Annual and Reappointment Review Workflow

Instructions for Faculty

Training brought to you by:

The Faculty Information System

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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.

Click on the "Workflow" tab.

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

Please update your FIS profile to add new activities and update existing activities for the annual/reappointment review reports.

UNT | UNIVERSITY OF NORTH TEXAS®   Activities ▼   Reports   **Workflow** ▼   ?   🔔   👤   .::Digital Measures by Watermark™

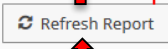< **Faculty Submission Step - Due January 23, 2020 @ 11:59 PM**   ⬇   ✕ Cancel   Actions ▼

Instructions to Faculty | UNT Policy 06.007

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

You can access instructions to update your profile in FIS by clicking on **VPAA-160 Faculty Annual Review Form**. When the FIS updates to your profile are complete, please return to your Workflow Inbox.

Please be aware of the following:

Activities without dates will not be included in the annual review.

A completed activity must contain an end date or it will be included as on-going.

All grant records should indicate whether they are internal or external.

Here are some examples of common edits needed in FIS.

Contracts, Fellowships, Grants and Sponsored Research:

Current status

Research/Project status

Funding dates

Designation of internal or external

Publications:

Current status

Was this peer-reviewed/refereed?

Type of review

Date submitted, accepted or published

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Please refresh annual/reappointment review reports, upload unit-specific supporting documentation and any supplemental documentation required by your department

Note: Portfolio PDFs aren't compatible with FIS Workflow. Supplemental documentation file names should reflect the contents of the document.

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.

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

You must click "Refresh report " icons before you submit.
If your Annual Review Report is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

You will be prompted to confirm submission.

Are you sure you want to Submit to PAC Annual Review Recommendation?

| No | Yes |

Upon submission all items will immediately be available to the Personnel Action Committee.

You can recall the dossier back as shown below

You will be notified by email if the Personnel Action Committee requests additional or corrected information.

The email may come directly from the committee chair, your department chair or from the email address below.

From: Digital Measures <workflow@digitalmeasures.com>

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Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108

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