Annual Review
Workflow
Instructions for the Dean

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>
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<tr>
<th>Workflow Tasks</th>
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<tr>
<td><strong>Inbox</strong></td>
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<tr>
<td>Name</td>
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<td>2019-2020 Annual Review</td>
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<th><strong>History</strong></th>
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Please review all uploaded documents.

Please be aware no changes can be made after selecting "Next". 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. Click "Delete File" to remove the over-sized file.

Upload unit-specific supporting documentation (optional):

Unit specific supporting documentation:  Additional Documents.doc (11.22 KB)

Upload additional documentation (optional):

Additional documentation:

PAC Annual Review Recommendation Step - Jianrong Yu

Please select "Action", then click "Save" 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.doc (11.22 KB)

Additional documentation (optional):

Unit Administrator Annual Review Evaluation Step - Jianrong Yu

Please select "Action", then click "Save" 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 unit administrator annual review evaluation:

Unit administrator annual review evaluation:  Recommendation Letter.doc (11.22 KB)

Additional documentation (optional):
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108