Annual Review Workflow

Instructions for Personnel Action

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.
Please review the documents uploaded by the faculty.

Refresh annual review report:

Click on the "Refresh Report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report Icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

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 on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

Annual Review Report: Last Updated
November 13, 2019 at 11:25 AM

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.xlsx" 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:

Upload additional documentation (optional):

Additional documentation:
Submissions may be sent back if documents are incorrect or incomplete.

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.
Please upload the PAC’s recommendation.
Please click on "Action" in upper right corner, then click the “Save Draft” and you will be returned to the Workflow Inbox for a final review.
Please select the correct personnel action link and complete a final review.

<table>
<thead>
<tr>
<th>Workflow Tasks</th>
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<tbody>
<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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<tr>
<th><strong>History</strong></th>
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<tbody>
<tr>
<td>Name</td>
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<td>Non-tenured Promotion Faculty Upload</td>
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<td>Non-tenured Promotion Chair Upload</td>
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Please ensure all documents are correct and have been uploaded successfully.

Click on "Action" in upper right corner then click “Submit to Unit Administrator Annual Review Evaluation” step.
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