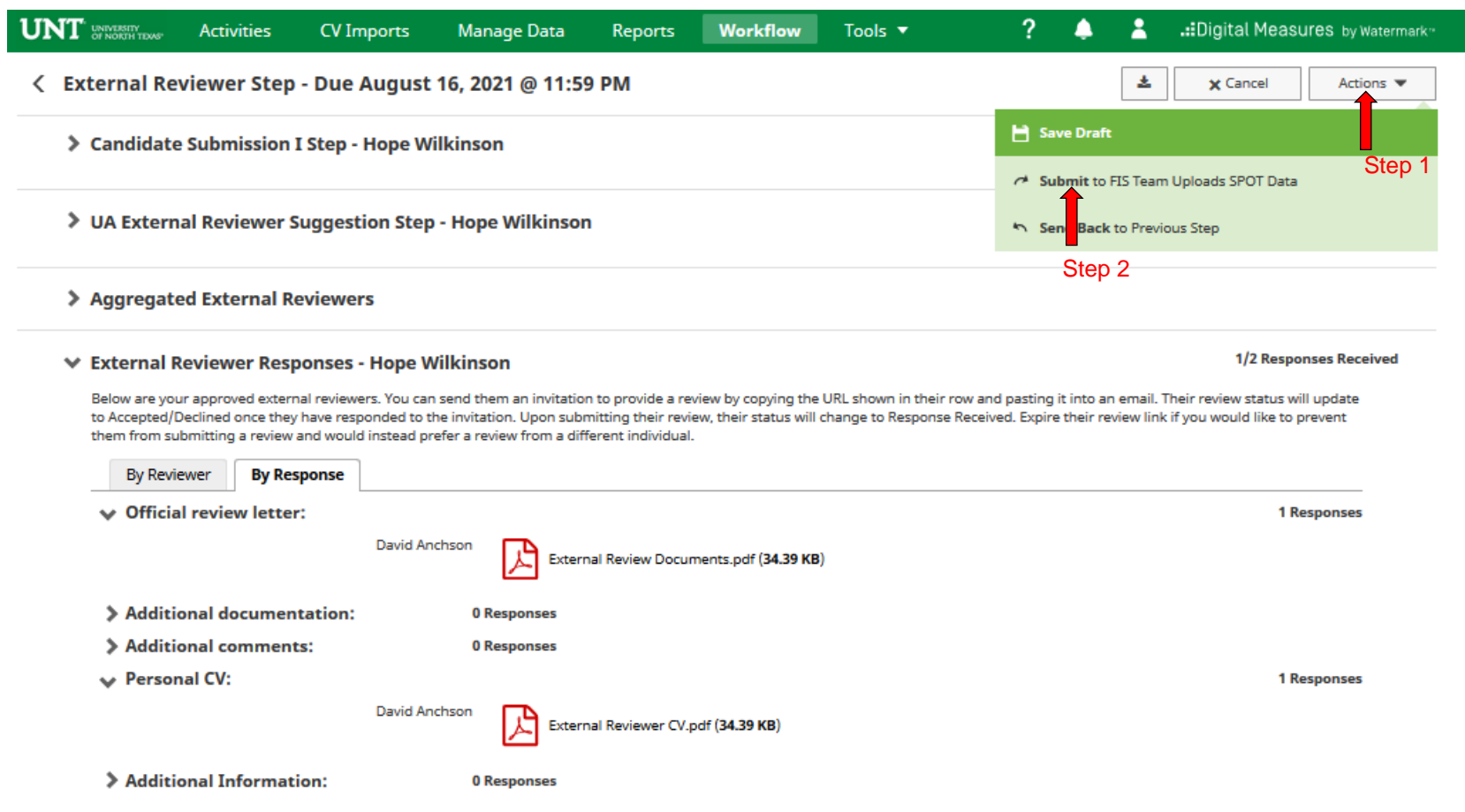
• VPAA-172 - External Review form:

External Reviewer Form_VPAA-172.pdf (85.85 KB)

Upload additional documentation (optional):
Additional documentation:

Please do not submit, until all required documents have been uploaded successfully and all external reviewer's response have been received.

Click "Actions", then "Submit" to send the dossier to the next step.



The screenshot shows the UNT workflow interface. At the top, there is a green navigation bar with the UNT logo and various menu items: Activities, CV Imports, Manage Data, Reports, Workflow (highlighted), Tools, and a user profile icon. Below the navigation bar, the main content area displays a workflow step titled "External Reviewer Step - Due August 16, 2021 @ 11:59 PM". A dropdown menu is open under the "Actions" button, showing three options: "Save Draft", "Submit to FIS Team Uploads SPOT Data" (highlighted with a red arrow and labeled "Step 1"), and "Send Back to Previous Step" (highlighted with a red arrow and labeled "Step 2"). Below the workflow step, there is a section for "External Reviewer Responses - Hope Wilkinson" with a sub-header "1/2 Responses Received". This section includes a list of responses, with one response from David Anchson for "Official review letter:" and another from David Anchson for "Personal CV:". The response for "Official review letter:" is a PDF document titled "External Review Documents.pdf (34.39 KB)". The response for "Personal CV:" is a PDF document titled "External Reviewer CV.pdf (34.39 KB)".

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 image towards the "Yes" button in the confirmation dialog.

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

To recall your submission, please review the instructions in [Workflow FAQs](#).

**Please contact the FIS
Team for additional
information or
assistance:**

**Faculty.Info@unt.edu
940.369-6108**