EXTERNAL REVIEW REQUESTS (if applicable) (6/1 - 6/8/2018)

Send candidate documents to external reviewers:
☐ Export the candidate’s documents from FIS Workflow
☐ Send applicable documents to external reviewers

COMMITTEE COMPOSITION (By 9/7/2018)
☐ Send Terri Day (terri.day@unt.edu) the following lists: (1) unit faculty eligible to vote in tenure and promotion cases; (2) unit faculty eligible to vote in promotion (associate to full) cases; (3) unit review committee membership, noting the chair; and (4) college review committee membership, noting the chair. These lists allow the FIS team to set the appropriate access parameters. Committee members and eligible faculty will have view-only access. Committee chairs will have additional permissions in order to accomplish the specified tasks.

DEPARTMENT CHAIR DOCUMENTATION (By 9/12/2018: Please note that the items in this section need to be uploaded BEFORE uploading the external reviews. Once you have uploaded and saved the documents in this section, a new link will appear in your FIS Workflow inbox. This link will allow you to upload the external documents.)

Upload the following information:
☐ Unit tenure and promotion criteria*
☐ Cumulative results of annual evaluations*
☐ For probationary faculty, evidence of mentoring and support through the RTP process
☐ Summary evaluation of teaching effectiveness*
☐ Statistical summaries of student evaluation of teaching*
☐ Interpretive comment on the statistical summaries*
☐ Other evidence of student learning
☐ Additional documentation

EXTERNAL REVIEW UPLOADS (if applicable) (By 9/12/2018 and after you have submitted the Department Chair Documentation above)
☐ Upload external review responses

DEPARTMENT CHAIR RECOMMENDATION (Between 10/14 and 11/13/2018)
☐ Note candidate recommendation (affirmative/negative)*
☐ Upload your recommendation letter*
☐ Upload the candidate’s response to negative recommendation consideration (if applicable)
☐ Annotate eligible faculty vote
Department Chair Checklist for FIS Workflow 6th Year and Promotion to Full

* Mandatory

**RESOURCES**

FIS Workflow Instructions

UNT Policy 06.004, Faculty Reappointment, Tenure, and Promotion