



Non Tenured Workflow

Instructions for the Department Chair I

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UNIVERSITY
OF NORTH TEXAS[®]

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 portal. The bar is green with white text for the 'Activities' tab, and 'Reports' and 'Workflow' tabs. On the right side of the bar, there are icons for help (a question mark), user profile (a person icon), and the 'DigitalMeasures' logo. 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: '[Review a guide](#) to manage your activities.' The main content area is divided into two columns of activity categories. The first column is titled 'General Information' and includes: 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 second column includes: 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, a partially visible section titled 'Teaching' is shown.

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 labeled "Activities", a "Reports" link, a "Workflow" link (highlighted with a red arrow), and a "Usage Statistics" link. 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 sections: "General Information" and "Teaching". The "General Information" section is expanded 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, 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.

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

UNT UNIVERSITY OF NORTH TEXAS



Activities ▾ Reports Workflow Usage Statistics ? ⓘ DigitalMeasures

Workflow Tasks



▾ Inbox





Name	Step	Subject	Due Date
Tenure and Promotion 2018-2019	Department Chair Documents	XXXXXXXXXX	XXXXXXXXXX

▾ 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):

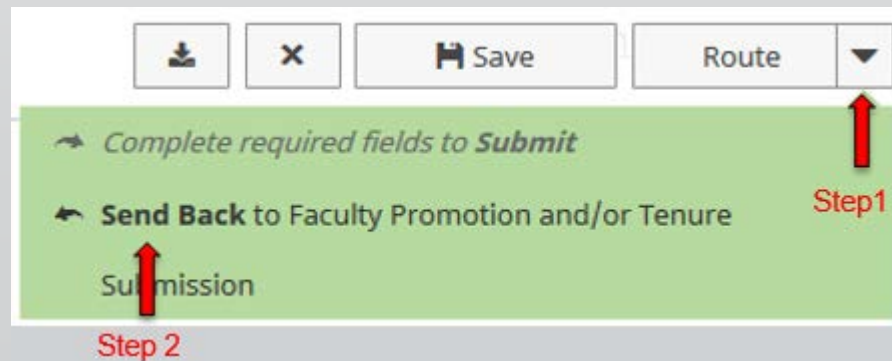
Please upload any supplemental documentation that is required by your department.

 Additional Documents.docx

 Evidence of Mentoring an Support.docx

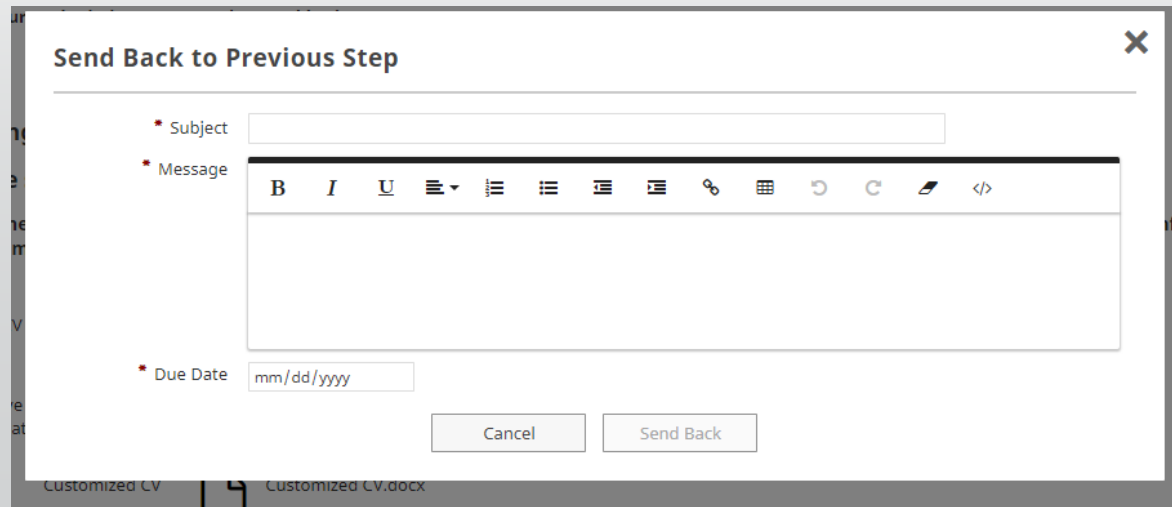
 Supplemental documentation.pdf

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



Simply click the “Route” arrow and then “Send Back”. The faculty member will be notified via email from Digital Measures.

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



The image shows a dialog box titled "Send Back to Previous Step" with a close button (X) in the top right corner. The dialog contains three main sections:

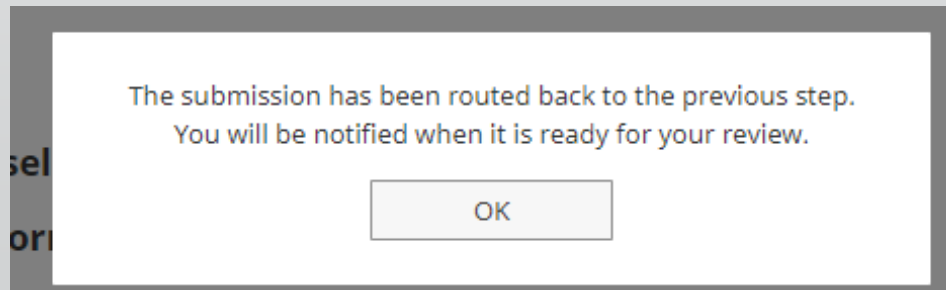
- Subject:** A text input field with a red asterisk indicating it is required.
- Message:** A rich text editor area with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Table, Undo, Redo, and Source Code. Below the toolbar is a large text area for entering the message.
- Due Date:** A text input field with a red asterisk and a placeholder "mm/dd/yyyy".

At the bottom of the dialog are two buttons: "Cancel" and "Send Back". The dialog is overlaid on a document titled "Customized CV.docx".

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.

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 - Upload your department's unit promotion criteria:

Please upload your unit promotion criteria.

▪ Unit Promotion Criteria:

Drop files here or click to upload

Part II - Please upload documentation for the cumulative results of annual evaluations and evidence of mentoring and support.

▪ Cumulative results of annual evaluations:

Drop files here or click to upload

▪ Evidence of mentoring and support.

Drop files here or click to upload

Part III - 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

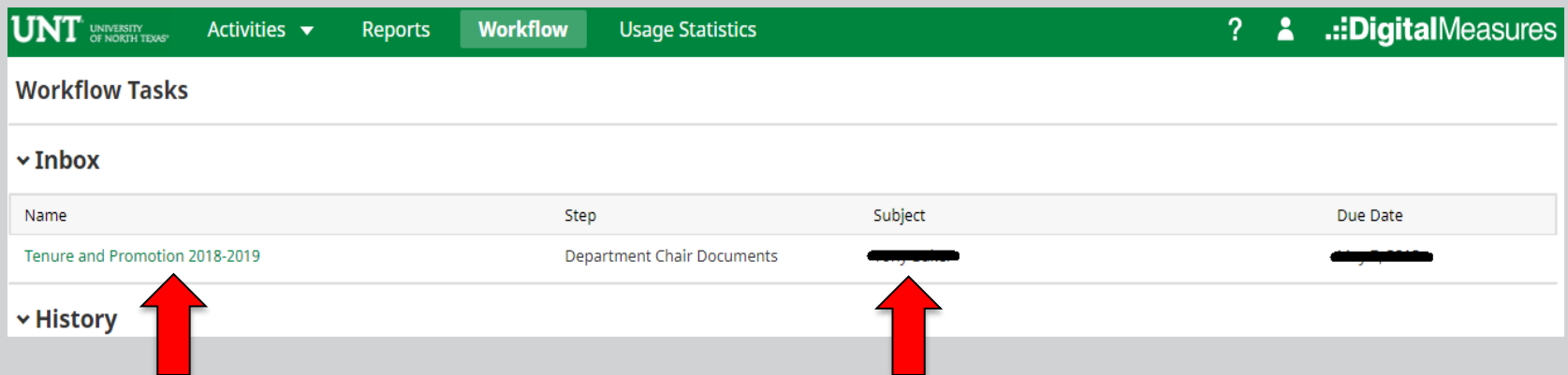
Additional Documentation (Optional):

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 I - Upload your department's unit promotion criteria:

Please upload your unit promotion criteria.

• Unit Promotion Criteria:

You have reached the limit of 1 file



Unit Tenure and Prom Criteria.docx (11.5 KB)

Delete File

Part II - Please upload documentation for the cumulative results of annual evaluations and evidence of mentoring and support.

• Cumulative results of annual evaluations:

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



Cumulative results of annual evaluations.docx (11.5 KB)

Delete File

• Evidence of mentoring and support.

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



Evidence of Mentoring an Support.docx (11.5 KB)

Delete File

Part III - 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 Documents.docx (11.5 KB)

Delete File

Additional Documentation (Optional):

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

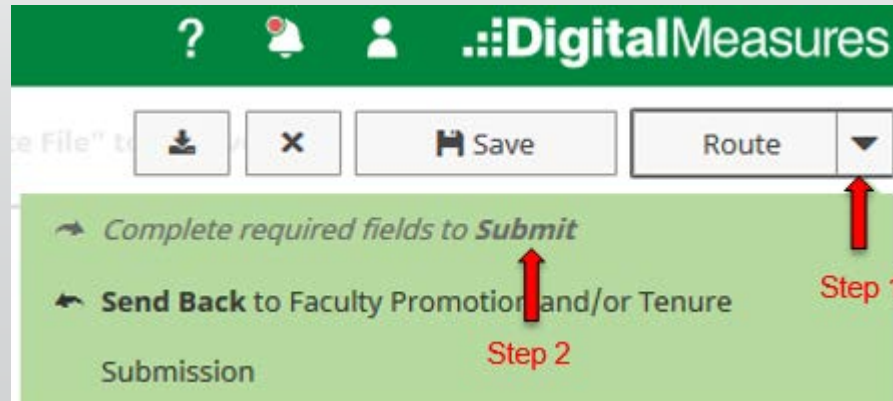


Additional Documents.docx (11.5 KB)

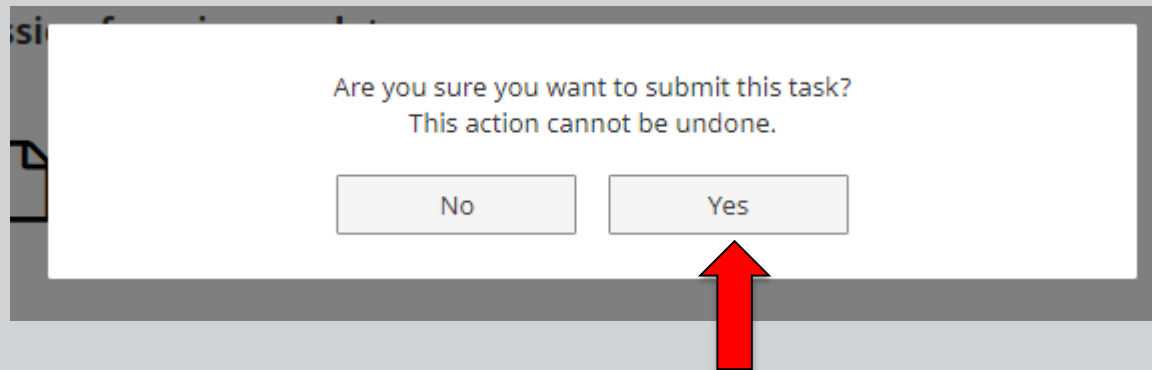
Delete File

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.



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

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