2019-2020 Tenure and Promotion

Faculty Information System Team
Process Flowchart for 6th Year Tenure and Promotion

**STEP 1:** Candidate submission I
- **DATES:** 5/16 – 5/30/19
- **STEP ACCESS:** Candidate

**STEP 2:** Workflow maintenance
- **DATE:** 5/31/19
- **STEP ACCESS:** FIS team

**STEP 3:** UA sends dossier to external reviewers
- **DATES:** 6/1 – 6/8/19
- **STEP ACCESS:** UA

**STEP 4:** FIS Team uploads SPOT data
- **DATES:** 6/9 – 8/15/19
- **STEP ACCESS:** FIS team

**STEP 5:** Candidate submission II
- **DATES:** 8/16 – 8/30/19
- **STEP ACCESS:** Candidate

**STEP 6:** Workflow maintenance
- **DATE:** 8/31/2019
- **STEP ACCESS:** FIS team

**STEP 7:** UA uploads external reviewer information and letters
- **DATES:** 9/1 – 9/10/2019
- **STEP ACCESS:** UA

**STEP 8:** FIS team adds committee membership
- **DATES:** 9/11 – 9/15/19
- **STEP ACCESS:** FIS team

**STEP 9:** URC chair uploads recommendation to UA and eligible faculty cast their reappointment vote to UA
- **DATES:** 9/16 – 10/15/19
- **STEP ACCESS:** URC chair/members and eligible unit faculty

**STEP 10:** UA uploads recommendation to the CRC
- **DATES:** 10/16 – 11/15/19
- **STEP ACCESS:** UA

**STEP 11:** CRC chair uploads recommendation to dean
- **DATES:** 11/16 – 12/15/19
- **STEP ACCESS:** CRC chair/members

**STEP 12:** Dean uploads recommendation to the provost
- **DATES:** 12/16 – 1/15/20
- **STEP ACCESS:** Dean, dean’s executive assistant

**STEP 13:** Provost uploads recommendation to the president
- **DATES:** 1/16 – 3/1/20
- **STEP ACCESS:** Provost, provost’s executive assistant

**STEP 14:** University/BoR T&P decision
- **DATES:** 3/2 – 6/15/20
- **STEP ACCESS:** President

**STEP 15:** Dossier Archival
- **DATE:** 6/16/20

**Acronym Key:**
- UA = Unit administrator
- URC = Unit review committee
- CRC = College review committee

*4/15/2019*
Process Flowchart for Midterm and Mandatory 4th Tenure and Promotion

**Midterm and Mandatory 4th Year Tenure and Promotion Flowchart**

**STEP 1:** Candidate submission
*DATES: 8/16 – 8/30/19*
*STEP ACCESS: Candidate*

**STEP 2:** FIS Team uploads SPOT data and committee membership
*DATES: 8/31 – 9/15/19*
*STEP ACCESS: FIS Team*

**STEP 3:** URC chair uploads recommendation to UA and eligible faculty cast their reappointment vote to UA
*DATES: 9/16 – 10/15/19*
*STEP ACCESS: URC chair/members and eligible unit faculty*

**STEP 4:** UA uploads recommendation to the CRC
*DATES: 10/16 – 11/15/19*
*STEP ACCESS: UA*

**STEP 5:** CRC chair uploads recommendation to dean
*DATES: 11/16 – 12/15/19*
*STEP ACCESS: CRC chair/members*

**STEP 6:** Dean uploads recommendation to the provost
*DATES: 12/16 – 1/15/20*
*STEP ACCESS: Dean, dean’s executive assistant*

**STEP 7:** Provost uploads recommendation to the president
*DATES: 1/16 – 3/1/20*
*STEP ACCESS: Provost, provost’s executive assistant*

**STEP 8:** University reappointment decision
*DATES: 3/2 – 6/15/20*
*STEP ACCESS: President*

**STEP 9:** Dossier Archival
*DATE: 6/16/20*

**Acronym Key:**
- UA = Unit administrator
- URC = Unit review committee
- CRC = College review committee
Where to find Tenure and Promotion letters for 2018-2019?
**Where to find Tenure and Promotion letters for 2018-2019?**

<table>
<thead>
<tr>
<th>Reappointment, Tenure and Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
</tr>
<tr>
<td>2018-2019</td>
</tr>
</tbody>
</table>

**Edit Reappointment, Tenure and Promotion**

- **Reappointment, Tenure and Promotion Year**: 2018-2019
- **Reappointment, Tenure and Promotion**: [Download "Broberg Kirsten Tenure and Promotion-1.pdf"]
- **Additional Documentation (optional)**: No File Stored
- **Unit Administrator Decision Date**: May 31, 2019
How To Access FIS

The FIS System is accessed through your My.unt. page at: https://my.unt.edu

Enter EUID and Password
How To Access FIS

After logging in you will look for the “Faculty” Tab as seen below. (Liaison’s link will be under the Human Resources tab”)

Then you will click the link “Faculty Information System”

You will need to ensure that your pop-up blocker is disabled or create a page exception. See pop-up instructions for browser specific instructions.
Running Annual Reports by Department

Select Reports tab on the top toolbar

<table>
<thead>
<tr>
<th>Name</th>
<th>Created By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Report - VPAA 160</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Annual Report - VPAA 160 (Business)</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Awards and Honors</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Contracts, Grants and Sponsored Research by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Creative Works by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>CV Uploaded to FIS</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Editorial and Review Activities by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Directory</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>General Service by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Intellectual Contributions by Faculty</td>
<td>Digital Measures</td>
<td></td>
</tr>
<tr>
<td>Intellectual Contributions Summary</td>
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<td></td>
</tr>
</tbody>
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</table>
Edit the Date Range by changing the Start Date to **January 1st, 2016** and the End Date to **December 31st 2017**. Edit Whom to Include by selecting Change Selection.

---

### Run Annual Report - VPAA 160

**Download this report's template**

<table>
<thead>
<tr>
<th>1</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>January 01 2017</td>
</tr>
<tr>
<td>End Date</td>
<td>December 31 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Whom to Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users Selected by</td>
<td>All</td>
</tr>
<tr>
<td>Include These Accounts</td>
<td>Enabled Only</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Report Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Do you want to list teaching or research first?</td>
<td>Teaching First</td>
</tr>
<tr>
<td>b) Do you want an abbreviated report?</td>
<td>Detailed</td>
</tr>
<tr>
<td>c) Do you want to hide sections without any activities?</td>
<td>Hide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Format</td>
<td>Microsoft Word (.doc)</td>
</tr>
<tr>
<td>Changes made to the Microsoft Word document will not be reflected in the system.</td>
<td></td>
</tr>
<tr>
<td>Page Size</td>
<td>Letter</td>
</tr>
</tbody>
</table>
You may use the department drop down to select individual departments. Do not check any other category. Select the save button.
Select Run Report to generate the report.

### Run Annual Report - VPAA 160

**Date Range**
- **Start Date**: January 01 2017
- **End Date**: December 31 2019

**Whom to Include**
- **Users Selected by**: Department (1)
- **Include These Accounts**: Enabled Only

**Report Options**
- a) **Do you want to list teaching or research first?**: Teaching First
- b) **Do you want an abbreviated report?**: Detailed
- c) **Do you want to hide sections without any activities?**: Hide

**File Format**
- **File Format**: Microsoft Word (.doc)

*Changes made to the Microsoft Word document will not be reflected in the system.*

*Page Size*: Letter
The process is the same as above with the exception of Whom to Include. Rather than choosing departments, you select the user/users from the Individual drop down.

Select Save and Run Report.
Open the Annual Report – VPAA 160 and save the document to the desired location.
You may contact the FIS Team by email or phone for assistance.

Faculty.Info@unt.edu
940-369-6108