Annual Review Workflow

Instructions for Personnel Action Review Committee Members

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.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.docx (11.22 KB)

Upload additional documentation (optional):

Additional documentation:
Please click “Mark as Reviewed for Chair” after the review is completed.

Please Note: In order for the PAC Chair to see that members have reviewed the content, please click “Mark as Reviewed for Chair”. Additionally, notifications for PAC members will discontinue after they click the “Mark as Reviewed for Chair”.

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The text on the image is a screenshot of a PAC Annual Review Recommendation form. The form is due on November 14, 2019. It requests the submission of a PAC recommendation and additional documentation. The form includes options to save the file and a note about file size limitations.
Please contact the FIS Team for additional information or assistance:

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940.369.6108