



Professional Faculty Promotion Library Workflow

Instructions for the Supervisor

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.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

Search All Activities...

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

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar, there is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. 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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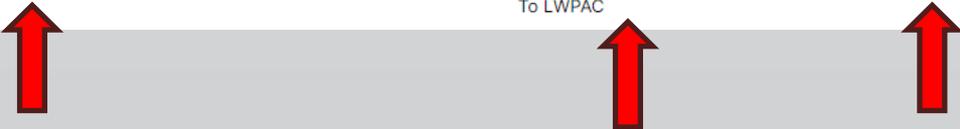
▼ **Teaching**

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
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- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
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Locate the name of the subject you would like to provide information for and select the corresponding link.

▼ Inbox

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



Please review the candidate's dossier.

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

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM [Download] [Close] [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-DocumentsName
- 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 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.

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Activities Reports Workflow ? [bell icon] [user icon] Digital Measures by Watermark™

Additional documentation

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM [download icon] [close icon] Save Route ▾

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

[Instructions to Supervisor](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the supervisor's promotion recommendation from the drop-down below:

* Recommendation of the supervisor:

Upload the supervisor's recommendation letter:

* Recommendation letter:

Upload additional documentation (optional):

Additional documentation:

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

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

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM   **Save** 

Additional documentation:

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

[Instructions to Supervisor](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the supervisor's promotion recommendation from the drop-down below:

* Recommendation of the supervisor:

Upload the supervisor's recommendation letter:

* Recommendation letter: [Drop files here or click to upload](#)

 Recommendation letter.pdf (32.86 KB)  Delete File

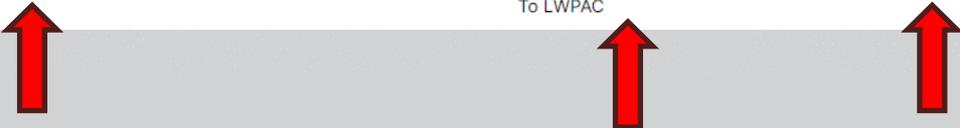
Upload additional documentation (optional):

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

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

▼ Inbox

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



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.

The screenshot shows the UNT University of North Texas workflow interface. The top navigation bar includes 'Activities', 'Reports', and 'Workflow'. The current page title is 'Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM'. A dropdown menu is open, showing options: 'Submit to LWPAC Chair Uploads Recommendation To Dean', 'Send Back to Previous Step', and 'Route'. Red arrows point to the 'Route' button (labeled 'Step 1') and the 'Submit to LWPAC Chair Uploads Recommendation To Dean' option (labeled 'Step 2').

Additional documentation:

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM

Committee Members
Hope Wilkinson

[Instructions to Supervisor](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the supervisor's promotion recommendation from the drop-down below:

* Recommendation of the supervisor: Affirmative

Upload the supervisor's recommendation letter:

* Recommendation letter:

Drop files here or click to upload

Recommendation letter.pdf (32.86 KB)
Delete File

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

You will be prompted to confirm submission.

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



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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EST. 1890

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

Faculty.Info@unt.edu

940.369.6108