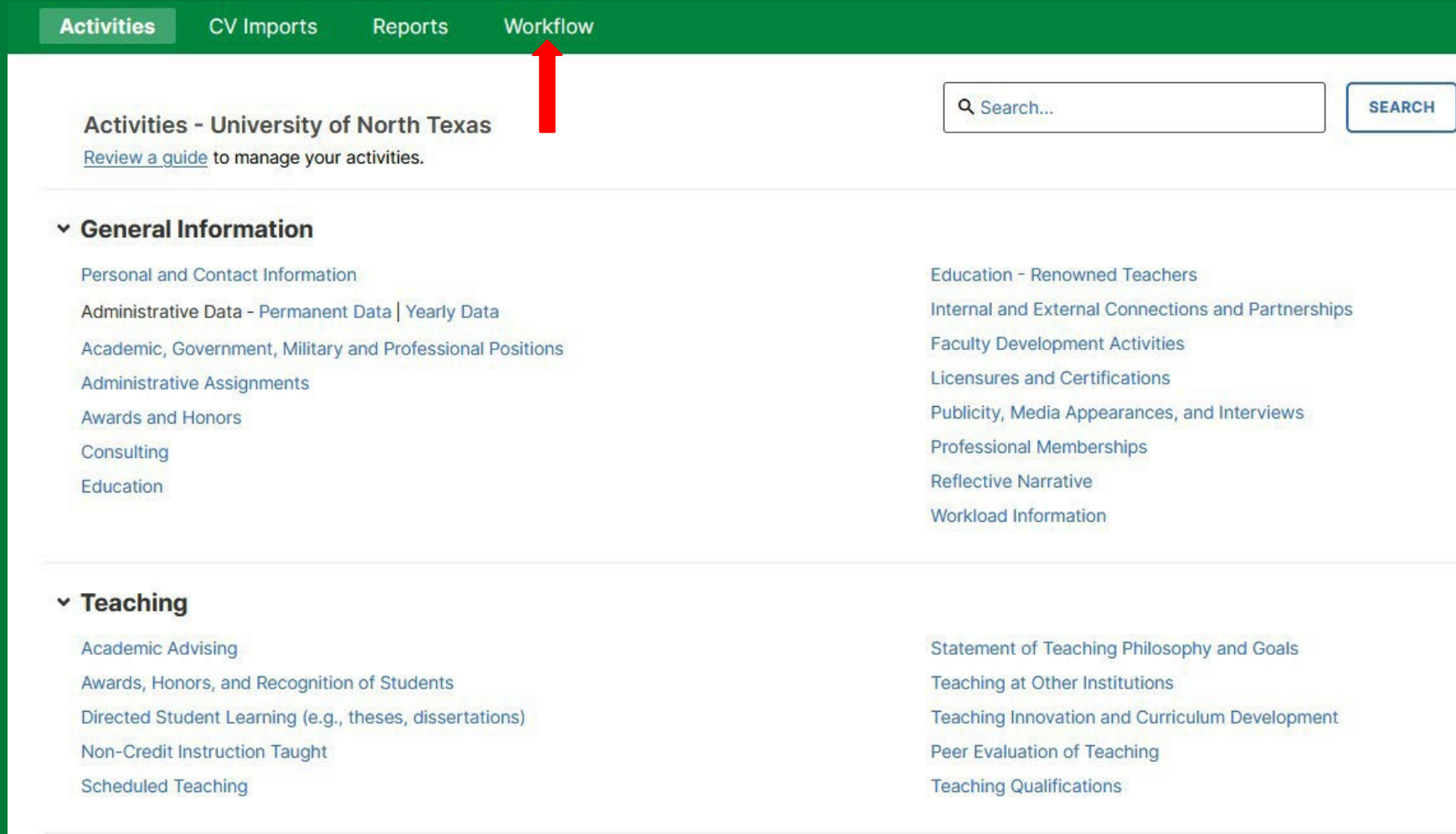




Professional Faculty Promotion Workflow

Instructions for Candidate Submission

Please use Chrome or Firefox for capability purposes.
From your FIS profile, click on the Workflow tab.



Activities CV Imports Reports **Workflow**

Activities - University of North Texas
[Review a guide](#) to manage your activities.

Search... **SEARCH**

▼ **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
- Teaching Qualifications

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

▼ Inbox (1)

► Show Filters (1)

NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE $\downarrow \frac{A}{2}$ ▼	DATE RECEIVED ▼
2024-2025 Professional Faculty Promotion (Test)	Candidate Submission	Academic Administration	Me	September 5, 2024 @ 11:59 PM	July 26, 2024 @ 8:15 AM

Please upload your preferred CV, self-evaluation personal narrative, and unit promotion criteria.

[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: *

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

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted * to 750 words.):

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

Upload your unit promotion criteria:

Unit promotion criteria: *

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

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 select the “Click here to select prior submissions” button to view your previously completed workflows.

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

Annual reviews *

[Click here to select prior submissions](#)

A box will appear on your right.

Select the necessary reviews and click OK.

Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year End Year

Selected (2 of 10)

Faculty Development Leave (5th Test) - Completed April 07, 2023

Faculty Development Leave (4th Test) - No change request - Completed December 15, 2022

Sabbatical Leave

☒ Faculty Development Leave (5th Test) - Completed April 07, 2023

☒ Faculty Development Leave (4th Test) - No change request - Completed December 15, 2022

☐ Faculty Development Leave (4th Test) - Completed December 10, 2022

CANCEL OK

Please upload any unit-specific supporting documentation (if applicable).

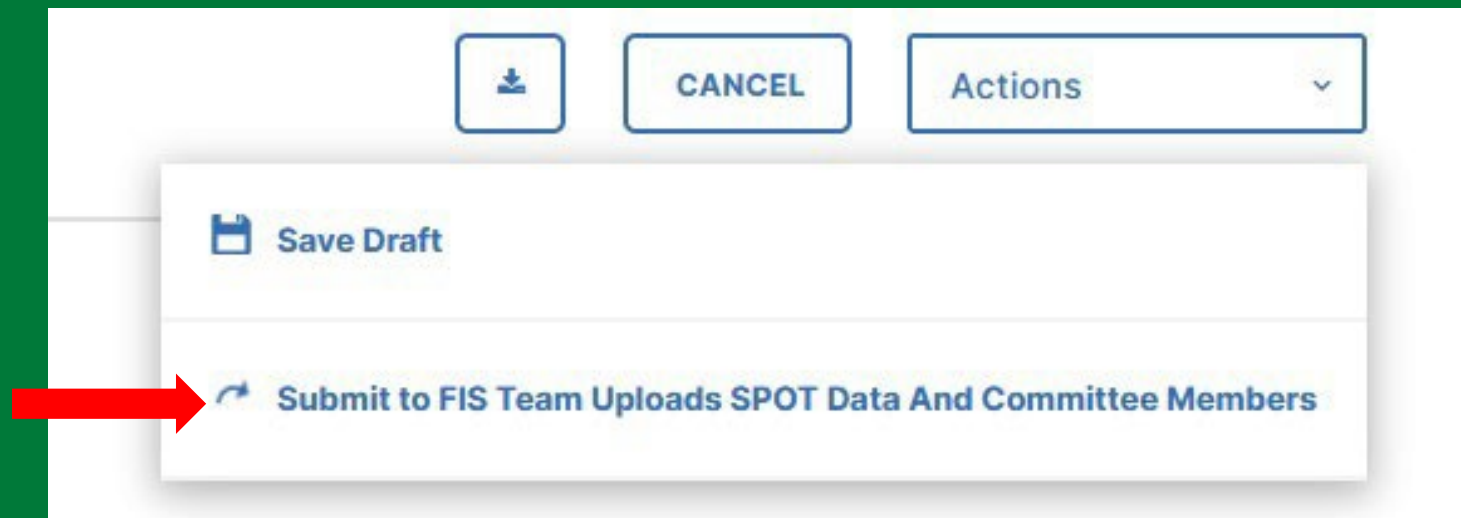
Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

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

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

At the top right corner, click on 'Actions' and choose 'Submit to FIS Team Uploads SPOT Data and Committee Members' to send your submission to the next step.



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 FIS Team
Uploads SPOT Data And Committee
Members?

NO

YES



Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369-6108