



# Tenure and Promotion Workflow

## Instructions for the Department Chair I

**UNT**<sup>®</sup>  
UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

Training is brought to you by:  
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account.

The screenshot displays the top navigation bar of the my.unt.edu DigitalMeasures system. The navigation bar is green and contains the UNT logo, the text 'UNIVERSITY OF NORTH TEXAS', and menu items for 'Activities', 'Reports', and 'Workflow'. On the right side of the navigation bar, there are icons for help (a question mark), a user profile, and the text 'DigitalMeasures'. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there is a link to 'Review a guide to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. The 'General Information' section is expanded and shows a list of categories: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, Education - Renowned Teachers, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, Workload Information, Legacy - Editorships, Legacy - Field Experience, Legacy - Renowned Teachers, and Legacy - Additional Information.

**UNT** UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

? DigitalMeasures

Search All Activities...

Rapid Reports PasteBoard

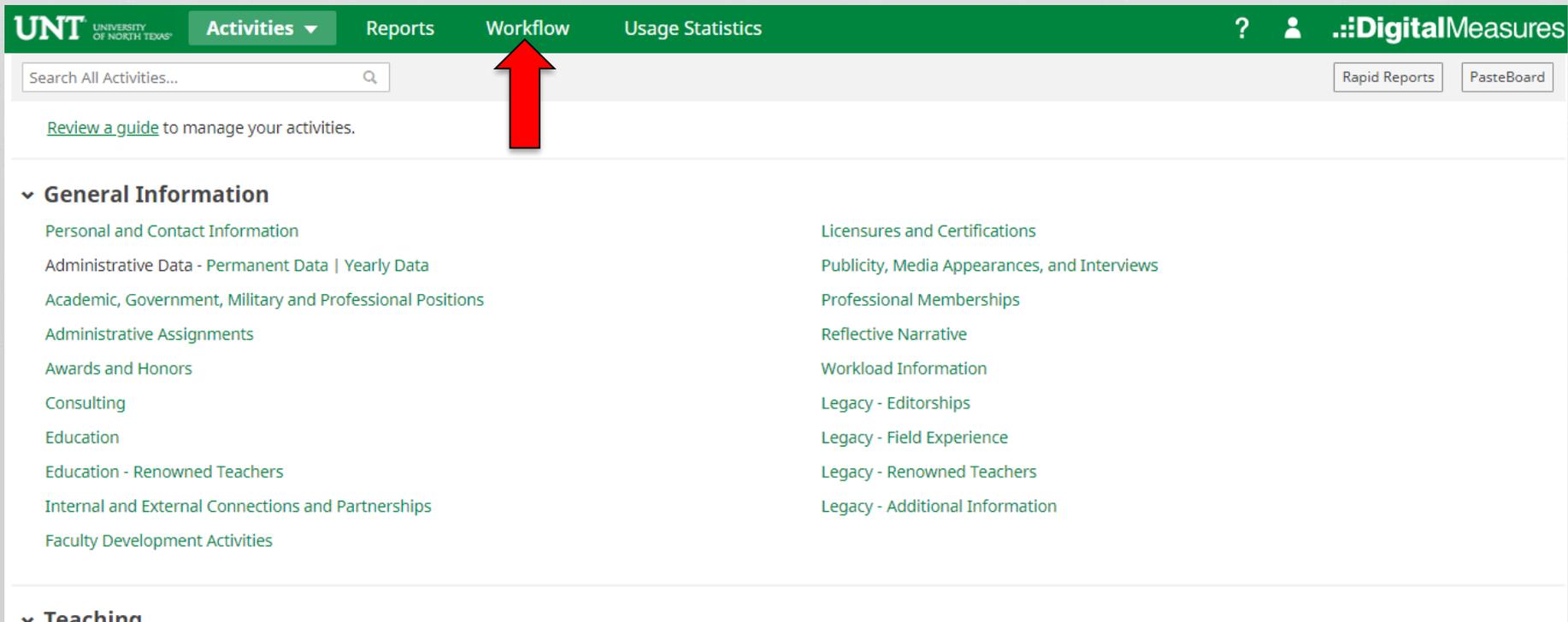
[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- Education - Renowned Teachers
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information
- Legacy - Editorships
- Legacy - Field Experience
- Legacy - Renowned Teachers
- Legacy - Additional Information

▼ **Teaching**

Click on the “Workflow” tab.



The screenshot displays the top navigation bar of the UNT Digital Measures system. The navigation bar is green and contains the following elements from left to right: the UNT logo (University of North Texas), a dropdown menu for 'Activities', 'Reports', 'Workflow' (highlighted with a red arrow), and 'Usage Statistics'. On the far right of the navigation bar are a help icon (?), a user profile icon, and the text 'Digital Measures'. Below the navigation bar is a search box labeled 'Search All Activities...' with a magnifying glass icon. To the right of the search box are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search box is a link: '[Review a guide](#) to manage your activities.' The main content area is divided into two columns. The left column is titled 'General Information' and contains a list of links: 'Personal and Contact Information', 'Administrative Data - Permanent Data | Yearly Data', 'Academic, Government, Military and Professional Positions', 'Administrative Assignments', 'Awards and Honors', 'Consulting', 'Education', 'Education - Renowned Teachers', 'Internal and External Connections and Partnerships', and 'Faculty Development Activities'. The right column contains a list of links: 'Licensures and Certifications', 'Publicity, Media Appearances, and Interviews', 'Professional Memberships', 'Reflective Narrative', 'Workload Information', 'Legacy - Editorships', 'Legacy - Field Experience', 'Legacy - Renowned Teachers', and 'Legacy - Additional Information'. At the bottom left of the main content area, there is a partially visible section titled 'Teaching'.

Locate the name of the subject you would like to provide information for and select the corresponding link.

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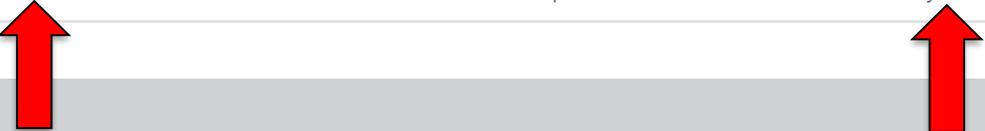
Activities ▾ Reports Workflow Usage Statistics ? ⓘ DigitalMeasures

### Workflow Tasks

▾ Inbox

Name	Step	Subject	Due Date
Tenure and Promotion 2018-2019	Department Chair Documents	<del>XXXXXXXXXX</del>	<del>XXXXXXXXXX</del>

▾ History



Please review the candidate's CV, self-evaluation personal narrative, and any supporting documents.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? ..DigitalMeasures

< Department Chair Documents Step - Due May 20, 2018 Save Route

Faculty Promotion and/or Tenure Submission Step - Michael McPherson Submitted May 18, 2018 by Michael McPherson [Instructions to Faculty](#)

**Please be aware no changes can be made after selecting Submit.**

**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. You may simply click "Delete File" to remove it.

**Upload your preferred CV:**

Preferred CV: Customized CV.pdf

**Upload your self-evaluation personal narrative:**

Self-evaluation personal narrative: Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.): Self Evaluation, Personal Narrative.pdf

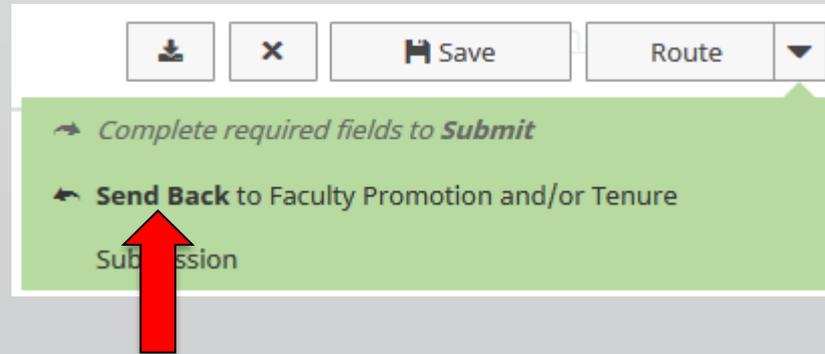
**Upload department required supplemental documentation (optional):**

Please upload any supplemental documentation that is required by your department.

- Additional Documents.docx
- Evidence of Mentoring an Support.docx
- Supplemental documentation.pdf

Do not press the “Route” button at this step.

You may send the submission back to the faculty member if documents are incorrect or incomplete.



Simply click the back arrow and the faculty member will be notified via email from Digital Measures.

A dialogue box will appear after clicking the send back button.

Send Back to Previous Step

\* Subject

\* Message

**B** *I* U

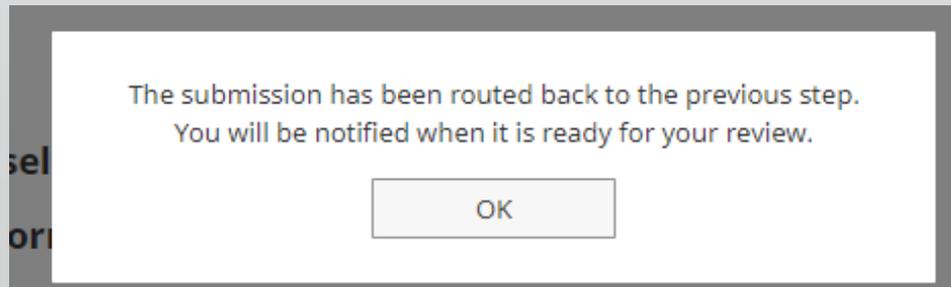
\* Due Date

Cancel Send Back

Fill out each section describing why the submission is being returned and what action is required before resubmitting. The due date should be early enough to allow you time to review the files before your due date.

It is strongly recommended that you reach out to faculty personally to inform them that you need additional information since the Digital Measures email may be moved to one's junk folder depending on individual security settings.

The message below will appear after you “send back”.



You will receive an email notification when the candidate has resubmitted in Workflow. You may then return to Workflow to continue your review.

Please export the candidate's CV and any supporting documentation for email to the external reviewers (if applicable) by clicking Export button.

UNT UNIVERSITY OF NORTH TEXAS    Activities ▾    Reports    Workflow    Tools ▾    ?            DigitalMeasures

< Department Chair Documents Step - Due May 20, 2018            Save    Route ▾

▼ Faculty Promotion and/or Tenure Submission Step - Michael McPherson    Submitted May 18, 2018 by Michael McPherson    [Instructions to Faculty](#)

**Please be aware no changes can be made after selecting Submit.**  
**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. You may simply click "Delete File" to remove it.

Upload your preferred CV:

Preferred CV:  Customized CV.pdf

Upload your self-evaluation personal narrative:

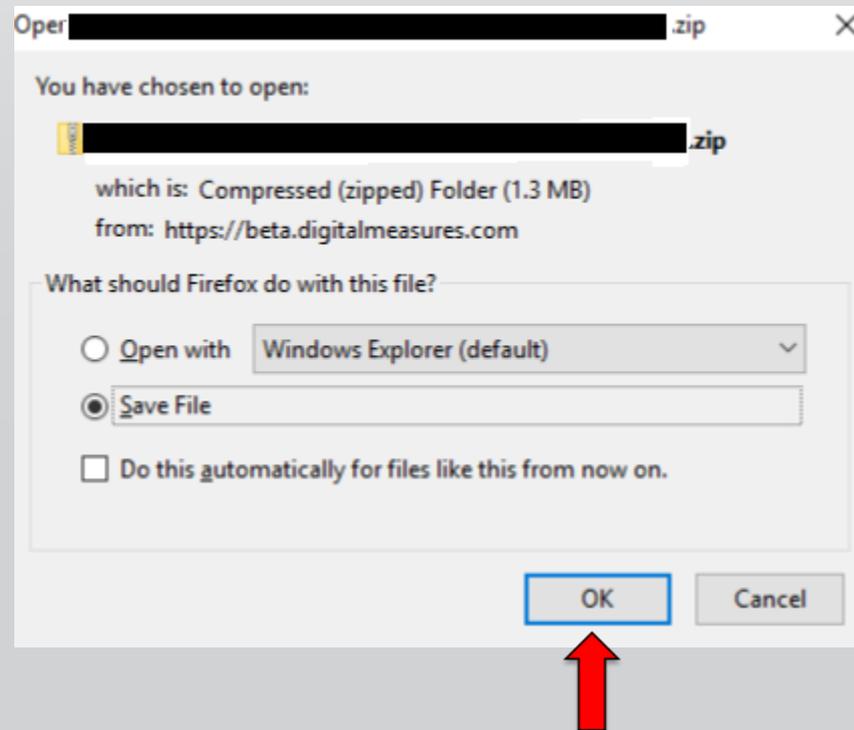
Self-evaluation personal narrative: Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf

Upload department required supplemental documentation (optional):

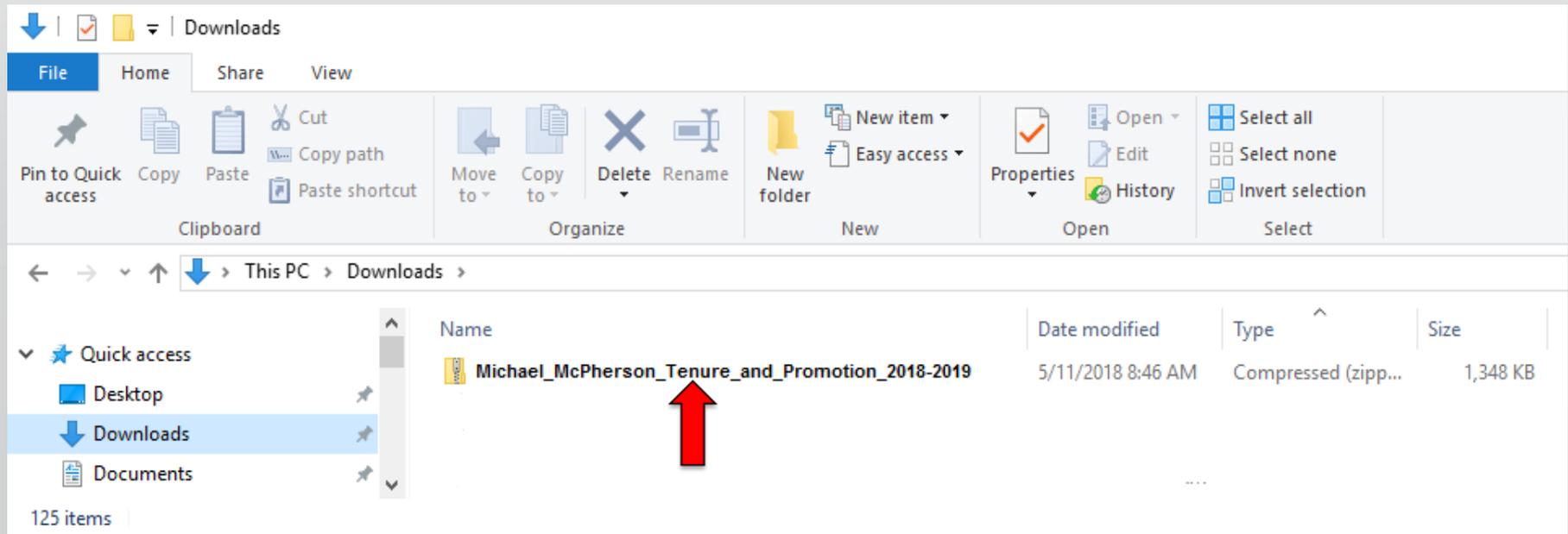
Please upload any supplemental documentation that is required by your department.

-  Additional Documents.docx
-  Evidence of Mentoring an Support.docx
-  Supplemental documentation.pdf

Click “OK” to save the file if using Firefox. This step is not necessary if using Chrome.

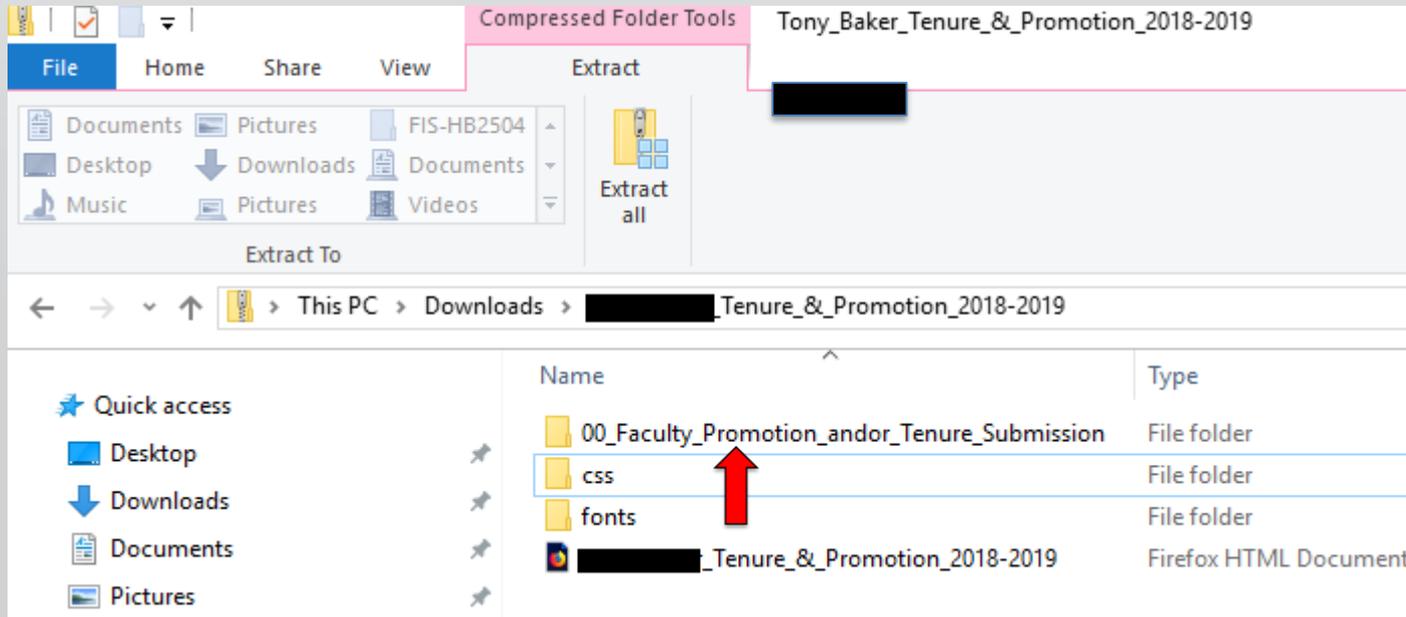


Please go to the Download folder to locate the zip folder and left double click to open the folder.

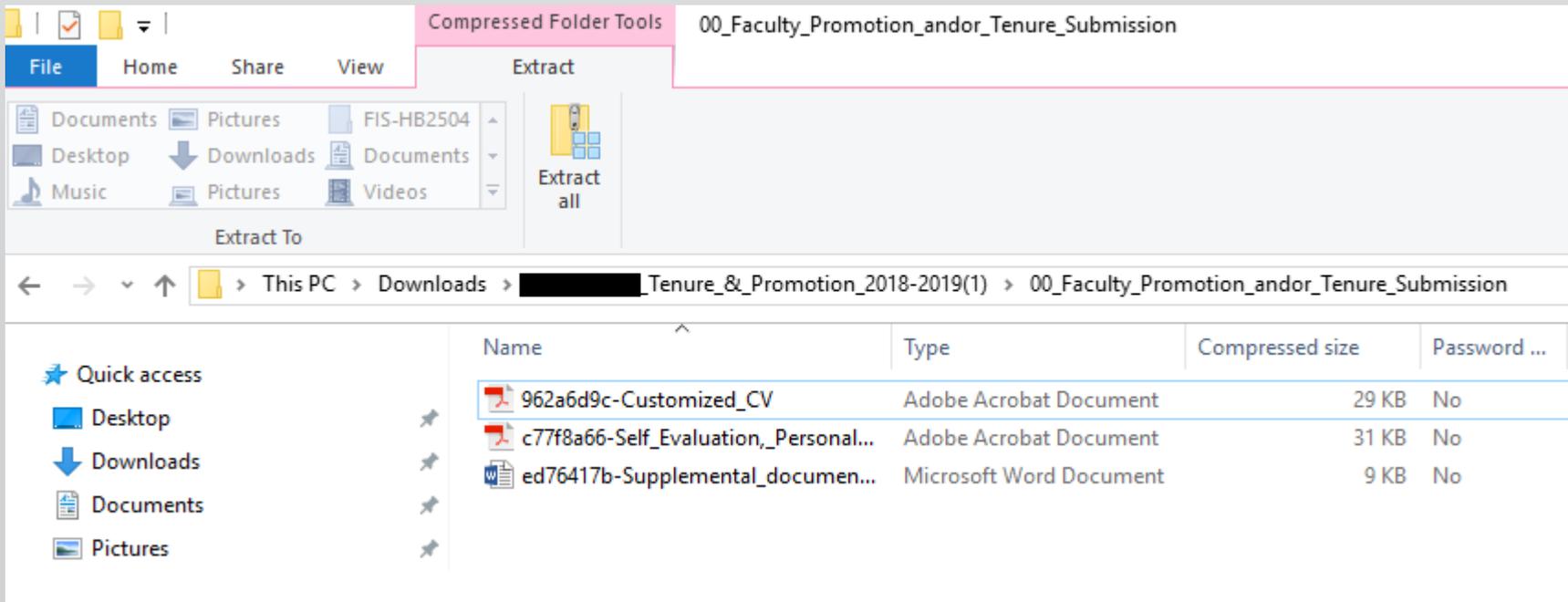


If you are unable to open the zip folder, please contact the FIS team at [Faculty.Info@unt.edu](mailto:Faculty.Info@unt.edu) for assistance.

Left double click to open 00\_Faculty\_xxxxx\_Submission folder.



This folder includes the candidate's CV and any supporting documentation.



The next step is to upload the appropriate file to each section.

File names should reflect the contents of the document.

All sections with a red asterisk are required.

Note: **Portfolio** PDFs aren't compatible with FIS Workflow.

The maximum file size is 1GB. It may take a few minutes for large files to upload. Please note that there is no status indicator that a file is uploading. If your file isn't attached in the appropriate section after saving please upload again and allow additional time for the upload.

You will receive an error message "Unable to upload file.xxx" if the file is too large. You may simply click "Delete File" to remove it.

## Do not press the “Route” button at this step.

### Part I - Download candidate's CV and any supporting documentation for external reviewers:

Please see the candidate's CV/supporting documentation in the faculty step above. Either open and save or download the candidate's preferred CV to send to external reviewers.

### Part II - Upload your department's tenure and promotion and criteria:

Please upload your unit's tenure and promotion criteria.

- Unit Tenure and Promotion Criteria:

[Drop files here or click to upload](#)

### Part III - Please upload documentation for the candidate's annual evaluation cumulative results, and for probationary faculty, upload evidence of mentoring and support throughout the reappointment, promotion, and tenure process.

- Cumulative results of annual evaluations:

[Drop files here or click to upload](#)

For Probationary Faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process:

[Drop files here or click to upload](#)

### Part IV - Please upload files for the: (a) summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, (b) interpretative comment on the statistical summaries, and (c) other evidence of student learning.

- Summary evaluation of teaching effectiveness:

[Drop files here or click to upload](#)

- Statistical summaries of student evaluation of teaching:

[Drop files here or click to upload](#)

- Interpretative comment on the statistical summaries:

[Drop files here or click to upload](#)

Other evidence of student learning:

[Drop files here or click to upload](#)

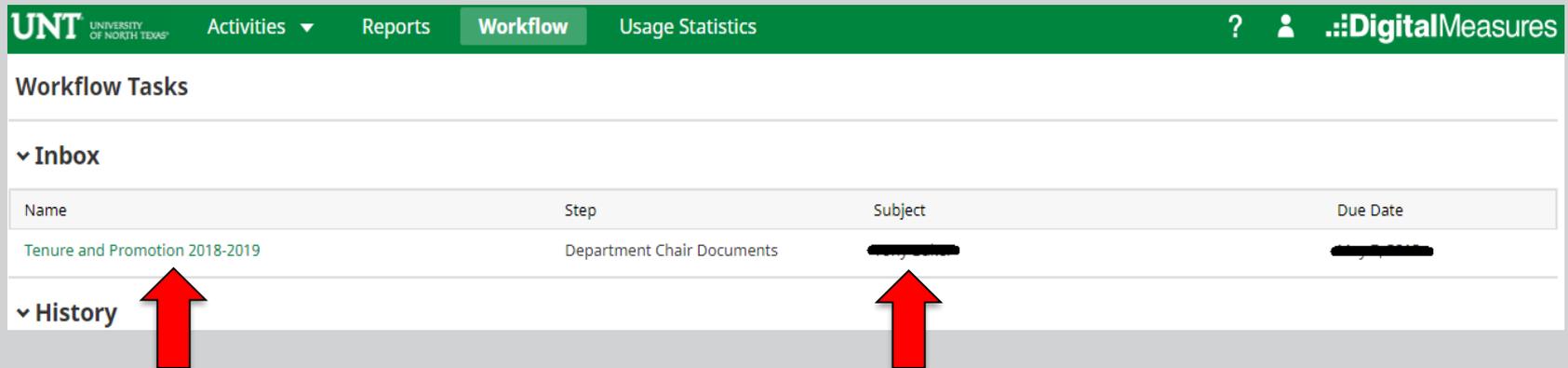
Additional Documentation (Optional):

[Drop files here or click to upload](#)

Please save after uploading documents.



The submission will be routed back to the Workflow Tasks Inbox where you can click the item to reopen for final review.



# Do not press the “Route” button until you have verified all items are correct.

## Part II - Upload your department's tenure and promotion and criteria:

Please upload your unit's tenure and promotion criteria.

- Unit Tenure and Promotion Criteria:

You have reached the limit of 1 file



Unit Tenure and Prom Criteria.docx (11.5 KB)

Delete File

## Part III - Please upload documentation for the candidate's annual evaluation cumulative results, and for probationary faculty, upload evidence of mentoring and support throughout the reappointment, promotion, and tenure process.

- Cumulative results of annual evaluations:

[Drop files here or click to upload](#)



Cumulative results of annual evaluations.docx (11.5 KB)

Delete File

For Probationary Faculty, evidence of mentoring and support throughout the reappointment, tenure, and promotion process:

[Drop files here or click to upload](#)



Probationary Only Cum Result of Annual Review.docx (11.5 KB)

Delete File

## Part IV - Please upload files for the: (a) summary evaluation of teaching effectiveness, including statistical summaries of student evaluation of teaching, (b) interpretative comment on the statistical summaries, and (c) other evidence of student learning.

- Summary evaluation of teaching effectiveness:

[Drop files here or click to upload](#)



Summary evaluation of teaching effectiveness.docx (11.5 KB)

Delete File

- Statistical summaries of student evaluation of teaching:

[Drop files here or click to upload](#)



Statistical summaries of student evaluation of teaching.docx (11.6 KB)

Delete File

- Interpretative comment on the statistical summaries:

[Drop files here or click to upload](#)



Interpretative comment on the statistical summaries.docx (11.6 KB)

Delete File

Other evidence of student learning:

[Drop files here or click to upload](#)

Additional Documentation (Optional):

[Drop files here or click to upload](#)

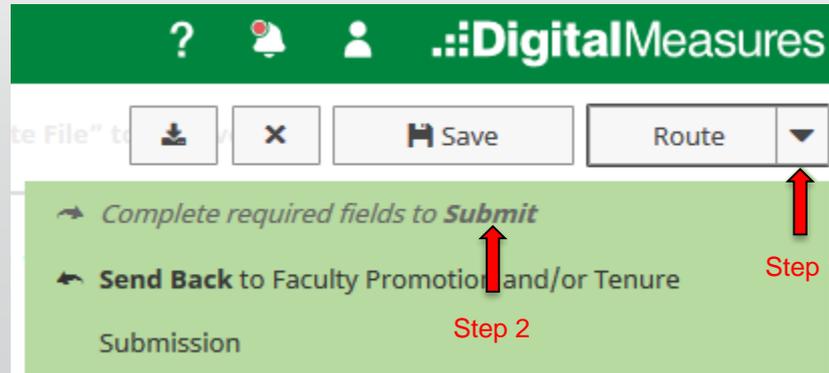


Supplemental documentation.pdf (34.5 KB)

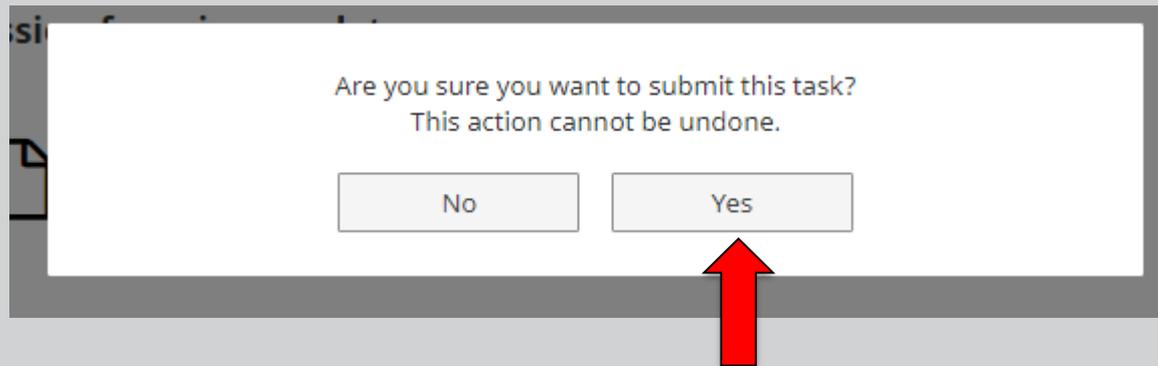
Delete File

Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click “Route”, then “Submit” to send your submission to the next step.



You will be prompted to confirm submission.  
Once you click yes, you cannot make additional changes.



Next Step:

Upload your candidate's external review letters.

Note: If external review is not required, please click "Submit" to move to the next step.

To access external review step for uploading external review documents, go back to the Workflow Inbox, locate the name of the subject you would like to provide information for, and select the corresponding link.

If you are not in the Workflow, login FIS via my.unt.edu, then go to Workflow.

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Activities ▾ Reports **Workflow** Usage Statistics ? ⓘ ::DigitalMeasures

### Workflow Tasks

▾ Inbox

Name	Step	Subject	Due Date
Tenure and Promotion 2018-2019	Department Chair Documents	<u>XXXXXXXXXX</u>	XXXXXXXXXX

▾ History

## Do not press the “Route” button at this step.

Please upload the external review documents, if required.

Note: **Portfolio** PDFs aren't compatible with FIS Workflow.

The maximum file size is 1GB. You will receive an error message “Unable to upload file.xxx” if the file is too large. You may simply click “Delete File” to remove it.

### Upload external reviewer responses:

Please upload the responses from the external reviewers.

External reviewer responses:

[Drop files here or click to upload](#)

Please save after uploading documents.



The submission will be routed back to the Workflow Tasks Inbox where you can click the item to reopen for final review.

A screenshot of the Digital Measures 'Workflow Tasks' page. The top navigation bar is green and contains 'UNT UNIVERSITY OF NORTH TEXAS', 'Activities', 'Reports', 'Workflow' (highlighted), 'Usage Statistics', and 'Digital Measures'. Below the navigation bar, the page title is 'Workflow Tasks'. There are two expandable sections: 'Inbox' and 'History'. The 'Inbox' section is expanded and shows a table with the following data:

Name	Step	Subject	Due Date
Tenure and Promotion 2018-2019	Department Chair Documents	[REDACTED]	[REDACTED]

Two red arrows point to the 'Inbox' section header and the 'Subject' column header of the table.

**Do not press the “Submit” button until you have verified all items are correct.**

**Upload external reviewer responses:**

Please upload the responses from the external reviewers.

External reviewer responses:

[Drop files here or click to upload](#)



External Review Documents.pdf (35.2 KB)

 Delete File



External Review Documents.docx (11.5 KB)

 Delete File



External Review Documents.pdf (35.2 KB)

 Delete File

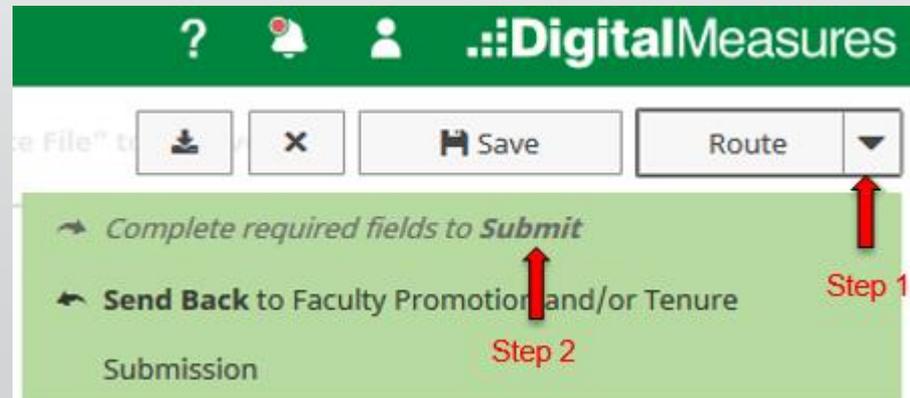


External Review Documents.docx (11.5 KB)

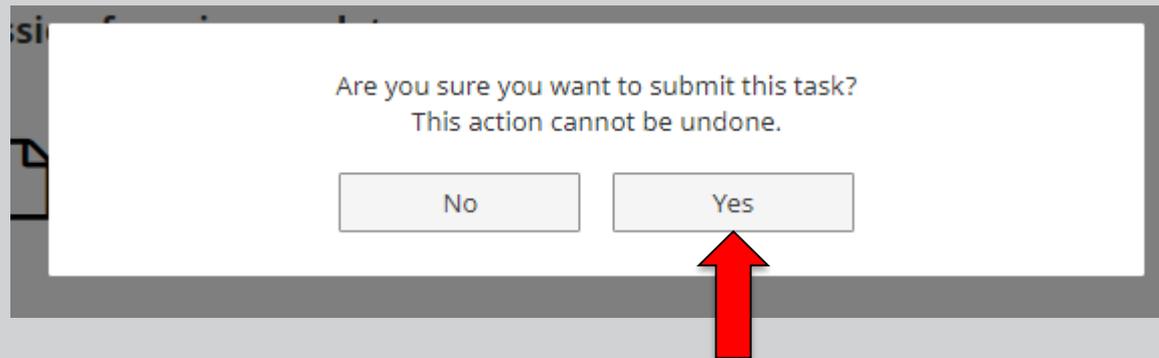
 Delete File

Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click “Route”, then “Submit” to send your submission to the next step.



You will be prompted to confirm submission.  
Once you click yes, you cannot make additional changes.



## Next Steps:

Upon submission, the documents will be forwarded to the FIS team. The FIS team will grant the unit review committee chair and members access to Workflow and advance the submission to the unit review committee.

You will be notified by email when the unit review committee chair submits the committee's recommendation. You may then return to Workflow Inbox to access the recommendation.

At that point you are ready to complete the second department chair step where you enter your recommendation and eligible faculty votes for tenure and promotion candidates.

You will find additional information in the Instructions to Chair II.



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**Please contact the FIS  
Team for additional  
information or  
assistance:**

**Faculty.Info@unt.edu**

**940.369.6108**