Professional Faculty Promotion Library Workflow

Instructions for the Supervisor

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

Locate the name of the subject you would like to provide information for and select the corresponding link.

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion - Library	Supervisor Uploads Recommendation To LWPAC	▮	August 18, 2023 @ 11:59 PM

▼ Inbox

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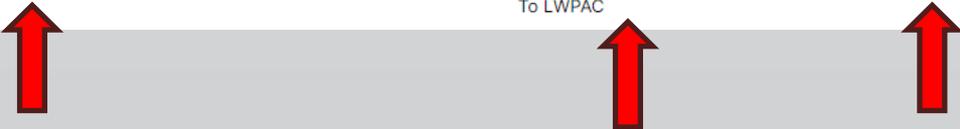
Please review the candidate's dossier.

Please upload your recommendation, 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.

Inbox

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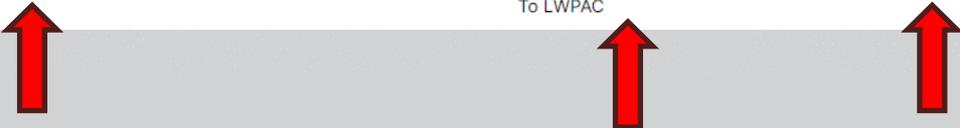
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.
Click Route, then Submit to send your submission to the next step.

You will be prompted to confirm submission.

Are you sure you want to Submit to LWPAC Chair Uploads Recommendation To Dean?

No   Yes

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

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

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Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369.6108

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