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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Non-tenured Promotion Workflow

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 activity categories.

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Activities Reports Workflow

? DigitalMeasures

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
- 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

The screenshot shows the top navigation bar of the UNT DigitalMeasures website. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

UNT UNIVERSITY OF NORTH TEXAS **Activities** Reports **Workflow** ? **DigitalMeasures**

Search All Activities...

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

General Information

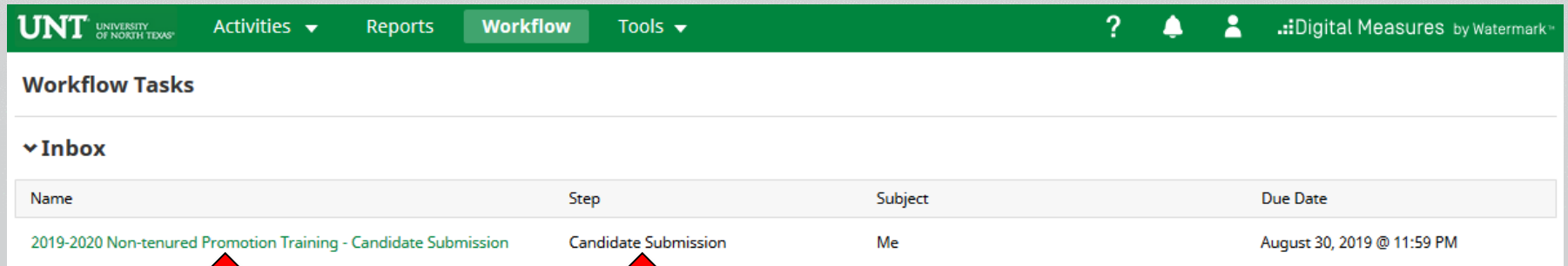
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
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- Education
- Education - Renowned Teachers
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Instructions for Candidate Submission

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



Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion 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, annual review results, and unit-specific supporting documentation (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.

The screenshot shows a web interface for a candidate submission step. At the top, there is a navigation bar with the UNT logo and menu items: Activities, Reports, Workflow (highlighted), and Tools. On the right of the navigation bar 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 Step - Due August 30, 2019 @ 11:59 PM'. There are buttons for 'Save' and 'Route'. A link for 'Instructions to Candidate | UNT Policy 06.005 | Flowchart and Acronym Key' is provided. The main content area contains several sections, each with a red asterisk indicating a required field. Each section has a dashed box for file upload and a 'Drop files here or click to upload' link. The sections are: 'Upload your preferred CV:', 'Upload your self-evaluation personal narrative:', 'Upload your unit promotion criteria:', 'Upload your annual reviews for years in current rank.', and 'Upload any unit-specific supporting documentation (optional):'. Each required field is marked with 'This field is required'.

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

[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](#)
This field is required

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](#)
This field is required

Upload your unit promotion criteria:

* Unit promotion criteria: [Drop files here or click to upload](#)
This field is required

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

* Annual review results: [Drop files here or click to upload](#)
This field is required

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation: [Drop files here or click to upload](#)

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 ? [User Icon] .:Digital Measures by Watermark

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

[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](#)
Customized CV.pdf (32.86 KB) [Delete File]

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

Upload your unit promotion criteria:

- Unit promotion criteria: [Drop files here or click to upload](#)
Unit Tenure and Prom Criteria.docx (11.24 KB) [Delete File]

Upload your annual reviews for years in current rank. For example, if you have been a senior lecturer for the past 5 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 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
2019-2020 Non-tenured Promotion Training - Candidate Submission	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.


The screenshot shows the 'Candidate Submission Step - Due August 30, 2019 @ 11:59 PM' interface. At the top, there is a navigation bar with 'UNT UNIVERSITY OF NORTH TEXAS', 'Activities', 'Reports', 'Workflow', 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, there are buttons for 'Route', 'Save', and 'Cancel'. A green callout box highlights the 'Route' button with a red arrow and the text 'Step 1'. Another green callout box highlights the 'Submit to FIS Team Uploads SPOT Data And Committee Members' button with a red arrow and the text 'Step 2'. The main content area contains several sections for uploading documents:

- Upload your preferred CV:** A red asterisk indicates a required field. The upload area shows a file named 'Customized CV.pdf (32.86 KB)' with a 'Delete File' button.
- Upload your self-evaluation personal narrative:** A red asterisk indicates a required field. The upload area shows a file named 'Self Evaluation, Personal Narrative.pdf (33.99 KB)' with a 'Delete File' button.
- Upload your unit promotion criteria:** A red asterisk indicates a required field. The upload area shows a file named 'Unit Tenure and Prom Criteria.docx (11.24 KB)' with a 'Delete File' button.
- Upload your annual reviews for years in current rank:** A red asterisk indicates a required field. The upload area shows a file named 'Annual Results.docx (11.14 KB)' with a 'Delete File' button.
- Upload any unit-specific supporting documentation (optional):** The upload area is currently empty.

You will be prompted to confirm submission.

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

No Yes

A red arrow with a black outline points upwards from the bottom center of the slide towards the 'Yes' button in the confirmation dialog box.

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**