



# **Professional Faculty Promotion Library Workflow**

**Instructions for the Review Committee Members**

## 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.

The screenshot shows the DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo (University of North Texas) on the left, and navigation links for 'Activities', 'Reports', and 'Workflow' in the center. On the right side 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 labeled 'Search All Activities...' with 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: '[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 links to various activity categories.

**UNT** UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow ? [Notifications] [User Profile] DigitalMeasures

Search All Activities... [Magnifying Glass]

[Rapid Reports] [PasteBoard]

[Review a guide](#) to manage your activities.

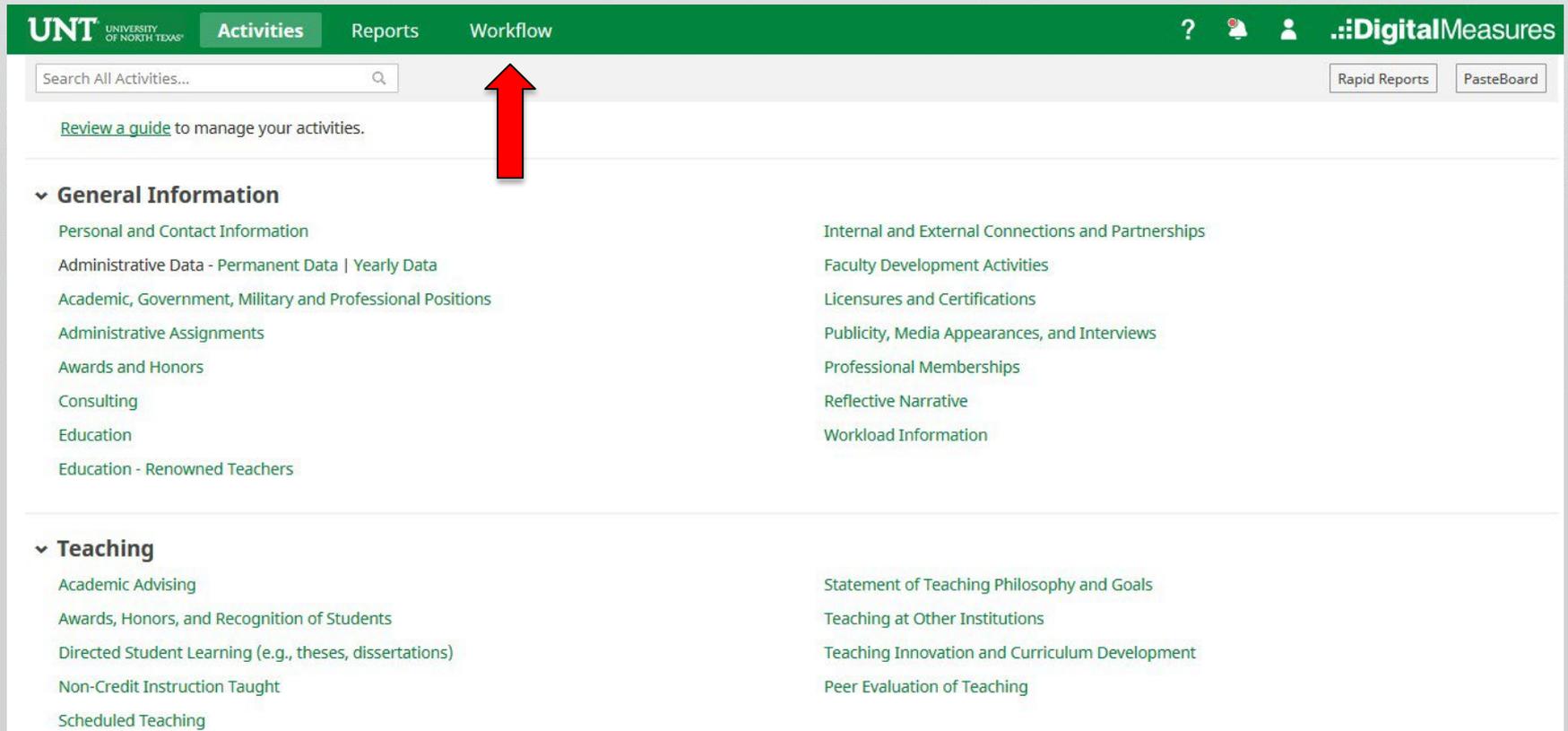
▼ **General Information**

- 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

To access your T & P workflow, please login to your FIS profile via [my.unt.edu](https://my.unt.edu)



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. Below the navigation bar, there is a search bar for activities, a 'Review a guide' link, and two buttons: 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

**UNT UNIVERSITY OF NORTH TEXAS**   **Activities**   Reports   **Workflow**   ?   **DigitalMeasures**

Search All Activities...     

[Review a guide](#) to manage your activities.

**General Information**

- Personal and Contact Information
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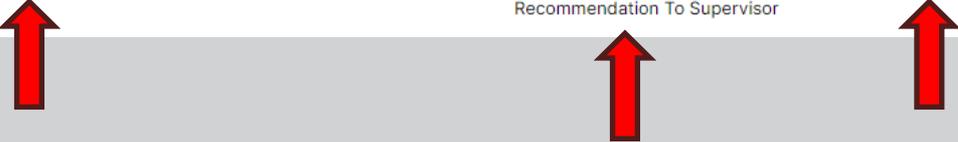
**Teaching**

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
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Locate the name of the subject you would like to review and select the corresponding link.

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
<a href="#">2023-2024 Professional Faculty Promotion - Library</a>	DIV-PAC Chair Uploads Recommendation To Supervisor		August 17, 2023 @ 11:59 PM



Please review the candidate's dossier. Coordinate with the review committee chair to provide your input regarding the candidate.

UNT UNIVERSITY OF NORTH DAKOTA Activities Reports Workflow Tools ? [User Icon] Digital Measures by Watermark

< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM [Save] [Route]

Candidate Submission Step - Rebecca How Submitted July 8, 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)

Upload your current promotion criteria document:

Promotion criteria: Promotion criteria.pdf (32.86 KB)

Upload your most recent annual reviews going back up to five review cycles:

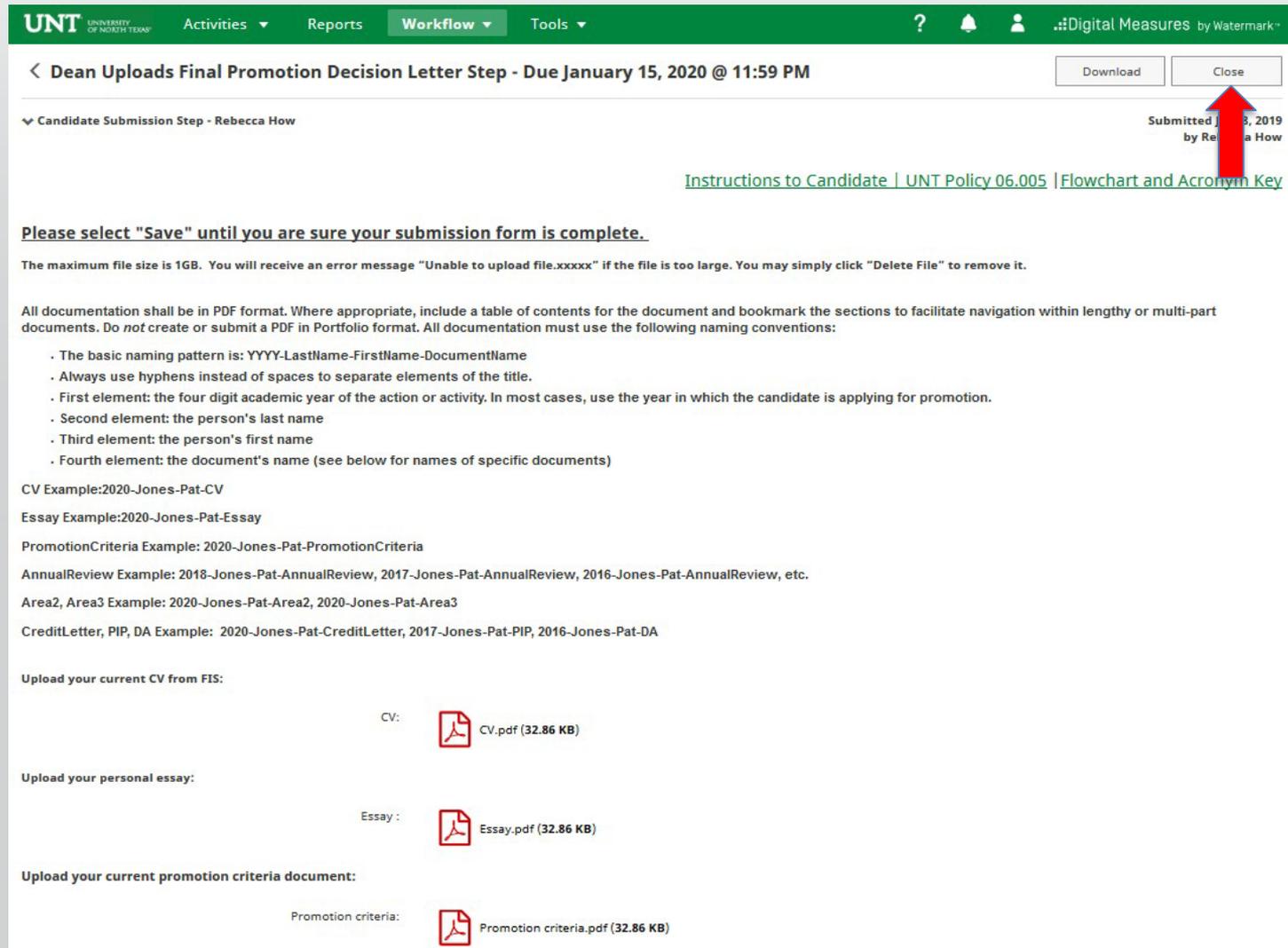
Annual reviews: Annual reviews.pdf (32.86 KB)

Upload supporting documentation for Areas 2 and 3:

Note: for this section the candidate should create one document that highlights the candidate's scholarship over time since the most recent rank assignment and one document that highlights the candidate's service contributions since the most recent rank assignment. The year to use in the document title is the year that the candidate is applying for promotion.

Supporting documentation for Areas 2 and 3: Supporting documentation for Areas 2 and 3.pdf (32.86 KB)

Please click “Close” after the review is completed.  
Clicking the “Close” button notifies the Committee Chair that you have reviewed the candidate’s dossier.



The screenshot shows the UNT digital measures interface. At the top, there is a green navigation bar with the UNT logo and menu items: Activities, Reports, Workflow, and Tools. Below the navigation bar, the page title is "Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM". On the right side of the page, there are two buttons: "Download" and "Close". A red arrow points to the "Close" button. Below the buttons, there is a section for "Candidate Submission Step - Rebecca How" with a status of "Submitted January 8, 2019 by Rebecca How". There are also links for "Instructions to Candidate", "UNT Policy 06.005", and "Flowchart and Acronym Key". The main content area contains instructions for submitting documents, including a warning about file size and a list of naming conventions. Below the instructions, there are three sections for uploading documents: "Upload your current CV from FIS:" with a file named "CV.pdf (32.86 KB)", "Upload your personal essay:" with a file named "Essay.pdf (32.86 KB)", and "Upload your current promotion criteria document:" with a file named "Promotion criteria.pdf (32.86 KB)".



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

**[Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu)**

**940.369.6108**

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OF NORTH TEXAS<sup>®</sup>

**EST. 1890**