



**UNT**<sup>®</sup>

UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

# Non-tenured Promotion Workflow

## Instructions for the Review Committee Members

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 (University of North Texas) on the left, and navigation links for 'Activities', 'Reports', and 'Workflow' in the center. On the right side of the navigation bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. 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, 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. The 'General Information' section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

To access your T & P workflow, please login to your FIS profile via [my.unt.edu](https://my.unt.edu)

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. 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
- 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

Locate the name of the subject you would like to review and select the corresponding link.

Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion Training - URC Chair Uploads Recommendation To The UA	URC Chair Uploads Recommendation To The UA	Rebecca How	October 15, 2019 @ 11:59 PM

Please review the candidate's dossier. Coordinate with the review committee chair to provide your input regarding the candidate.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? [bell icon] [user icon] ..Digital Measures by Watermark

← URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [download icon] [close icon] [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.xxxx" 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 (1).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.

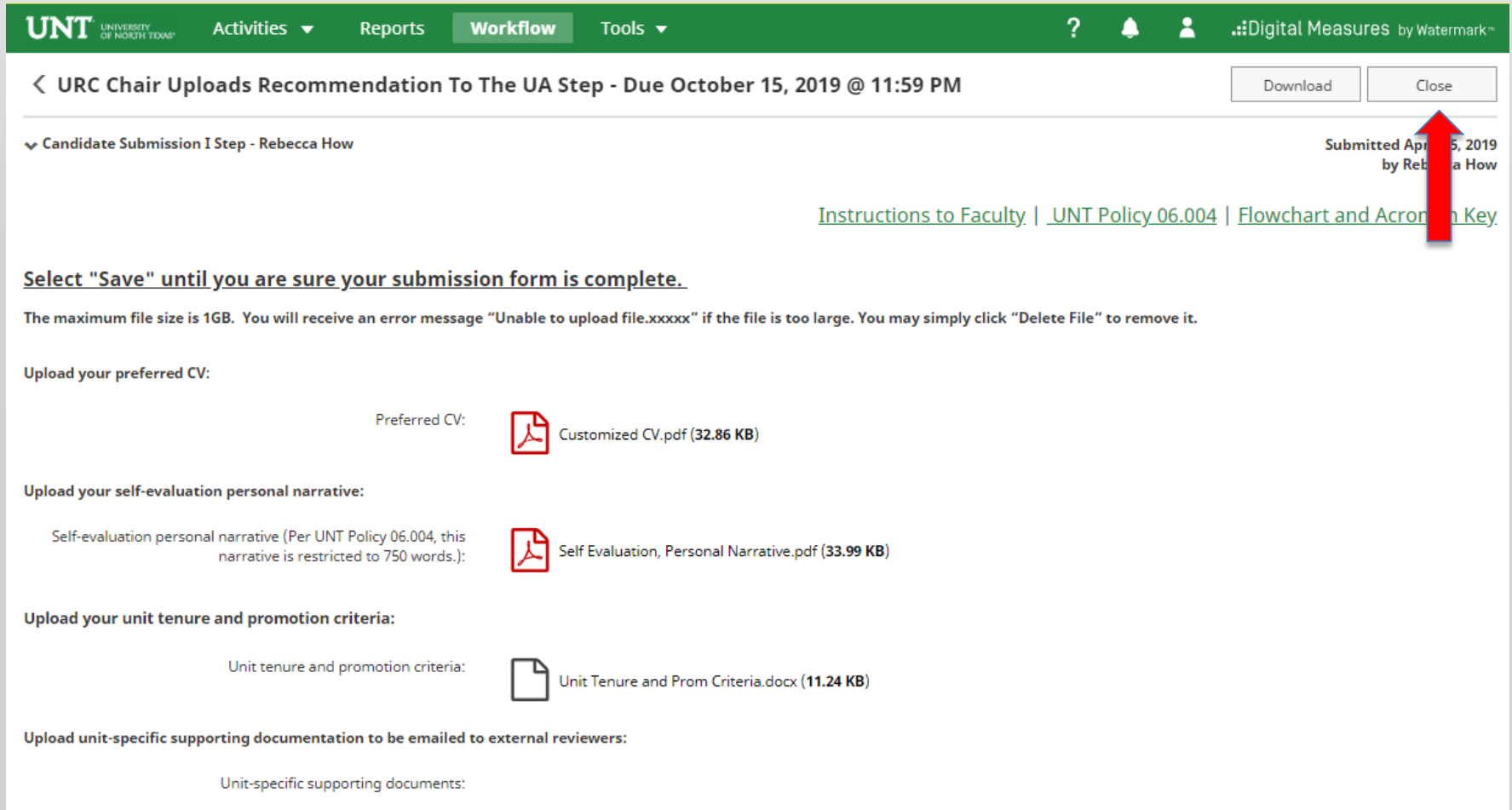
Annual review results:  Annual Results.docx (11.14 KB)

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Please click “Close” after the review is completed.

Clicking the “Close” button notifies the Committee Chair that you have reviewed the candidate’s dossier.



The screenshot shows the UNT Workflow interface for a candidate submission review. The header includes the UNT logo, navigation tabs (Activities, Reports, Workflow, Tools), and utility icons (help, notifications, user profile). The main title is "URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM". On the right, there are "Download" and "Close" buttons. A red arrow points to the "Close" button. Below the title, it shows "Candidate Submission I Step - Rebecca How" and "Submitted April 15, 2019 by Rebecca How". There are links for "Instructions to Faculty", "UNT Policy 06.004", and "Flowchart and Acronym Key". A bold instruction reads: "Select 'Save' until you are sure your submission form is complete." Below this, a note states: "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 interface lists three upload sections: "Upload your preferred CV:" with a file "Customized CV.pdf (32.86 KB)"; "Upload your self-evaluation personal narrative:" with a file "Self Evaluation, Personal Narrative.pdf (33.99 KB)"; and "Upload your unit tenure and promotion criteria:" with a file "Unit Tenure and Prom Criteria.docx (11.24 KB)". A fourth section, "Upload unit-specific supporting documentation to be emailed to external reviewers:", is partially visible with the text "Unit-specific supporting documents:".



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**Please contact the FIS  
Team for additional  
information or  
assistance:**

**Faculty.Info@unt.edu  
940.369.6108**