



# Annual and Reappointment Review Workflow

## Instructions for Unit Administrator

**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

Training brought to you by:  
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.

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Activities Reports Workflow

? [Notifications] [User Profile] DigitalMeasures

Search All Activities... [Search Icon]

Rapid Reports PasteBoard

[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

Click on the “Workflow” tab.

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' tab is highlighted in green and has a red arrow pointing to it. The navigation bar also includes 'Activities', 'Reports', and 'DigitalMeasures' (with a logo). Below the navigation bar is a search box labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link to 'Review a guide to manage your activities.' is present. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

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Activities Reports **Workflow** ? **..:DigitalMeasures**

Search All Activities...

Rapid Reports PasteBoard

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

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

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Activities ▾ Reports Workflow Usage Statistics ? 🔔 👤 Digital Measures by Watermark

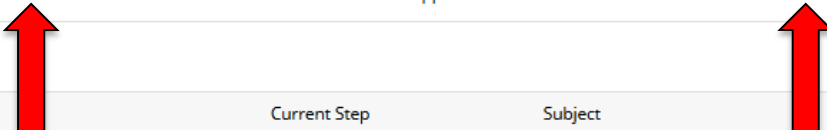
### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
<a href="#">2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty</a>	Unit Administrator Annual and Reappointment Review	Jianrong Yu	April 30, 2020 @ 11:59 PM




▼ History

Name	Current Step	Subject	Last Modified	Actions
<i>No Data to Display</i>				





# Please review all uploaded documents.

UNT UNIVERSITY OF NORTH TEXAS   Activities ▾   Reports   **Workflow**   Usage Statistics   ?   🔔   👤   ..:Digital Measures by Watermark™

Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM       Cancel    Actions ▾

Review Recommendation step.


Annual Review Report:  Last Updated November 14, 2019 at 9:52 AM

4th Year Reappointment Review Report:  Last Updated November 14, 2019 at 9:52 AM

**Please be aware no changes can be made after selecting "Route". Select "Save Draft" 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. Click "Delete File" to remove the over-sized file.

**Upload unit-specific supporting documentation (optional):**

Unit-specific supporting documentation:  Cumulative results of annual evaluations.docx (11.24 KB)

**Add additional documentation (optional):**

Additional documentation:

---


▼ PAC Annual Review Recommendation Step - Diana Berman   Submitted November 14, 2019 by Wonbong Choi

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

**Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.**

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

**Upload the PAC recommendation:**

PAC recommendation:  Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

Please review documentation.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Usage Statistics ? [User Icon] Digital Measures by Watermark™

< Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM [Download] [Cancel] [Actions]

Unit Review Committee Reappointment Recommendation Step - Diana Berman Submitted November 14, 2019 by Thomas Scharf

[Instructions to Unit Review Committee](#) | [UNT Policy 06.004](#)

Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxx" if the file is too large. Click "Delete File" to remove the over-sized file.


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

Recommendation of the unit review committee: Affirmative

Enter the number of Yea, Nay and Abstention votes below:

Yea votes	5
Nay votes	0
Abstention	0

Upload the unit review committee's recommendation letter:

Recommendation letter:  Recommendation Letter.docx (11.22 KB)

Upload any additional documentations:

Additional documentation (optional):

Submissions may be sent back if documents are incorrect or incomplete.

Click on "Action" in upper right corner then click "Send Back to Previous Step".  
The faculty member will be notified via email from Digital Measures.

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Activities ▾ Reports Workflow Usage Statistics ? 🛎️ 👤 Digital Measures by Watermark™

Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM

Unit Review Committee Reappointment Recommendation Step - Diana Berman

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Recommendation letter: Recommendation Letter.docx (11.22 KB)

Upload any additional documentations:

Additional documentation (optional):

Save Draft

Complete required fields to Submit

Send Back to Previous Step

Step 1

Step 2

## Send Back to Previous Step



Subject Please update Unit review recommendation letter

Message

**B** *I* U

Dear Dr. Gardner

Per your request, I am sending Dr. How's dossier back for you to update Unit review recommendation letter.

Please submit the dossier back to us after you complete your update.

Best regards,

Department Chair for Food service  
David Reseller

Due Date 03 / 25 / 2020

Cancel

Send Back

Choose a date in which you would like the dossier back at your step. Remember that your step moves on a specific date to the next step. Therefore, time will be taken away from your step to the next step.



Upload all required documentation. Remember to enter all eligible faculty votes.

**UNT** UNIVERSITY OF NORTH TEXAS | Activities | Reports | **Workflow** | Usage Statistics | ? | [User Icon] | Digital Measures by Watermark

**< Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM** | [Download] | [Cancel] | [Actions]

[Instructions to Department Chair](#) | [UNI Policy 06.004](#) | [UNI Policy 06.007](#)

**Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.**

The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

**I. Annual Review**

Upload unit administrator's annual review evaluation:

- Unit administrator's annual review evaluation:  [Drop files here or click to upload](#)
- Additional documentation (Optional):  [Drop files here or click to upload](#)

**II. Reappointment Review**

Please select your candidate recommendation:

- Recommendation of the unit administrator:

Upload your reappointment review recommendation letter:

- Reappointment review recommendation letter:  [Drop files here or click to upload](#)

Upload any additional documentation:

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

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous year's votes, if available:

**4th year votes:**

- Yea votes - 4th Year
- Nay votes - 4th Year
- Abstention votes - 4th Year

**3rd year votes:**

- Yea votes - 3rd Year
- Nay votes - 3rd Year
- Abstention votes - 3rd Year

Please click on "Action" in upper right corner, then click the "Save Draft". You will be returned to the Workflow Inbox for a final review.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Usage Statistics ? [User Icon] Digital Measures by Watermark

< Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM [Cancel] [Actions]

I. Annual Review

Upload unit administrator's annual review evaluation::

• Unit administrator's annual review evaluation: [You have reached the limit of 1 file]

Recommendation Letter.docx (11.22 KB) [Delete File]

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

II. Reappointment Review

Please select your candidate recommendation:

• Recommendation of the unit administrator: [Affirmative]

Upload your reappointment review recommendation letter:

• Reappointment review recommendation letter: [You have reached the limit of 1 file]

Reappointment Results.docx (11.18 KB) [Delete File]

Upload any additional documentation:

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

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous year's votes, if available:

4th year votes:

Yea votes - 4th Year	<input type="text" value="7"/>
Nay votes - 4th Year	<input type="text" value="0"/>
Abstention votes - 4th Year	<input type="text" value="0"/>

3rd year votes:

Yea votes - 3rd Year	<input type="text" value="6"/>
Nay votes - 3rd Year	<input type="text" value="0"/>
Abstention votes - 3rd Year	<input type="text" value="0"/>

[Save Draft] [Save Administrative Access] [Save Back to Previous Step]

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

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Activities ▾ Reports Workflow Usage Statistics ? 🔔 👤 Digital Measures by Watermark

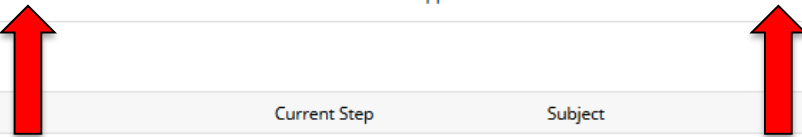
### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	Unit Administrator Annual and Reappointment Review	Jianrong Yu	April 30, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
<i>No Data to Display</i>				



Please ensure all documents are correct and have been uploaded successfully. Click on "Action" in upper right corner then click "Submit to Administrative Access" step.

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Activities Reports Workflow Usage Statistics

Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM

Save Draft

Submit to Administrative Access

Send to Previous Step

I. Annual Review

Upload unit administrator's annual review evaluation:

Unit administrator's annual review evaluation:

You have reached the limit of 1 file

Recommendation Letter.docx (11.22 KB)

Delete File

Additional documentation (Optional):

Drop files here or click to upload

II. Reappointment Review

Please select your candidate recommendation:

Recommendation of the unit administrator: Affirmative

Upload your reappointment review recommendation letter:

Reappointment review recommendation letter:

You have reached the limit of 1 file

Reappointment Results.docx (11.18 KB)

Delete File

Additional documentation (Optional):

Drop files here or click to upload

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous year's votes, if available:

4th year votes:

Yea votes - 4th Year 7

Nay votes - 4th Year 0

Abstention votes - 4th Year 0

3rd year votes:

Yea votes - 3rd Year 6


Nay votes - 3rd Year 0

Abstention votes - 3rd Year 0

You will be prompted to confirm submission.

Please be aware that clicking “Yes” moves the process to the next step.

Are you sure you want to Submit to Administrative Access?



# Below are instructions on how to Recall packets

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
No Data to Display			

▼ History

Name	Current Step	Subject	Last Modified	Actions
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	Administrative Access		November 14, 2019	



Step 1

2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty - Updated November 14, 2019

Recall

Submitted November 14, 2019 by

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [UNT Policy 06.007](#)

Please update your FIS profile adding new activities and updating existing activities for the annual review report.

your profile in FIS by clicking on [YPA-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.



Step 2

You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?



Step 3



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

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**Faculty.Info@unt.edu  
940.369.6108**

**EST. 1890**