Annual Review Workflow

Instructions for Department 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>Workflow Tasks</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Inbox</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Step</td>
<td>Subject</td>
<td>Due Date</td>
<td></td>
</tr>
<tr>
<td>2018-2019 Annual Review</td>
<td>Department Chair Review</td>
<td>Michael McPherson</td>
<td>September 29, 2018</td>
<td></td>
</tr>
<tr>
<td>Non-tenure Promotion Training-Chair Upload</td>
<td>Department Chair Documents</td>
<td>Michael McPherson</td>
<td>June 28, 2018</td>
<td></td>
</tr>
<tr>
<td><strong>History</strong></td>
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</tr>
<tr>
<td>Name</td>
<td>Current Step</td>
<td>Subject</td>
<td>Last Modified</td>
<td>Actions</td>
</tr>
<tr>
<td>Promotion and Tenure Training-Faculty</td>
<td>Faculty Promotion and/or Tenure Submission</td>
<td>Michael McPherson</td>
<td>June 25, 2018</td>
<td></td>
</tr>
<tr>
<td>Tenure and Promotion Faculty Training</td>
<td>FES Committee and Eligible Faculty Set Up</td>
<td>Michael McPherson</td>
<td>May 24, 2018</td>
<td></td>
</tr>
</tbody>
</table>
Please review the documents uploaded on previous steps.

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 16MB. 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".

Upload supplemental documentation (optional):
Supplemental documentation (optional):

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Upload the PAC recommendation and any additional documentation:
PAC recommendation:
Recommendation Letter.docx

Additional documentation (optional):
Supplemental documentation.pdf

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Upload department chair annual review and any additional documentation:
* Department chair annual review:

Additional documentation (Optional):

Upload department chair annual review and any additional documentation.

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 15 MB. 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.

Upload the following:
- Department chair annual review
- Recommendation Letter.docx
- Additional documentation (optional):
  - Supplemental documentation.pdf

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 15 MB. 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.

You have reached the limit of 1 file.
Please “Save” after completing the previous steps.
Please select the correct personnel action link and complete a final review.

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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 Administrative Access” to send your submission.
You will be prompted to confirm 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