



# Professional Faculty Promotion Workflow

Instructions for the Dean

## 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.

**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' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search box labeled 'Search All Activities...' 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...     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

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

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
<a href="#">Professional Faculty Promotion</a>	Dean Uploads Final Promotion Decision Letter	[REDACTED]	August 20, 2023 @ 11:59 PM



# Please review the candidate's dossier.

**UNT** UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 ..Digital Measures by Watermark™

◀ **Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM** [Download] [Close] [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.xxxxx" 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.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 Review.docx (11.24 KB)

**Upload any unit-specific supporting documentation (optional):**

Unit-specific supporting documentation:

# Please upload your 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.

**UNT** UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow Tools

? [Notification] [User] Digital Measures by Watermark

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

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

Recommendation Letter.docx (1.12 MB)

**Upload any dissenting opinion (if applicable):**

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

**Upload additional documentation (optional):**

Additional documentation:

Committee Members 0/1 Reviewed

Hope Wilkinson	Unreviewed
----------------	------------

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

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

\* Recommendation of the dean:

**Upload the dean'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.

UNT UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports Workflow Tools ▾ ? 🛎️ 👤 ..:Digital Measures by Watermark™

Dismissing opinion before uploading a dissenting opinion.

← Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

📄 × 📁 Save Route ▾

Upload additional documentation (optional):

Additional documentation:

▼ Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

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

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

\* Recommendation of the dean:

Upload the dean's recommendation letter:

\* Recommendation letter:

Drop files here or click to upload

📄 Recommendation Letter.docx (11.22 KB)

🗑️ Delete File

Upload additional documentation (optional):

Additional documentation:

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

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
<a href="#">Professional Faculty Promotion</a>	Dean Uploads Final Promotion Decision Letter	[REDACTED]	August 20, 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.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow Tools

? [User Profile] Digital Measures by Watermark

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

Recommendation Letter

Recommendation Letter.docx (11.22 KB)

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

Upload additional documentation (optional):

Additional documentation:

Committee Members

Hope Wilkinson

0/1 Reviewed

Unreviewed

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

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

Recommendation of the dean: Affirmative

Upload the dean's recommendation letter:

Recommendation letter:

Drop files here or click to upload

Recommendation Letter.docx (11.22 KB)

Delete File

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

Route

Submit to Dossier Archival

Send Back to Previous Step

Step 2

Step 1

You will be prompted to confirm submission.

Are you sure you want to Submit to Dossier Archival?



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

To Recall or Send Back a personnel action, please see [Workflow FAQ's](#).



**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

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

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

**940.369.6108**