



Annual and Reappointment Review Workflow

Instructions for Faculty

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

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.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

? [Notification Bell] [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 'Workflow' tabs, along with a search bar, a help icon, a notification icon, a user profile icon, and the 'DigitalMeasures' logo. Below the navigation bar, there is a search bar with the text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there is a link to 'Review a guide to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of activity categories.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

Search All Activities... ? [Notification] [User] DigitalMeasures

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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 ? [User Icon] ..:Digital Measures by Watermark™


Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	Faculty Submission	Me	January 23, 2020 @ 11:59 PM

▼ History

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



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

[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

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.

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Activities Reports Workflow ? [User Icon] Digital Measures by Watermark

Faculty Submission Step - Due January 23, 2020 @ 11:59 PM [Download] [Cancel] [Actions]


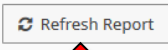

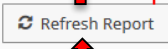
Refresh annual review and 4th year reappointment report

Click on the "Refresh report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

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



Step 1 (arrow pointing to top Refresh Report button)
Step 2 (arrow pointing to bottom Refresh Report button)

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

 Cumulative results of annual evaluations.docx (11.24 KB)
 Delete File

Add additional documentation (optional):

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

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 ? Digital Measures by Watermark

Faculty Submission Step - Due January 23, 2020 @ 11:59 PM

Refresh annual review and 4th year reappointment report

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

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Cumulative results of annual evaluations.docx (11.24 KB) Delete File

Add additional documentation (optional):

Additional documentation: Drop files here or click to upload

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

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Activities Reports Workflow ? [User Icon] Digital Measures by Watermark

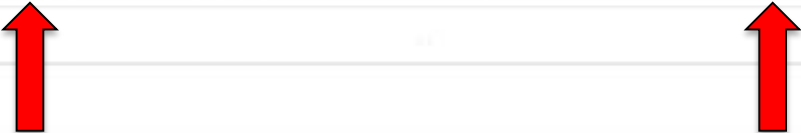
Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	Faculty Submission	Me	January 23, 2020 @ 11:59 PM

▼ History

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



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.

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Activities Reports **Workflow** ? Digital Measures by Watermark

Dashboard Faculty Submission Step - Due January 23, 2020 @ 11:59 PM Actions

Refresh annual review and 4th year reappointment report

Click on the "Refresh report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

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

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

Cumulative results of annual evaluations.docx (11.24 KB)
 Delete File

Add additional documentation (optional):

Additional documentation:

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

Save Draft

Submit to PAC Annual Review Recommendation

You will be prompted to confirm submission.

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



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

You can recall the dossier back as shown below

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
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▼ History

Name	Current Step	Subject	Last Modified	Actions
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	PAC Annual Review Recommendation	Me	November 14, 2019	

Step 1

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Activities Reports Workflow

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

Recall Close

Submitted November 14, 2019 by [User]

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

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?

No Yes

Step 3

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**