



# Annual and Reappointment Review Workflow

## Instructions for Unit Review Committee Chair

**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

? [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 UNT DigitalMeasures web application. At the top, a green navigation bar contains the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and three tabs: "Activities", "Reports", and "Workflow". The "Workflow" tab is highlighted in white and has a red arrow pointing to it. To the right of the navigation bar are icons for help, notifications, and user profile, followed by the text "DigitalMeasures". Below the navigation bar is a search bar with the placeholder 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 is a link: "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching". Each section has a list of sub-items. The "General Information" section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The "Teaching" section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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

UNT UNIVERSITY OF NORTH TEXAS   Activities   Reports   Workflow   ?         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 Review Committee Reappointment Recommendation	<a href="#">Jianrong Yu</a>	March 20, 2020 @ 11:59 PM



▼ History


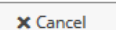
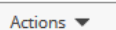
Name	Current Step	Subject	Last Modified	Actions
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# Please review all uploaded documents.

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Activities Reports **Workflow** ?   ..:Digital Measures by Watermark™


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 button.   Cancel  Actions ▼

## Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM

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

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:

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▼ 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):

If documents are incorrect or incomplete, you may send the submission back to the previous step.

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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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 button. 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.

Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM

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, 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

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Upload the PAC recommendation:

PAC recommendation: Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):

## Send Back to Previous Step



Subject Plases update PAC 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 PAC review recommendation letter..

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

Best regards,

Unit Review Committee Chair  
Jeff Reseller

Due Date 02 / 24 / 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. So time will be taken away from your step to the next step.

Please select the unit review committee's recommendation from the pull-down menu, enter the number of votes, and upload any related documents.

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Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM Actions

Chair	Unreviewed
Member	Unreviewed
Member	Unreviewed
Member	Unreviewed

This Committee's Response

[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.xxxxx" 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:

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

• Yea votes

• Nay votes

• Abstention

**Upload the unit review committee's recommendation letter:**

• Recommendation letter: 

You have reached the limit of 1 file

Recommendation Letter.docx (11.22 KB)

Delete File

**Upload any additional documentations:**

Additional documentation (optional): 

[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.

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Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM

Chair	Unreviewed
Member	Unreviewed
Member	Unreviewed
Member	Unreviewed

Actions

- Save Draft
- Submit to FIS Team Committee Administration
- Back to Previous Step

This Committee's Response

[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.

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Recommendation of the unit review committee:

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

Yea votes:

Nay votes:

Abstention:

Upload the unit review committee's recommendation letter:

Recommendation letter:

You have reached the limit of 1 file

Recommendation Letter.docx (11.22 KB)

Delete File

Upload any additional documentations:

Additional documentation (optional):

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

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

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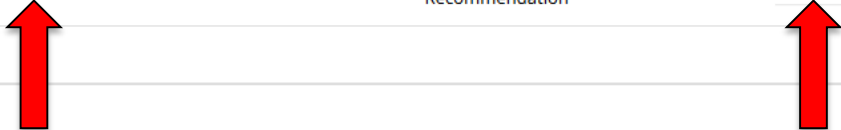
### Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	Unit Review Committee Reappointment Recommendation	Jianrong Yu	March 20, 2020 @ 11:59 PM

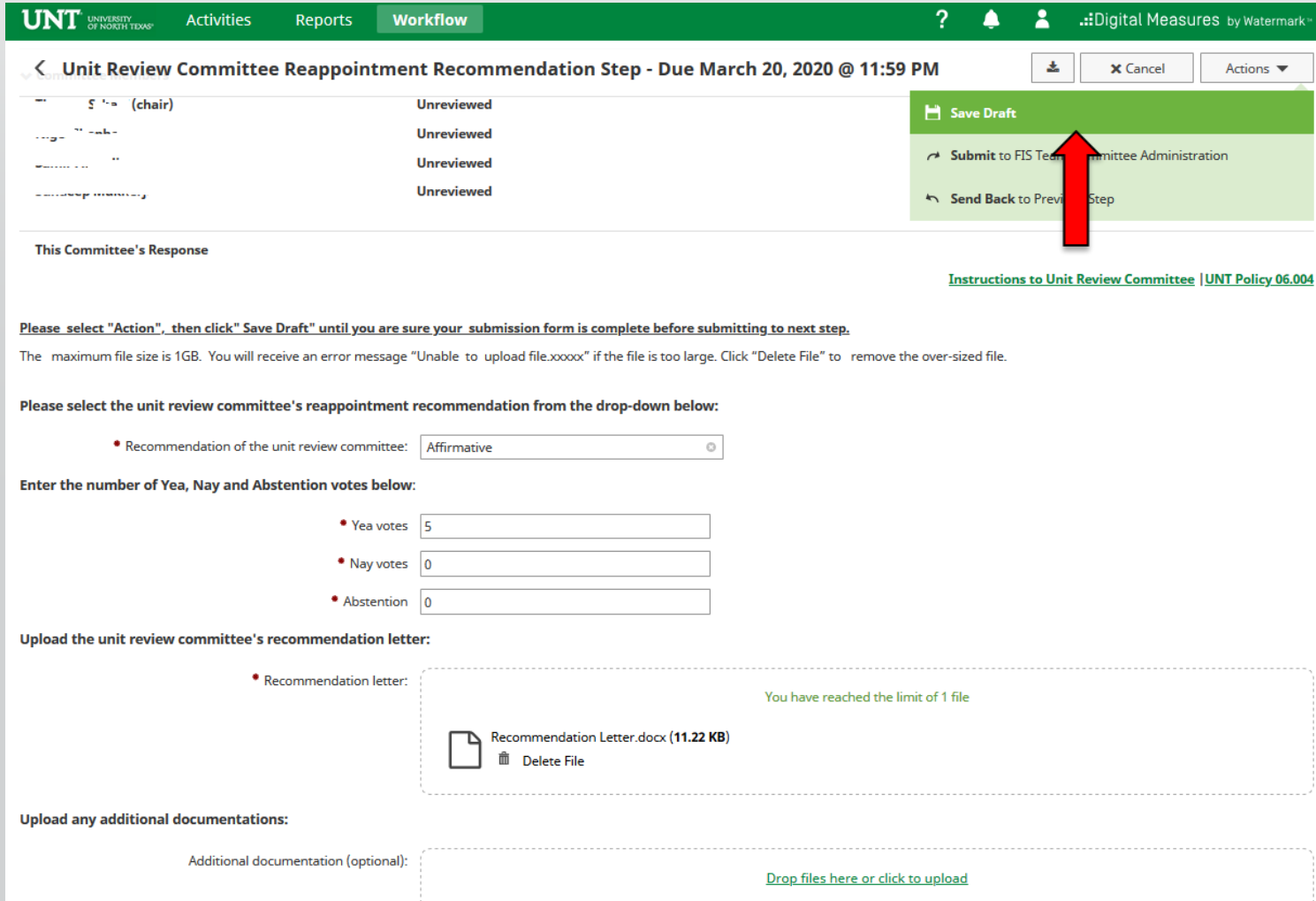
▼ **History**

Name	Current Step	Subject	Last Modified	Actions
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Please ensure all documents are correct and have been uploaded successfully.

Click on "Action" in upper right corner then click "Submit to FIS Team Committee Administration" step.



The screenshot displays the 'Unit Review Committee Reappointment Recommendation Step' in the UNT Workflow system. The page header includes the UNT logo, navigation tabs for 'Activities', 'Reports', and 'Workflow', and user information for 'Digital Measures by Watermark'. The main content area shows a list of committee members, all with 'Unreviewed' status. A dropdown menu is open, showing options: 'Save Draft', 'Submit to FIS Team Committee Administration' (highlighted with a red arrow), and 'Send Back to Previous Step'. Below the list, there is a section for 'This Committee's Response' with a link to 'Instructions to Unit Review Committee | UNT Policy 06.004'. A note instructs users to select 'Action' and click 'Save Draft' before submitting. Below this, there are input fields for the number of Yea (5), Nay (0), and Abstention (0) votes. The 'Recommendation letter' section shows a file upload area with a message 'You have reached the limit of 1 file' and a file named 'Recommendation Letter.docx (11.22 KB)' with a 'Delete File' option. The 'Additional documentation' section is currently empty.

Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.

Are you sure you want to Complete to FIS Team Committee Administration?



# Below are instructions on how to Recall packets

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	FIS Team Committee Administration		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?

No Yes

Step 3



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

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