4th/5th Annual and Reappointment Review Workflow

Instructions for Unit 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.
Click on the “Workflow” tab.
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>
</thead>
<tbody>
<tr>
<td>2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty</td>
<td>Unit Review Committee Reappointment Recommendation</td>
<td>Jianrong Yu</td>
<td>March 20, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>

** EST. 1890 **
Please review all uploaded documents.

Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click “Action” in upper right corner then click Submit to PAC Annual Review Recommendation step.

Annual Review Report: Last Updated November 14, 2019 at 9:52 AM

4th Year Reappointment Review Report: Last Updated November 14, 2019 at 9:52 AM

Please be aware no changes can be made after selecting “Route”. Select “Save Draft” 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. Click “Delete File” to remove the over-sized file.

Upload unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Cumulative results of annual evaluations.dox (11.24 KB)

Add additional documentation (optional):

Additional documentation:

PAC Annual Review Recommendation Step - Diana Berman

Submitted November 14, 2019
by Wonbong Choi

Instructions to Personnel Affairs Committee | UNT Policy 06.007

Please select “Action”, then click “Save Draft” until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message “Unable to upload file.xxxxx” if the file is too large. Click “Delete File” to remove the over-sized file.

Upload the PAC recommendation:

PAC recommendation:

Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):
If documents are incorrect or incomplete, you may send the submission back to the previous step.

Click on "Action" in upper right corner then click “Send Back to Previous Step”.
The faculty member will be notified via email from Digital Measures.
Choose a date in which you would like the dossier back at your step. Remember that your step moves on a specific date to the next step. So time will be taken away from your step to the next step.

Dear Dr. Gardner,

Per your request, I am sending Dr. How’s dossier back for you to update PAC review recommendation letter.

Please submit the dossier back to us after you complete your update.

Best regards,

Unit Review Committee Chair
Jeff Reseller

Due Date: 02/24/2020
Please select the unit review committee’s recommendation from the pull-down menu, enter the number of votes, and upload any related documents.
Please click on "Action" in upper right corner, then click the “Save Draft”. You will be returned to the Workflow Inbox for a final review.
Please select the correct personnel action link and complete a final review.
Please ensure all documents are correct and have been uploaded successfully.

Click on "Action" in upper right corner then click “Submit to FIS Team Committee Administration” step.
Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.
Below are instructions on how to Recall packets

**Step 1**
- Access the Workflow Tasks section.
- Select the appropriate History entry.

**Step 2**
- Click on the Recall button.
- Review the on-screen instructions.

**Step 3**
- Confirm the recall by selecting the Yes button.
- The selected submission will be moved back to your Inbox for revision and resubmission.

*Note: You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?*
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108