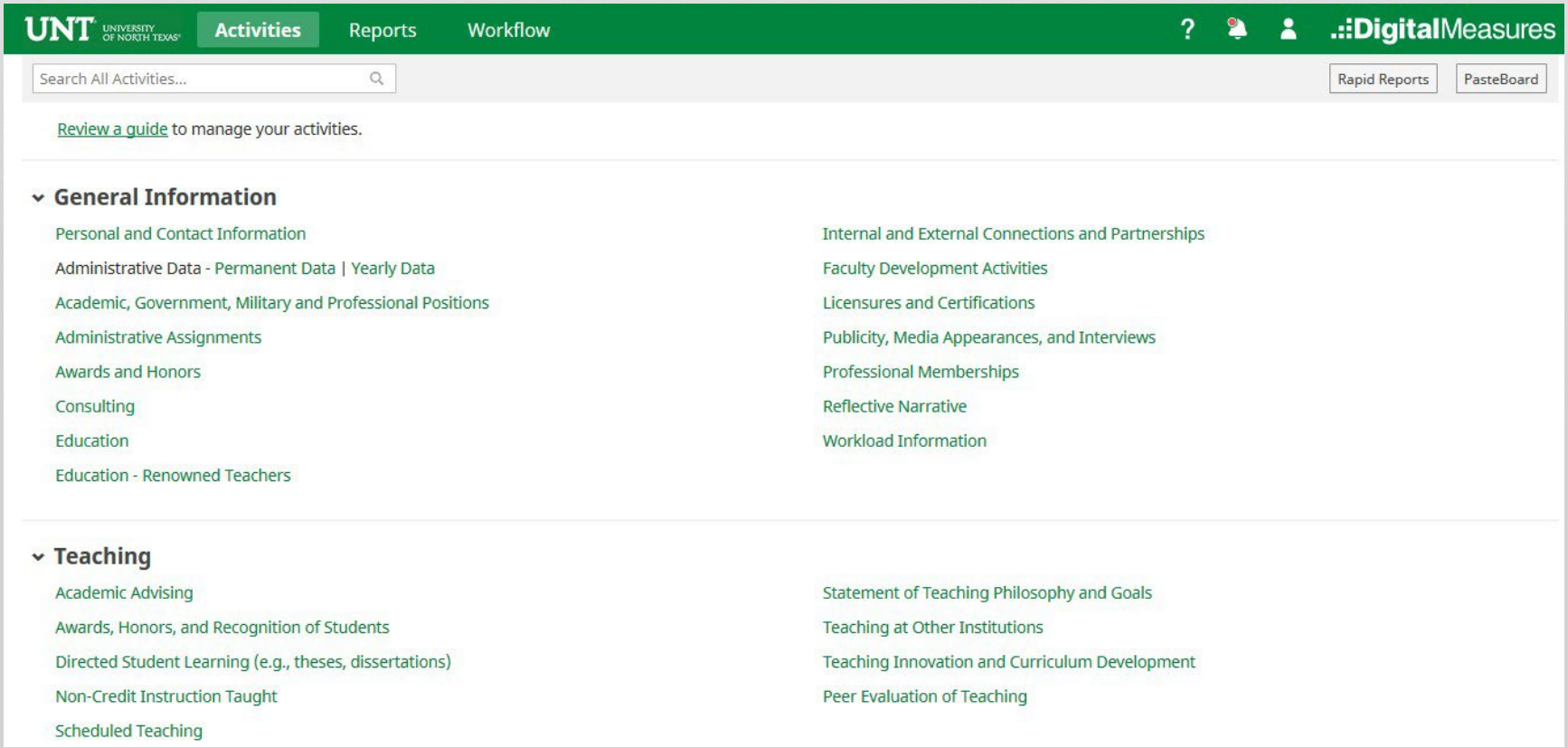
Professional Faculty Promotion Library Workflow

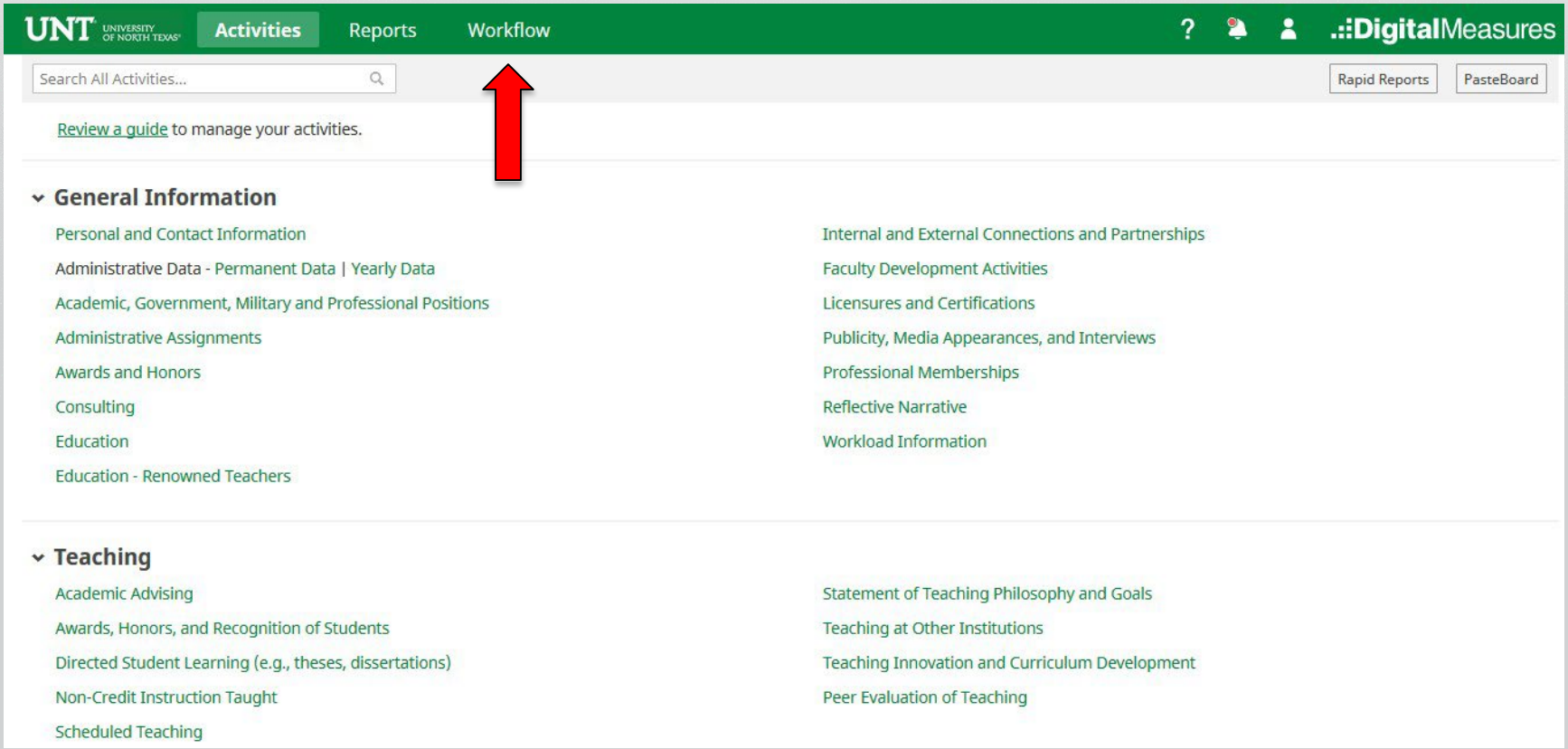
Instructions for the DIV- PAC Review Committee Chair

For Capability Purposes:

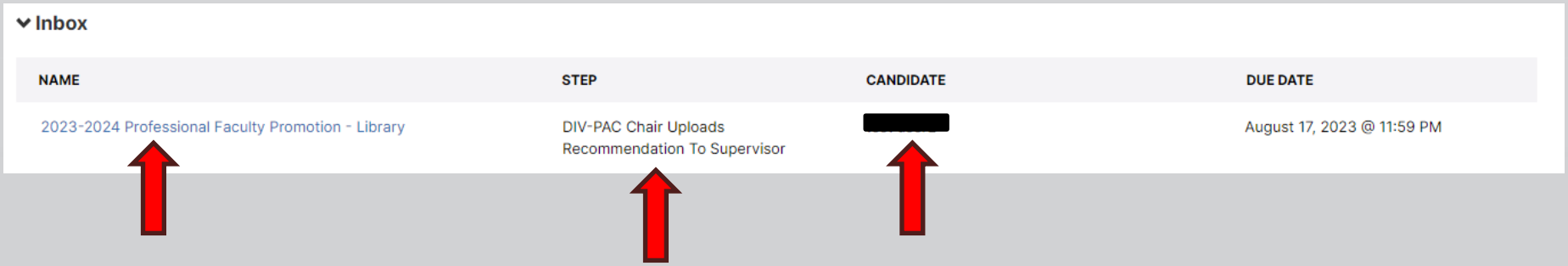
If you are using a MAC, please use the FIREFOX browser.
If you are using a Windows-based computer, please use the CHROME browser.



To access your T & P workflow, please login to your FIS profile via my.unt.edu



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



Please review the candidate's dossier.

UNT University of North Texas | Activities | Reports | Workflow | Digital Measures by Watermark

DIV-PAC Chair Uploads Recommendation To Supervisor Step - Due October 15, 2019 @ 11:59 PM

Save | Route

Candidate Submission Step - Rebecca How

Submitted July 3, 2019
by Rebecca How

Instructions to Candidate | UNT Policy 06.005 | Flowchart and Acronym Key

Please select "Save" 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. You may simply click "Delete File" to remove it.

All documentation shall be in PDF format. Where appropriate, include a table of contents for the document and bookmark the sections to facilitate navigation within lengthy or multi-part documents. Do *not* create or submit a PDF in Portfolio format. All documentation must use the following naming conventions:

- The basic naming pattern is: YYYY-LastName-FirstName-DocumentName
- Always use hyphens instead of spaces to separate elements of the title.
- First element: the four digit academic year of the action or activity. In most cases, use the year in which the candidate is applying for promotion.
- Second element: the person's last name
- Third element: the person's first name
- Fourth element: the document's name (see below for names of specific documents)

CV Example:2020-Jones-Pat-CV

Essay Example:2020-Jones-Pat-Essay

PromotionCriteria Example: 2020-Jones-Pat-PromotionCriteria

AnnualReview Example: 2018-Jones-Pat-AnnualReview, 2017-Jones-Pat-AnnualReview, 2016-Jones-Pat-AnnualReview, etc.

Area2, Area3 Example: 2020-Jones-Pat-Area2, 2020-Jones-Pat-Area3

CreditLetter, PIP, DA Example: 2020-Jones-Pat-CreditLetter, 2017-Jones-Pat-PIP, 2016-Jones-Pat-DA

Upload your current CV from FIS:

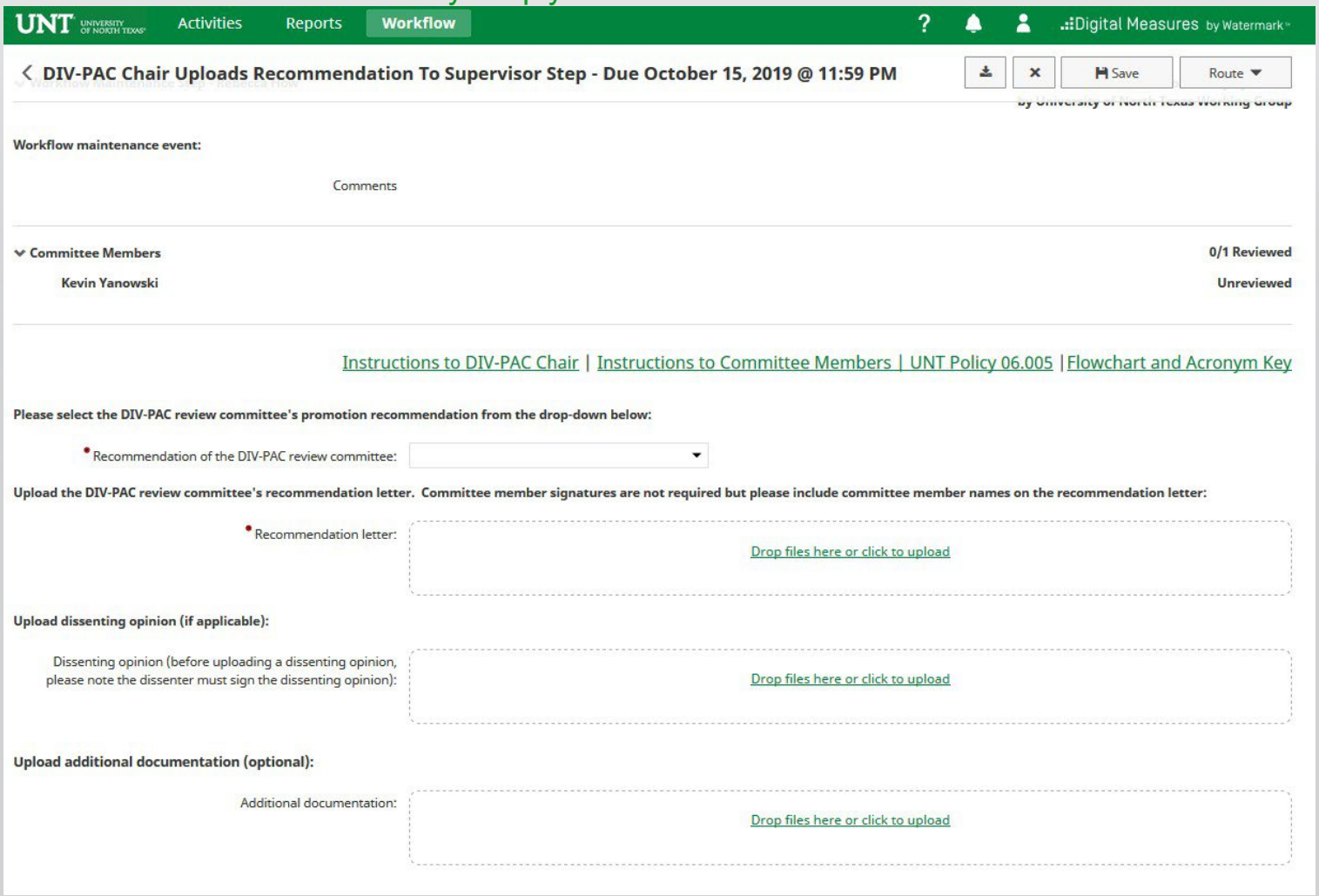
CV: CV.pdf (**32.86 KB**)

Upload your personal essay:

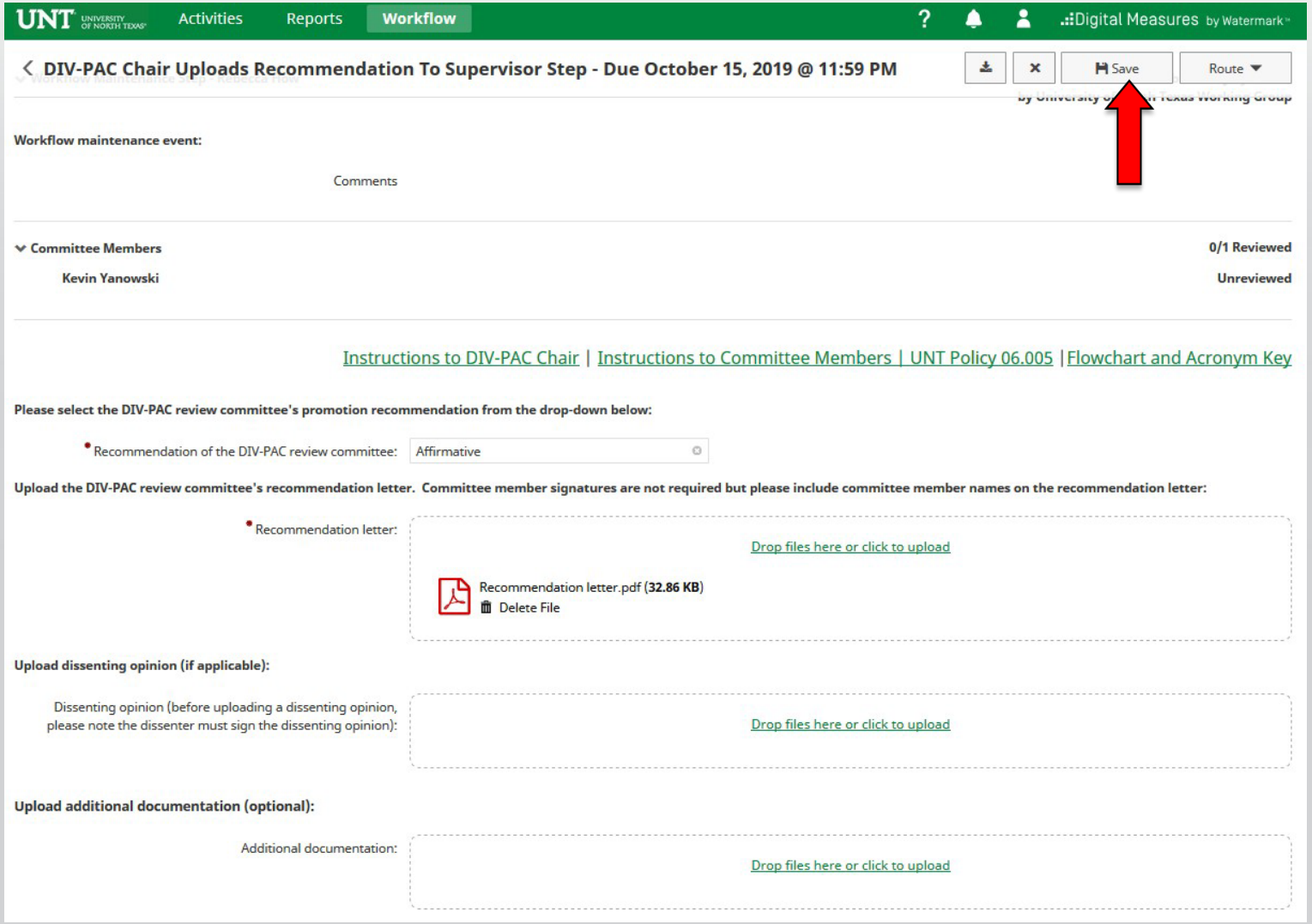
Essay : Essay.pdf (**32.86 KB**)

Please upload the DIV-PAC review committee's recommendation, and any accompanying documentation.

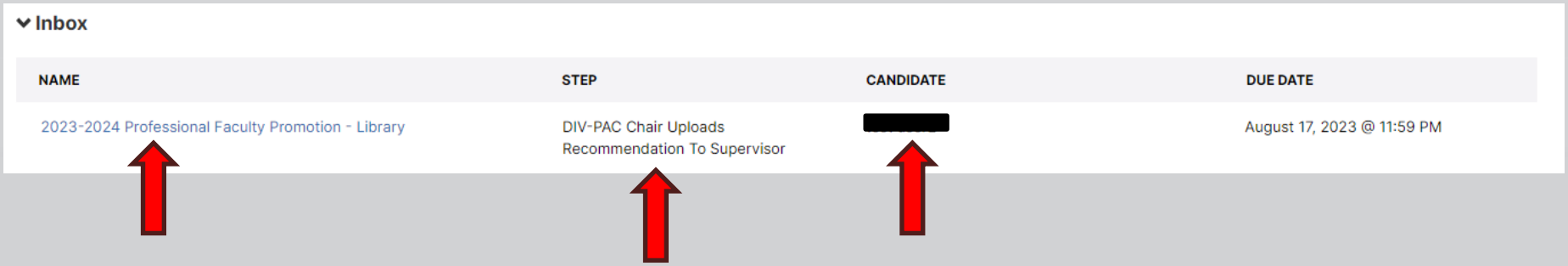
Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.



Please press the Save button at the top right. This will take you back to your Workflow Inbox.

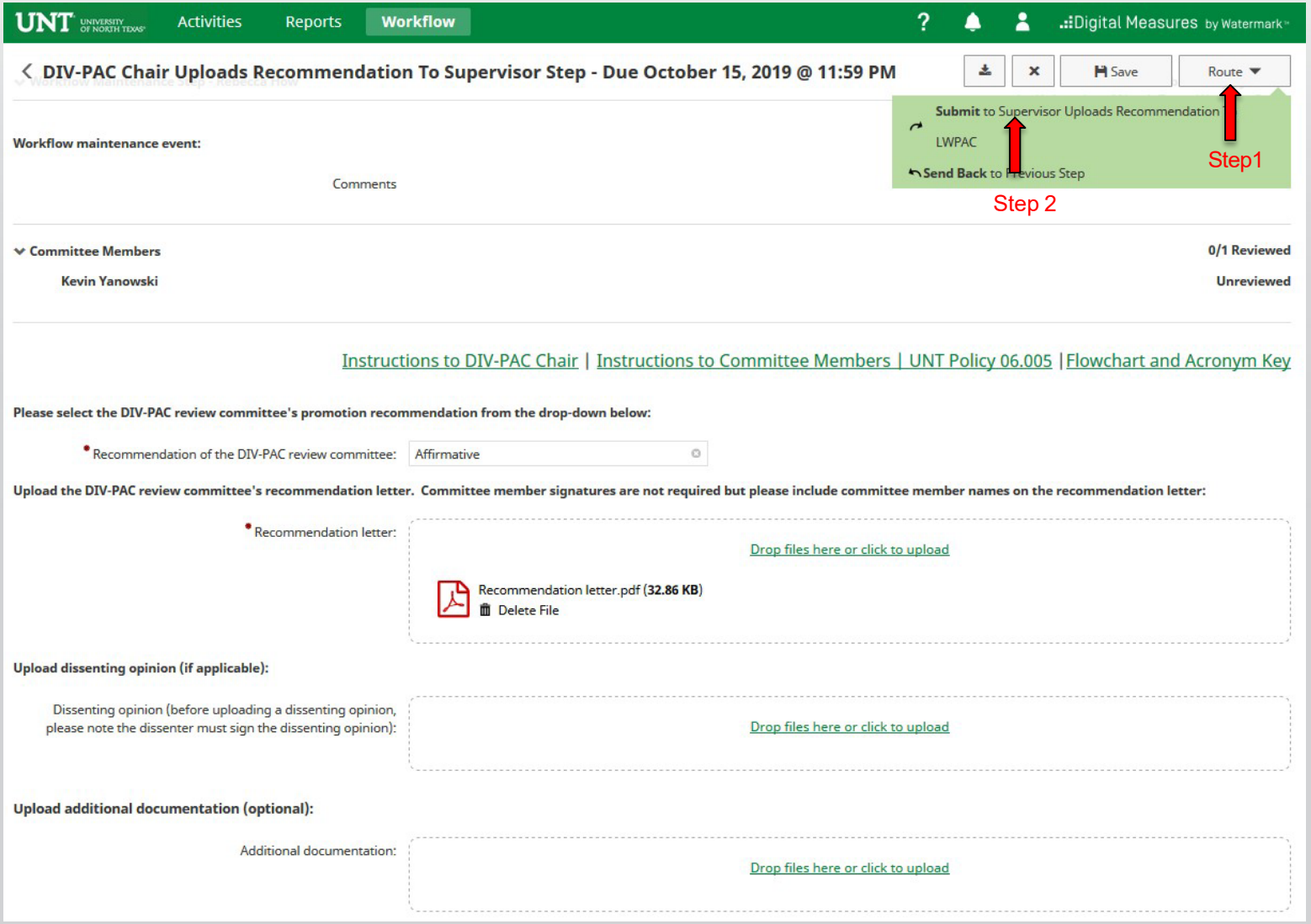


Please select the correct personnel action link and complete a final review.

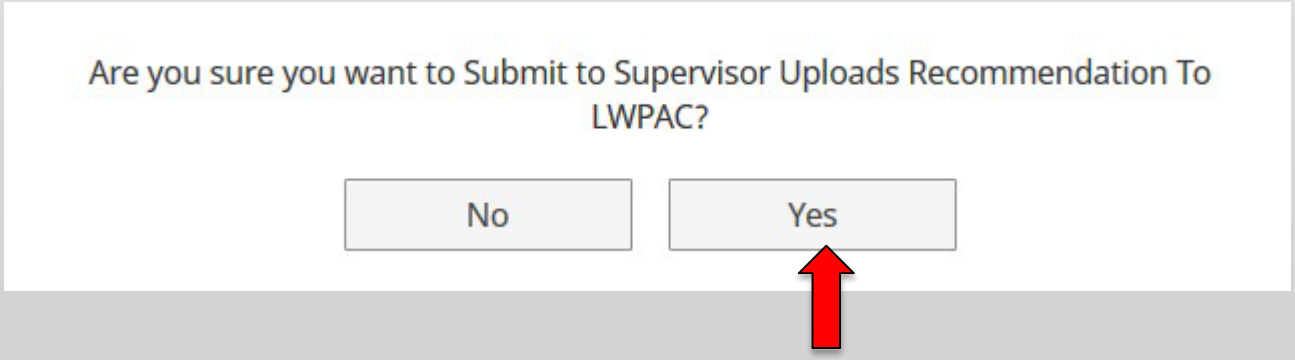


Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click Route, then Submit to send your submission to the next step.



You will be prompted to confirm submission.



Clicking Yes will move the personnel action to the next step.

To Recall or Send Back a personnel action, please see Workflow FAQ's.

Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369.6108