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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Non-tenured Promotion Workflow

Instructions for the
College Review
Committee Chair

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 DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo on the left and the text 'DigitalMeasures' on the right. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...'. 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.'

The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section has a list of links to various activity categories.

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 displays 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 labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link to 'Review a guide to manage your activities.' is also present. 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... **Rapid Reports** **PasteBoard**

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

General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
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Locate the name of the subject you would like to provide information for and select the corresponding link.

Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion Training - CRC Chair Uploads Recommendation To Dean	CRC Chair Uploads Recommendation To Dean	Rebecca How	December 15, 2019 @ 11:59 PM

Please review the candidate's dossier.

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

◀ CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM

📄 ✕ 📁 Save 📄 Route ▾


▼ Candidate Submission Step - Rebecca How Submitted April 22, 2019
by Rebecca How

[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:  Customized CV.pdf (32.86 KB)


Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.005, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)

Upload your unit promotion criteria:

Unit promotion criteria:  Unit Tenure and Prom Criteria.docx (11.24 KB)

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:  Annual Review.docx (11.24 KB)

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Please upload the college review committee's recommendation, any accompanying documentation, and input the college review committee's vote.

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 Reports Workflow Tools ? [User Icon] Digital Measures by Watermark

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

Committee Members 0/1 Reviewed

University of North Texas Working Group Unreviewed

[Instructions to CRC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the college review committee's promotion recommendation from the drop-down below:

* Recommendation of the college review committee: [Dropdown]

Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):

* Yea votes [Input]

* Nay votes [Input]

* Abstention votes [Input]

Upload the college review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

* Recommendation letter: [Upload Area] [Drop files here or click to upload](#)

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Upload Area] [Drop files here or click to upload](#)

Upload additional documentation (optional):

Additional documentation: [Upload Area] [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™

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

Committee Members

University of North Texas Working Group [0/1 Reviewed] [Unreviewed]

[Instructions to CRC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the college review committee's promotion recommendation from the drop-down below:

Recommendation of the college review committee:

Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):


Yea votes:

Nay votes:

Abstention votes:

Upload the college review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

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

 Recommendation Letter.docx (11.22 KB) [Delete File](#)

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

Please select the correct personnel action link and complete a final review.

Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion Training - CRC Chair Uploads Recommendation To Dean	CRC Chair Uploads Recommendation To Dean	Rebecca How	December 15, 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.

Additional documentation

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM

Download X Save Route

Submit to Dean Uploads Final Promotion Decision Letter
Send Back to A Uploads Recommendation To The CRC

Step 1

Step 2

Unreviewed

Committee Members

University of North Texas Working Group

[Instructions to CRC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy.06.005](#) | [Flowchart and Acronym Key](#)

Please select the college review committee's promotion recommendation from the drop-down below:

* Recommendation of the college review committee: Affirmative

Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):

* Yea votes: 9

* Nay votes: 0

* Abstention votes: 0

Upload the college review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

* Recommendation letter: Drop files here or click to upload

Recommendation Letter.docx (11.22 KB)

You will be prompted to confirm submission.

Are you sure you want to Submit to Dean Uploads Final Promotion Decision Letter?



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

To Recall or Send Back a 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**