Tenure and Promotion Workflow

Instructions for the Unit Administrator
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.
From your FIS profile, click on the Workflow tab
Locate the name of the subject you would like to review and select the corresponding link

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022 Tenure and Promotion</td>
<td>UA Uploads Recommendation To The CRC</td>
<td>Hope Wilkinson</td>
<td>November 15, 2021 @ 11:59 PM</td>
</tr>
</tbody>
</table>
Please review the candidate’s dossier
Please upload your recommendation, any accompanying documentation, and input the eligible faculty vote (if applicable)

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 click “Actions”, then “Save Draft” at the top right. This will take you back to your Workflow Inbox.
Please select the correct personnel action link and complete a final review

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Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents. Click “Actions”, then “Submit” to send your submission to the next step.
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