4th/5th Annual and Reappointment Review Workflow

Instructions for Tenure and Promotion Review Committee Chair

Training brought to you by: The Faculty Information System
Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.

<table>
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<tr>
<th>Activities</th>
<th>Reports</th>
<th>Workflow</th>
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<td>Search All Activities...</td>
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- **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

**EST. 1890**
Click on the “Workflow” tab.
Locate the name of the subject you would like to review and select the corresponding link.

### Workflow Tasks

<table>
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<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>2018-2019 Annual Review</td>
<td>PAC Recommendation</td>
<td>Michael McPherson</td>
<td>September 27, 2018</td>
</tr>
<tr>
<td>2018-2019 Annual/Reappointment Reviews- 4th Year TT Faculty</td>
<td>Unit Review Committee Recommendation</td>
<td>Michael McPherson</td>
<td>September 30, 2018</td>
</tr>
</tbody>
</table>
Please review the documents uploaded on previous steps.

**Unit Review Committee Recommendation Step - Due September 30, 2018**

Faculty Submission Step - Michael McPherson

Please be aware no changes can be made after selecting "Route".
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 the oversized file.

Annual Review Report:
You must click the "Refresh report" icon to refresh report before selecting "Route".

- Annual Review Report: Last Updated September 25, 2018 at 2:20 PM
- 4th Year Reappointment Review Report: Last Updated September 25, 2018 at 2:20 PM

Upload supplemental documentation (optional):

- Supplemental documentation (optional):

PAC Recommendation Step - Michael McPherson

Please be aware no changes can be made after selecting "Route".
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 the oversized file.

Upload the PAC evaluation and any additional documentation:

- PAC recommendation: Recommendation Letter.docx

Additional documentation (optional):
Please select the unit review committee’s recommendation from the pull-down menu, enter the number of votes, and upload any related documents.

Please be aware no changes can be made after selecting "Route".

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 the oversized file.

Please select the unit review committee’s reappointment recommendation from the drop-down below:

- Recommendation of the unit review committee:

Enter the number of Yea, Nay and Abstention votes below:

- Yea votes
- Nay votes
- Abstention

Upload the unit review committee’s recommendation letter:

- Recommendation letter:

Upload any additional documentations:

Additional documentation (optional):

Drop files here or click to upload
Please save after completing the previous steps.
Please select the correct personnel action link and complete a final review.

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<td>PAC Recommendation</td>
<td>Michael McPherson</td>
<td>September 28, 2018</td>
</tr>
<tr>
<td>Promotion and Tenure - Training-Chair Recommendation</td>
<td>Unit Review Committee Recommendation</td>
<td>Michael McPherson</td>
<td>May 24, 2018</td>
</tr>
</tbody>
</table>
Do not press the “Route” button until you have verified all items are correct.

Ensure all the documents have uploaded successfully and the documents that were uploaded are the correct documents. Click “Route”, then “Complete to FIS Team Committee Administration” to send your submission.
Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108