



Step 2: Unit Administrator

Created by Academic Resources



Once faculty have completed their applications, the Department Chair will be contacted via email to begin their review and approval process.

[EXT] Submission for Nicky Shrestha is Ready for Your Review in Faculty Development Leave

Faculty Information System by Watermark <notifications@watermarkinsights.com>
To [REDACTED]

Thu 11/17/2022 11:42 AM

Follow up. Start by Thursday, November 17, 2022. Due by Thursday, November 17, 2022.
If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [REDACTED]

The following submission is now ready for your review:

Process:	Faculty Development Leave
Candidate:	Nicky Shrestha
Due Date:	Friday, November 18, 2022 11:59 PM CST

Faculty Development Leave Applications must be approved and returned to that Academic Resources Office by **September 29, 2023**.

START REVIEWING

Please email any questions to Academic.Resources@UNT.edu. Thank you, FIS Team

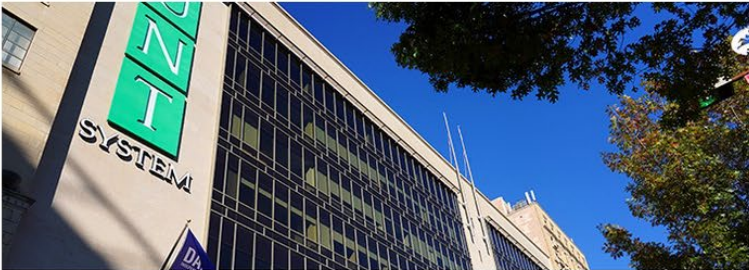
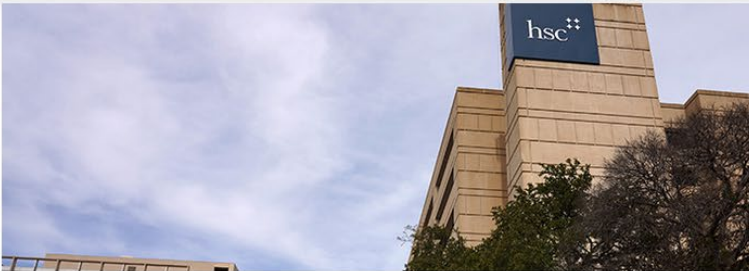
If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/unt/faculty/app/workflow/submissions/5d957b04-3098-47fc-8eb5-4b3de8260eb3/step/c196a9f1-1006-4e19-a4e2-735121059bbf/assignee/2292380?embed=workflow:assignee,workflow:subject,workflow:response&orgId=476&personId=2292380>



Please log in to myhr.unt.edu on Chrome or Firefox (Supported Browsers).

UNT SYSTEM™



Employee Self Service

EUID _____

Password _____

[Sign in](#)

Can't sign in? Clear your [web browser cache](#) or open a [private browsing session](#). Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

[Frequently Asked Questions](#)



Please click on 'Employee Resources' and then 'Digital Measures'.

Employee Self Service

Delegations



Company Directory



Time



Payroll



Last Pay Date **02/01/2023**

Personal Details



Talent Profile



Benefit Details



Total Rewards



Fiscal Year 2022

Employee Resources



Employee Offboarding



Duo MultiFactor Authentication



Staff Performance Evaluations



Employee Resources

eForms Guide



Employee Access Request Form



Qualtrics Online Survey Tool



UNT CARE Reporting Form



Employee Assistance Program



Learning



Dining Hall Menus



Concur



Digital Measures



Cypress Reports



From your FIS profile, click on the Workflow tab.

Activities CV Imports Reports **Workflow**

Activities - University of North Texas
[Review a guide](#) to manage your activities.

Search... **SEARCH**

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
- Teaching Qualifications

Locate the name of the candidate you would like to review and click on the corresponding link.

Activities CV Imports Manage Data Reports **Workflow** Usage Statistics

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

▼ Inbox

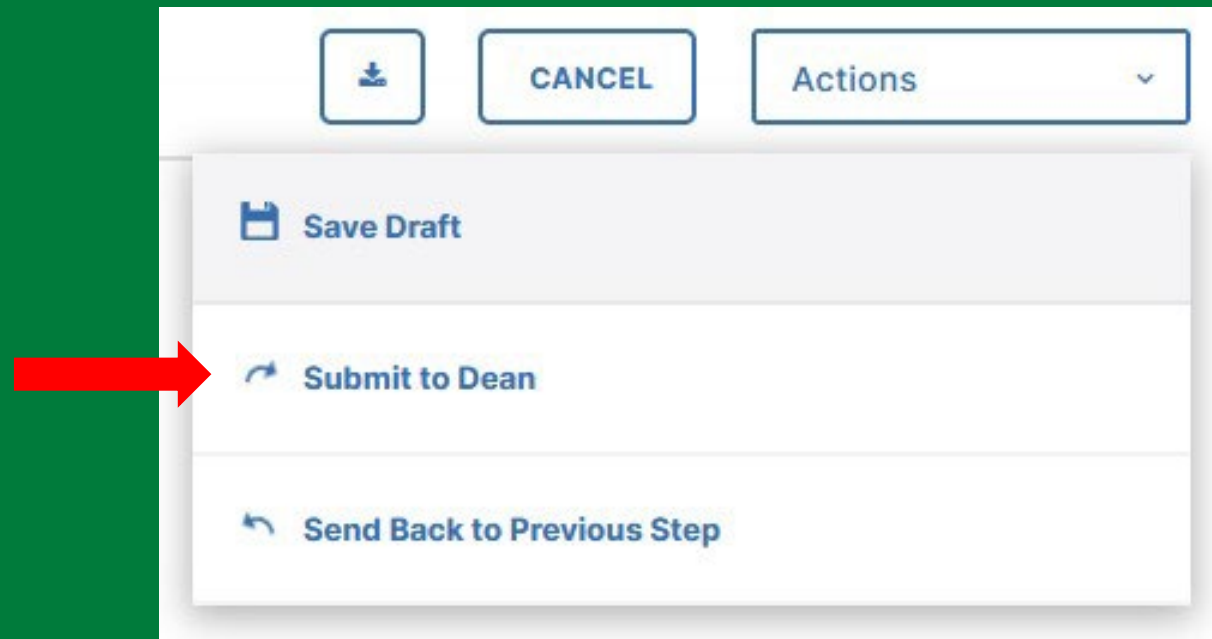
NAME	STEP	CANDIDATE	DUE DATE
Faculty Development Leave	Department Chair	Nicky Shrestha	November 18, 2022 @ 11:59 PM

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
<i>No Data to Display</i>				

Review and ensure all documents have uploaded successfully and accurately.

At the top right corner, click on 'Actions' and choose 'Submit to Dean' to send your submission to the next step.



***Note:** Click the 'Send Back to Previous Step' button if any of the previous submissions need to be rectified.

You will be prompted to confirm submission.

Please click 'Yes' to route the application to next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to Dean?

No

Yes





Please contact Academic.Resources@unt.edu if you have any questions.

Academic Resources