



Professional Faculty Promotion Workflow

Instructions for the Unit 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.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow ? [notification icon] [user icon] DigitalMeasures

Search All Activities... [magnifying glass icon]

Rapid Reports PasteBoard

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

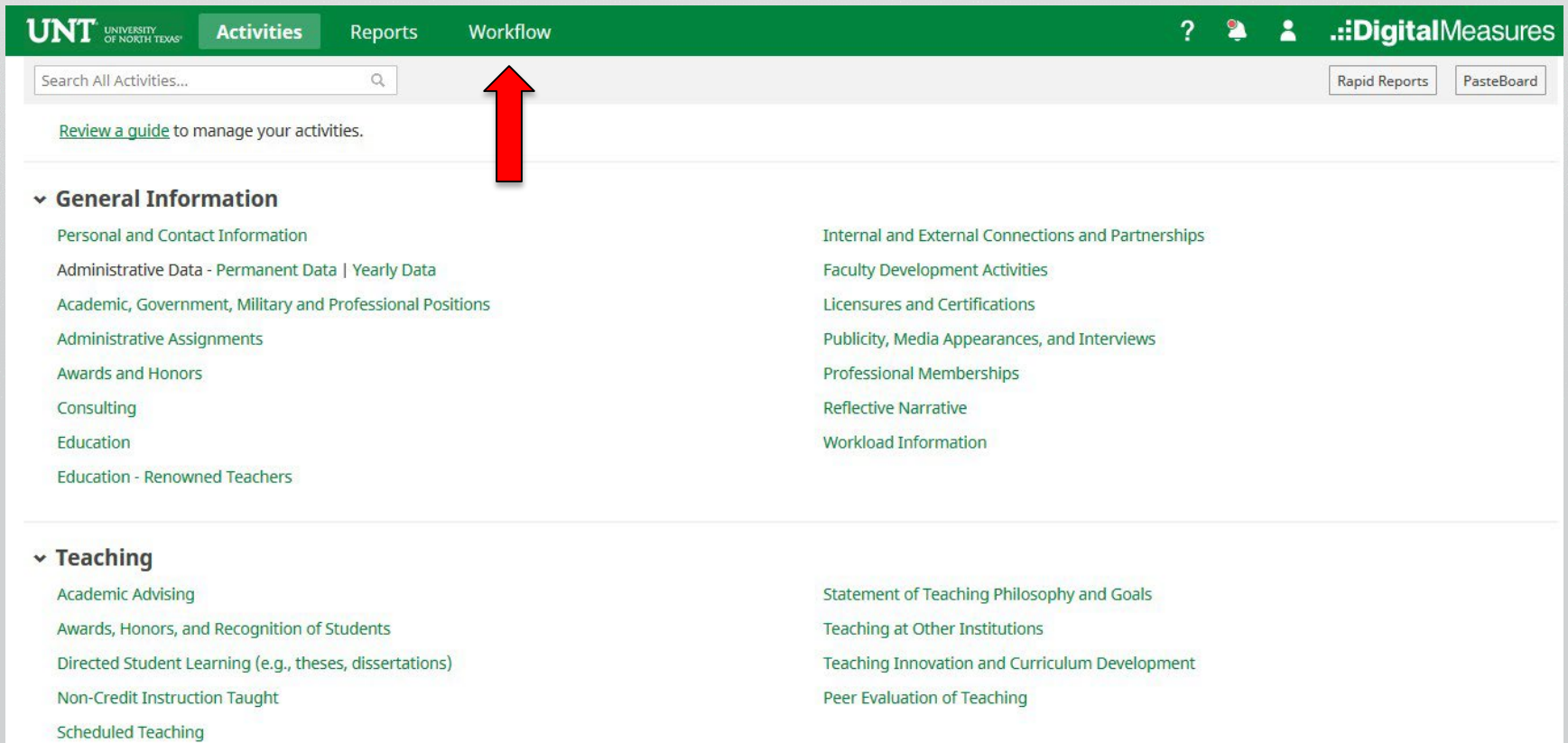
General Information

- 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 shows 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 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.

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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
Professional Faculty Promotion	URC Chair Uploads Recommendation To The UA	[REDACTED]	August 17, 2023 @ 11:59 PM



Please review the candidate's dossier.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? Digital Measures by Watermark

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM Save Route


Candidate Submission Step - Rebecca How Submitted April 22, 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.xxxx" if the file is too large. You may simply click "Delete File" to remove it.


Upload your preferred CV:

Preferred CV:  Customized CV.pdf (32.86 KB)


Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)

Upload your unit promotion criteria:

Unit promotion criteria:  Unit Tenure and Prom Criteria (1).docx (11.24 KB)

Upload your annual reviews for years in current rank. For example, if you have been a senior lecturer for the past 5 years, please upload your annual review for each of these years.

Annual review results:  Annual Results.docx (11.14 KB)

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Please upload the unit review committee's recommendation, any accompanying documentation, and input the unit review committee's vote.

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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< **URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM** Save Route

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

[Instructions to URC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the unit review committee's promotion recommendation from the drop-down below:

* Recommendation of the unit review committee:

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

* Yea votes

* Nay votes

* Abstention votes

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

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

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

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

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

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download Icon] [Close Icon] Save [Route Icon]

Committee Members
Hope Wilkinson [Reviewed Icon] Unreviewed

[Instructions to URC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the unit review committee's promotion recommendation from the drop-down below:

Recommendation of the unit review committee:

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):


Yea votes

Nay votes

Abstention votes

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

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

 Recommendation Letter.docx (11.22 KB) [Delete File](#)

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload](#)

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
Professional Faculty Promotion	URC Chair Uploads Recommendation To The UA	[REDACTED]	August 17, 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.

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Activities Reports Workflow Tools ? [User Icon] Digital Measures by Watermark

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Unit Review Committee Chair](#)

Submit to UA Uploads Recommendation To The UA Chair
Send Back to FIS Team Adds Committee Membership

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee: Affirmative

Please enter the unit review committee vote for this tenure and promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

Yea votes: 9
Nay votes: 0
Abstention votes: 0

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the external reviewer's corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter: [Drop files here or click to upload]

Recommendation Letter.docx (11.22 KB)
Delete File

Upload the faculty's response to the negative unit review committee's recommendation (if applicable):

Faculty response to negative unit review committee recommendation: [Drop files here or click to upload]

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload]

Upload additional documentation (if applicable):

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

You will be prompted to confirm submission.

Are you sure you want to Submit to UA Uploads Recommendation To The CRC?



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