



**UNT**<sup>®</sup>

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

**EST. 1890**

# Midterm and Mandatory 4<sup>th</sup> Tenure and Promotion

## Instructions for Candidate Submissions

Training brought to you by:

The Office of Academic Administration

## 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 UNT DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo on the left and navigation links for 'Activities', 'Reports', and 'Workflow'. On the right side of the bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...' and 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 data and reports.

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Activities Reports Workflow

? [Notification Icon] [User Icon] DigitalMeasures

Search All Activities... [Search 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](https://my.unt.edu)

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

Search All Activities... ? [notification icon] [user icon] DigitalMeasures

Rapid Reports PasteBoard

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

▼ **General Information**

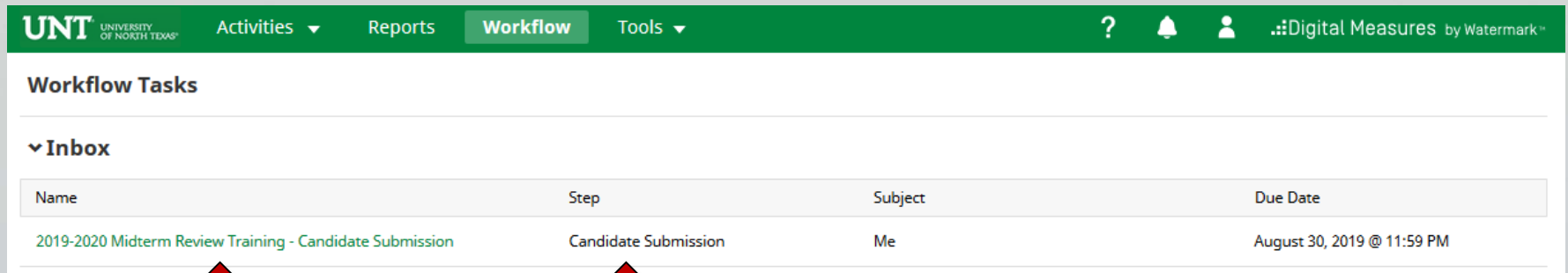
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
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- Teaching at Other Institutions
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- Peer Evaluation of Teaching

# Instructions for Candidate Submission

Go to your Workflow Inbox and identify your T&P personnel action.  
Click on the link to open the Workflow form.



The screenshot shows the UNT University of North Texas interface. The top navigation bar includes 'Activities', 'Reports', 'Workflow' (highlighted), and 'Tools'. On the right, there are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar, the 'Workflow Tasks' section is visible, with a dropdown menu for 'Inbox'. A table lists the tasks:

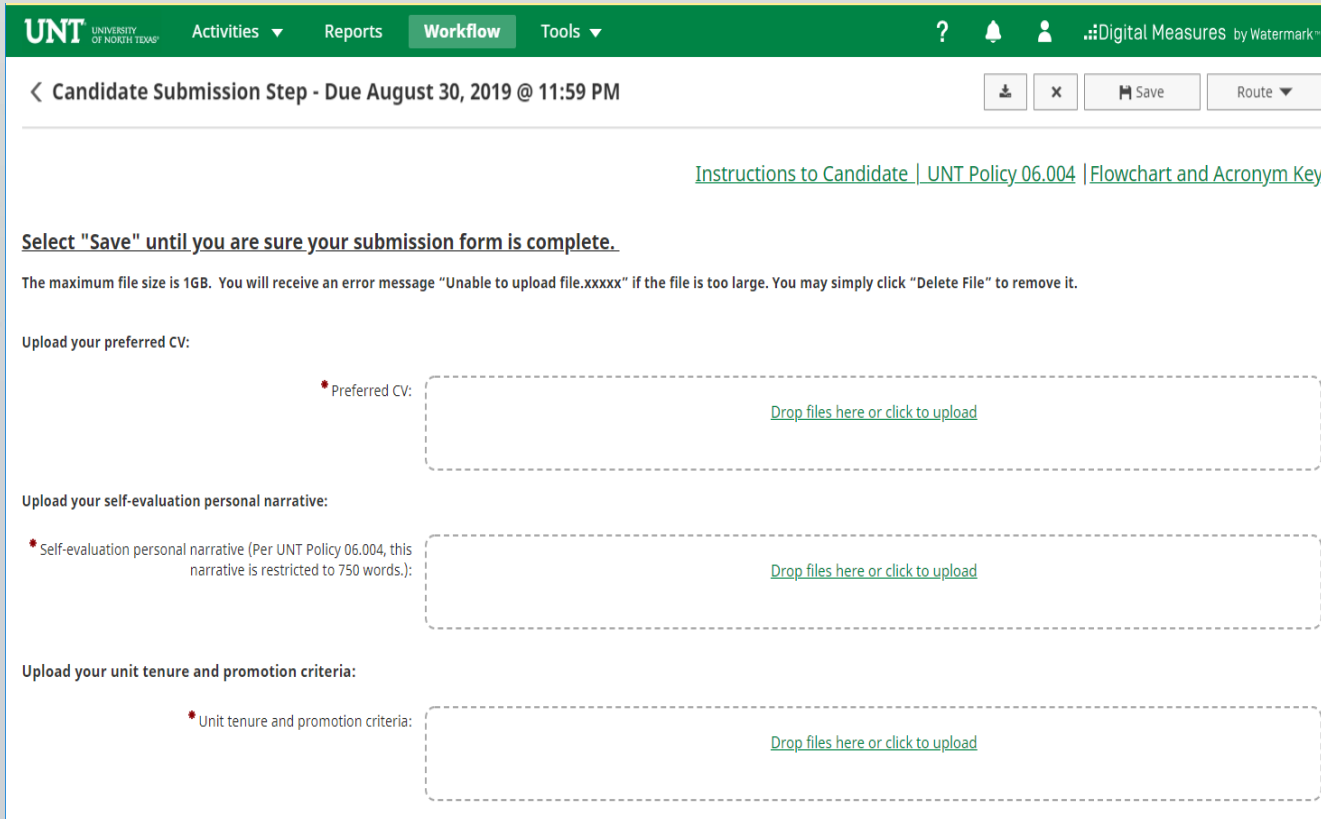
Name	Step	Subject	Due Date
2019-2020 Midterm Review Training - Candidate Submission	Candidate Submission	Me	August 30, 2019 @ 11:59 PM



## Do not press the *Route* button until you have verified all items are correct.

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

Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with 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.



The screenshot shows a web interface for a candidate submission step. At the top, there is a green navigation bar with the UNT logo, menu items (Activities, Reports, Workflow, Tools), and utility icons (help, notifications, user profile). Below the navigation bar, the page title is "Candidate Submission Step - Due August 30, 2019 @ 11:59 PM". To the right of the title are buttons for "Save" and "Route".





Below the title bar, there are links for "Instructions to Candidate", "UNT Policy 06.004", and "Flowchart and Acronym Key".

The main content area contains the following sections:

- 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:**
  - Required field (marked with a red asterisk): Preferred CV.
  - Upload area: Drop files here or click to upload.
- Upload your self-evaluation personal narrative:**
  - Required field (marked with a red asterisk): Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words;).
  - Upload area: Drop files here or click to upload.
- Upload your unit tenure and promotion criteria:**
  - Required field (marked with a red asterisk): Unit tenure and promotion criteria.
  - Upload area: Drop files here or click to upload.

Upload your annual reviews and reappointment reviews for each year you have been on the tenure-track. If your unit administrator combined annual and reappointment reviews into one document, please upload the combined document to the annual review field below. Also, upload evidence of mentoring and support, any unit-specific supporting documentation (if applicable), and click Save.

UNT UNIVERSITY OF NORTH TEXAS   Activities ▾   Reports   **Workflow**   Tools ▾   ?   🔔   👤   Digital Measures by Watermark™

← Candidate Submission Step - Due August 30, 2019 @ 11:59 PM          Save    Route ▾

Upload your annual reviews and reappointment reviews for years 1 and 2. If your unit administrator combined annual and reappointment reviews into one document, please upload the combined document to the annual review field below:

\* Annual review results:

Reappointment review results:

Upload evidence of mentoring and support:




\* Evidence of mentoring and support:

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting 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™

◀ Candidate Submission Step - Due August 30, 2019 @ 11:59 PM         **Save**    ▾



[Instructions to Candidate](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

**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](#)

 Customized CV.pdf (32.86 KB)  Delete File



Upload your self-evaluation personal narrative:


\* Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.): [Drop files here or click to upload](#)

 Self Evaluation, Personal Narrative.pdf (33.99 KB)  Delete File

Upload your unit tenure and promotion criteria:

\* Unit tenure and promotion criteria: [Drop files here or click to upload](#)

 Unit Tenure and Prom Criteria.docx (11.24 KB)  Delete File



Please select your T&P personnel action link for a final review.

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

**Workflow Tasks**

▼ Inbox

Name	Step	Subject	Due Date
<a href="#">2019-2020 Midterm Review Training - Candidate Submission</a>	Candidate Submission	Me	August 30, 2019 @ 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   ?   Digital Measures by Watermark

< Candidate Submission Step - Due August 30, 2019 @ 11:59 PM   Save   Route

Submit to FIS Team Uploads SPOT Data And Committee Members

Instructions to Candidate

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...

Upload your preferred CV:

Preferred CV: Drop files here or click to upload

Customized CV.pdf (32.86 KB) Delete File

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.): Drop files here or click to upload

Self Evaluation, Personal Narrative.pdf (33.99 KB) Delete File

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria: Drop files here or click to upload

Unit Tenure and Prom Criteria.docx (11.24 KB) Delete File

You will be prompted to confirm submission.

Are you sure you want to Submit to FIS Team Uploads SPOT Data And Committee Members?



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

To Recall your personnel action, please see [Workflow FAQ's](#).



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

**Faculty.Info@unt.edu  
940.369-6108**