Non-tenured Promotion Workflow

Instructions for the Dean

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.
To access your T & P workflow, please login to your FIS profile via my.unt.edu
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>
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<tbody>
<tr>
<td>2019-2020 Non-tenured Promotion Training - Dean Uploads</td>
<td>Dean Uploads Final Promotion Decision Letter</td>
<td>Rebecca How</td>
<td>January 15, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>
Please review the candidate’s dossier.

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 your recommendation and any accompanying 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.
Please press the Save button 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.

<table>
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<tr>
<th>Workflow Tasks</th>
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<tr>
<td><strong>Inbox</strong></td>
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<td><strong>Name</strong></td>
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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.
You will be prompted to confirm submission.

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

To Recall or Send Back a personnel action, please see Workflow FAQ’s.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108