



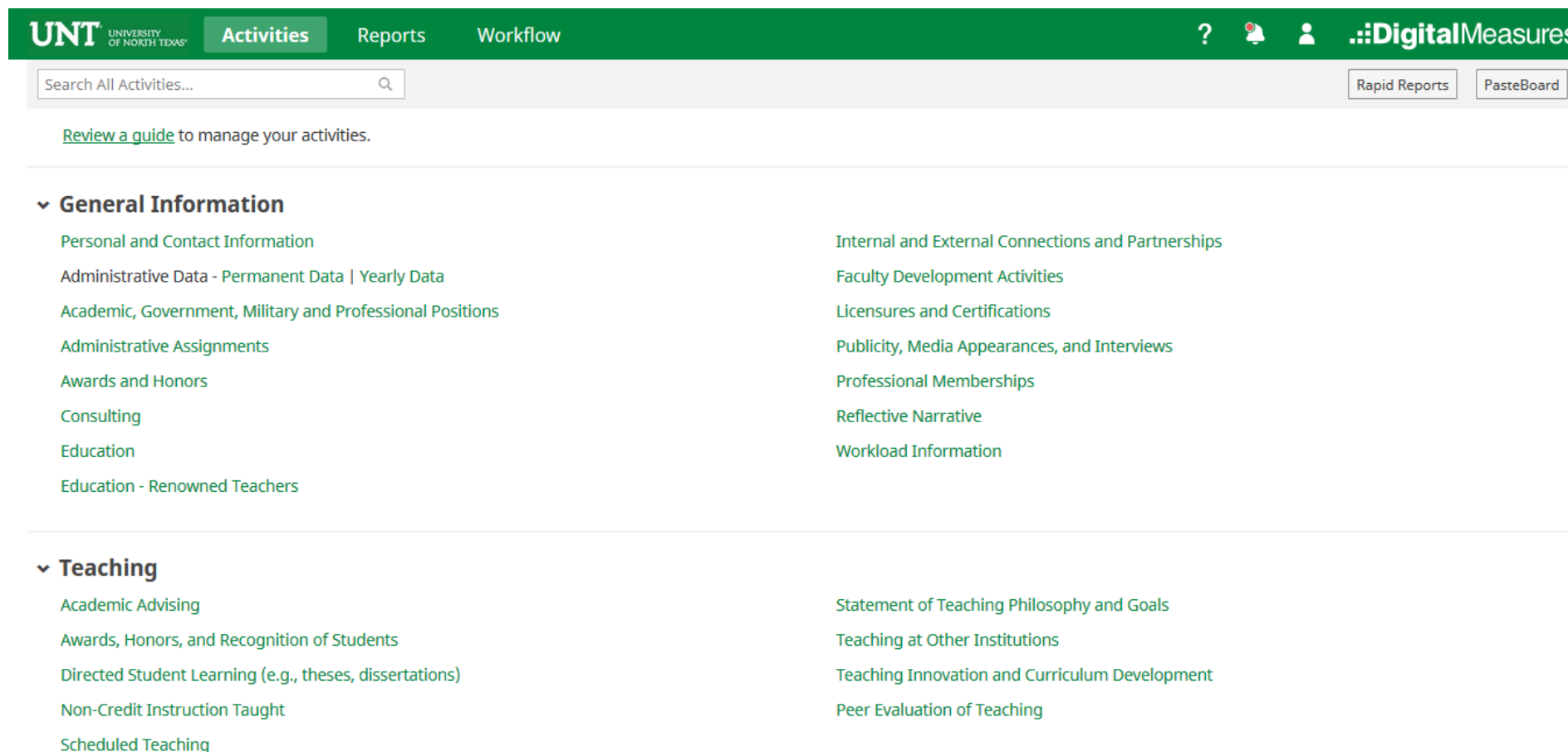
Tenure and Promotion Workflow

Instructions for Candidate Submissions

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 is a green navigation bar with the UNT logo, 'Activities' (highlighted), 'Reports', and 'Workflow' tabs. On the right of the bar are icons for help, notifications, and user profile, followed by the 'DigitalMeasures' logo. 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 is a link: '[Review a guide](#) to manage your activities.'

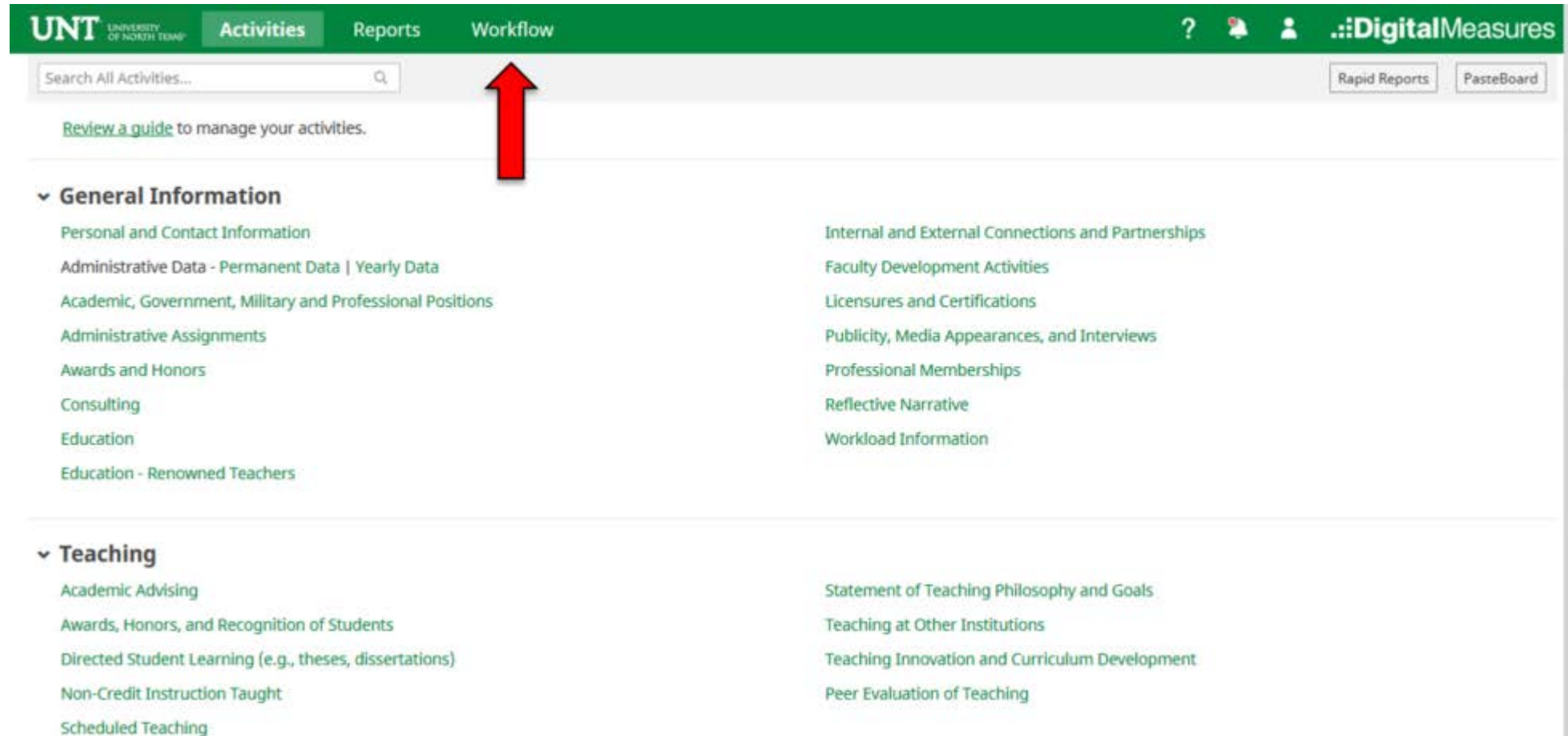
General Information

- 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

From your FIS profile, click on the Workflow tab.



The screenshot shows the top navigation bar of the UNT FIS profile with tabs for 'Activities', 'Reports', and 'Workflow'. A red arrow points to the 'Workflow' tab. Below the navigation bar is a search box labeled 'Search All Activities...' and buttons for 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

Workflow

Search All Activities...

[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
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- Peer Evaluation of Teaching

Instructions for Candidate Submission I (May)

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

UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ? [bell icon] [user icon] Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	Candidate Submission I	Me	May 30, 2021 @ 11:59 PM



Do not Submit until you have verified all items are correct.



Please upload your preferred CV, self-evaluation personal narrative, unit tenure and promotion criteria, and unit-specific supporting documentation (if applicable) and click Save.

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 CV Imports Manage Data Reports More ? [User Icon] [Digital Measures by Watermark]

< Candidate Submission I Step - Due May 30, 2021 @ 11:59 PM [Download] [Cancel] [Actions]

[Instructions to Faculty](#) | [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]

Upload unit-specific supporting documents to be emailed to external reviewers:

Unit-specific supporting documents for external reviewers: [Drop files here or click to upload](#)

Please click “Actions”, then “Save Draft” at the top right. This will take you back to your Workflow Inbox.



UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ▾ ? 🔔 👤 ..Digital Measures by Watermark

< Candidate Submission I Step - Due May 30, 2021 @ 11:59 PM

[Instructions to Faculty | UN](#) **Step 1**

Step 2

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:

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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](#)

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

Workflow Tasks

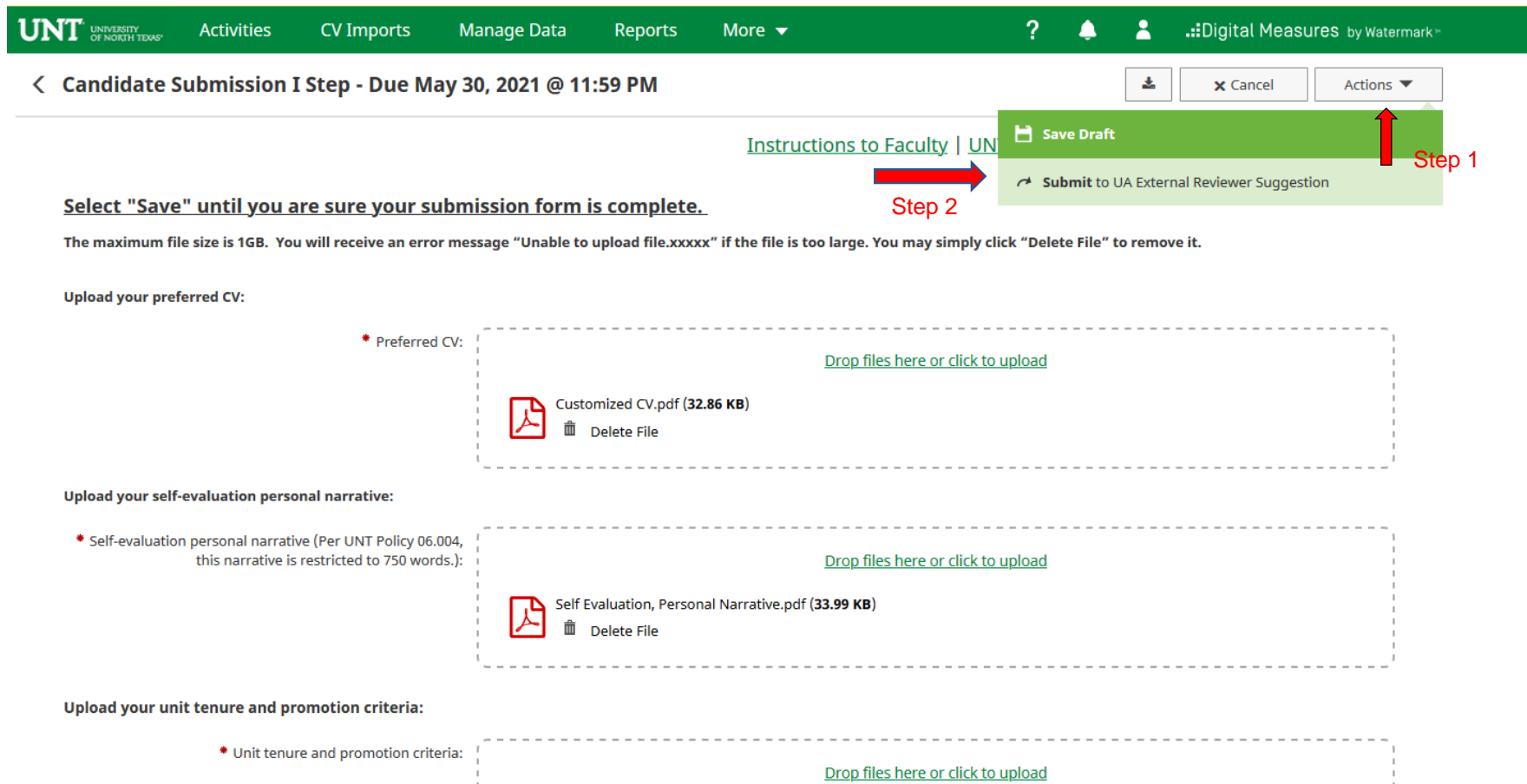
▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	Candidate Submission I	Me	May 30, 2021 @ 11:59 PM



Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click “Action”, then “Submit to UA External Reviewer Suggestion” to send your submission to the next step.



The screenshot shows the top navigation bar with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, and More. 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 page title is "Candidate Submission I Step - Due May 30, 2021 @ 11:59 PM". To the right of the title are buttons for "Cancel" and "Actions".

An "Instructions to Faculty | UNT" link is visible. A red arrow labeled "Step 2" points to the "Submit to UA External Reviewer Suggestion" button in the "Actions" dropdown menu. Another red arrow labeled "Step 1" points to the "Save Draft" button in the same menu.

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

You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

No

Yes



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

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

Instructions for Candidate Submission II (August)

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

UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ▾ ? 🔔 👤 Digital Measures by Watermark™

Workflow Tasks

▼ Inbox




Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	Candidate Submission II	Me	September 10, 2021 @ 11:59 PM



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 and any unit-specific supporting 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

< Candidate Submission II Step - Due September 10, 2021 @ 11:59 PM [less to this content](#)

  Cancel  Actions ▼

> FIS Team Uploads SPOT Data Step - Hope Wilkinson



Submitted April 22, 2021
by University of North Texas Working Group

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

Upload your annual review for years in current rank. For example, if you have been an associate professor for the past 7 years, please upload your annual review for each of these years:

* Annual review results:

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

 Annual Results.docx (11.14 KB)
 Delete File

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

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

Please click “Actions”, then “Save” at the top right. This will take you back to your Workflow Inbox

< Candidate Submission II Step - Due September 10, 2021 @ 11:59 PM

[Download Icon] [Cancel] [Actions ▼]

Step 2 → [Save Draft] [Submit to FIS Team Adds Committee Membership] ← Step 1

Upload your annual review for years in current rank. For example, if you have been an associate professor for the past 7 years, please upload your annual review for each of these years:

* Annual review results:

Drop files here or click to upload

Annual Results.docx (11.14 KB) [Delete File]

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Drop files here or click to upload

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

Workflow Tasks

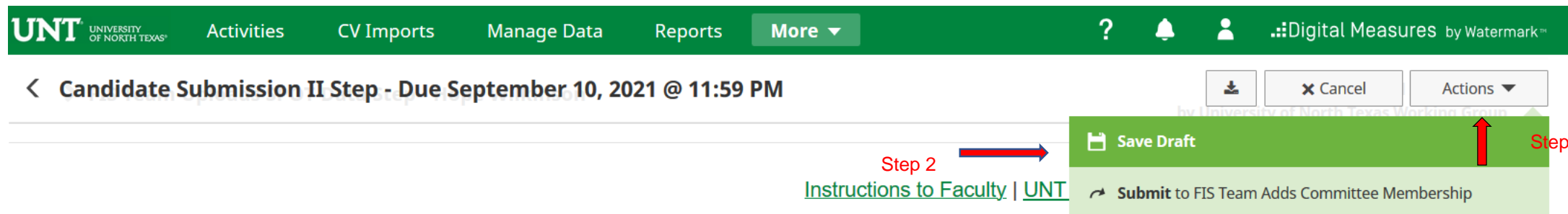
▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	Candidate Submission I	Me	May 30, 2021 @ 11:59 PM



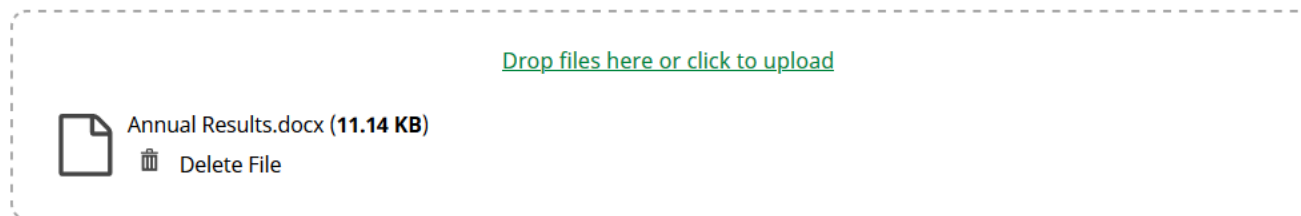
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click Action, then Submit to send your submission to the next step.



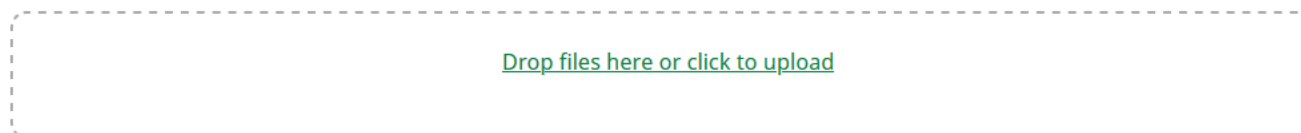
Upload your annual review for years in current rank. For example, if you have been an associate professor for the past 7 years, please upload your annual review for each of these years:

* Annual review results:



Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:



You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

No

Yes



Checking Yes will move the personnel action to the next step

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

Please contact the FIS
Team for additional
information or
assistance:

Faculty.Info@unt.edu
940.369-6108