



Faculty Development Leave

Step 8: Faculty – Terms & Conditions

Created by Academic Resources



The following email will be sent to the candidate after Academic Resources have completed their part.

[EXT] Invite: Your submission has been reviewed and is ready for your response

Faculty Information System by Watermark <notifications@watermarkinsights.com>
To [REDACTED]

Reply Reply All Forward

Fri 11/18/2022 1:05 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear [REDACTED]

Your submission has been reviewed and is ready for your response:

Process: Faculty Development Leave
Due Date: Wednesday, November 30, 2022 11:59 PM CST

Hello, We would like to congratulate you on your Faculty Development Leave approval letter from Provost Cowley! To accept your leave, please read, sign and return the attached "Terms and Conditions" form to Academic Resources Office by **March 11, 2024**. For additional information, I encourage you to review the Faculty Development Leave Policy and Guidelines at: https://policy.unt.edu/sites/default/files/06.010_FacultyDevelopmentLeave.published_2018.pdf

START YOUR RESPONSE

Once again, congratulations. We wish you the best of luck for a productive development leave. If you have any questions or need to make any changes, please email Academic.Resources@UNT.edu. Thank you, *FIS Team*

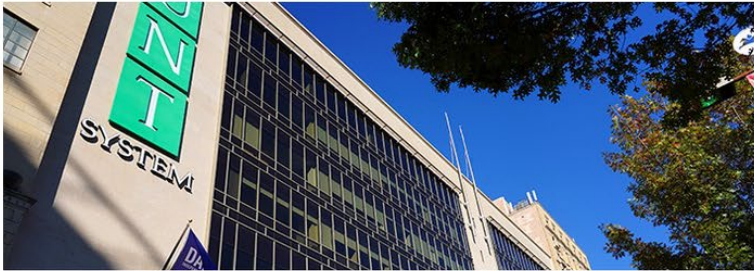
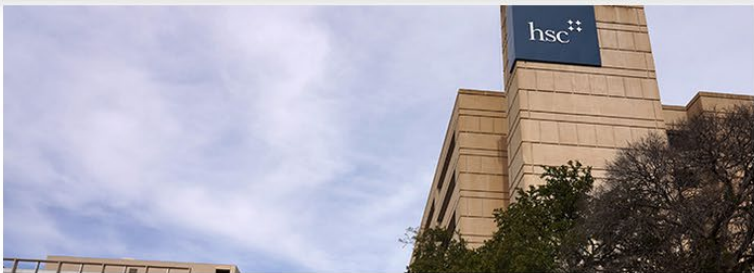
If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/unt/faculty/app/workflow/submissions/dc91a2f0-7523-4c87-9b6d-c51eb6a1b91b/step/504a7787-3d7b-441b-b7e5-cc5f992e27c7/assignee/2338371?embed=workflow:assignee,workflow:subject,workflow:response&orgId=476&personId=2338371>



Please log in to myhr.unt.edu on Chrome or Firefox (Supported Browsers).

UNT SYSTEM™



Employee Self Service

EUID _____

Password _____

[Sign in](#)

Can't sign in? Clear your [web browser cache](#) or open a [private browsing session](#). Check your [EUID and password](#), or complete a [service request](#) for assistance.

Service intermissions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

[Frequently Asked Questions](#)



Please click on 'Employee Resources' and then 'Digital Measures'.

Employee Self Service

Delegations



Company Directory



Time



Payroll



Last Pay Date **02/01/2023**

Personal Details



Talent Profile



Benefit Details



Total Rewards



Fiscal Year 2022

Employee Resources



Employee Offboarding



Duo MultiFactor Authentication



Staff Performance Evaluations



Employee Resources

eForms Guide



Employee Access Request Form



Qualtrics Online Survey Tool



UNT CARE Reporting Form



Employee Assistance Program



Learning



Dining Hall Menus



Concur



Digital Measures



Cypress Reports



From your FIS profile, click on 'Reviews' in the left-hand menu.

The screenshot displays the FIS profile interface for Nicky Shrestha. The top navigation bar includes the UNT logo, a help icon, and a user icon. The main header area shows a welcome message and an 'ADD ACTIVITY' button. The left-hand menu contains several options: Home, My Profile, CV Imports, Reports, Reviews, and Settings. A red arrow points to the 'Reviews' menu item. The main content area is titled 'Tasks & To-Dos' and contains a message: 'You're all caught up! New notifications will appear here when there's something for you to do or review.'

Locate the review, confirm your name and click on the corresponding link.

Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

▼ Inbox (1)

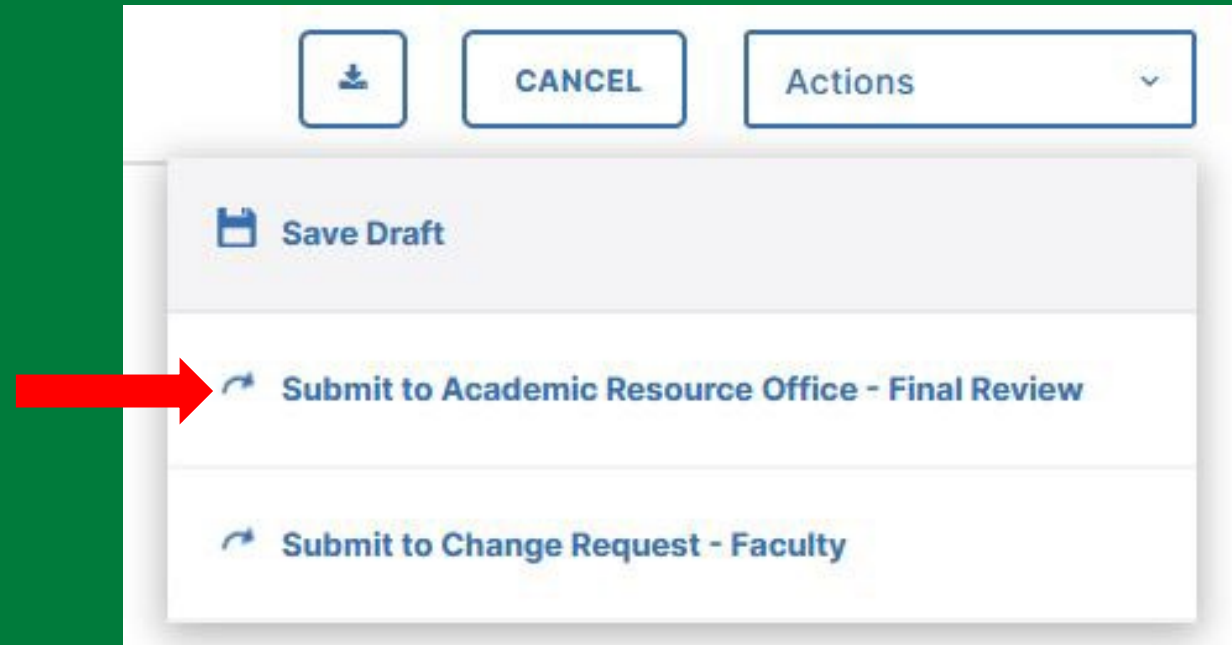
► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 📅 ▼	DATE RECEIVED ▼
2026-2027 Faculty Development Leave	Faculty - Terms & Conditions	Academic Administration	Me	September 6, 2025 @ 11:59 PM	August 29, 2025 @ 11:19 AM



Review and ensure all documents have been uploaded successfully and accurately.

At the top right corner, click on 'Actions' and choose 'Submit to Academic Resources Office – Final Review' to send your submission to the final step.




***Note:** Click the 'Submit to Change Request - Faculty' button if you wish to make changes to your initial application. All changes will have to be re-approved.

You will be prompted to confirm submission.

Please click 'Yes' to route the application to next step and 'No' if you need to go back and make a change.

Are you sure you want to Submit to Academic Resources Office - BOR Decision?





Please contact Academic.Resources@unt.edu if you have any questions.

Academic Resources