Non Tenured Workflow

Instructions for the Department Chair

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.
Click on the “Workflow” tab.
Locate the name of the subject you would like to provide information for and select the corresponding link.

![Workflow Tasks]

- **Inbox**
  - **Name**: Tenure and Promotion 2018-2019
  - **Step**: Department Chair Documents

- **History**
Please review the candidate’s CV, self-evaluation personal narrative, and any supporting documents.
Do not press the “Submit” 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.

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 “Submit” 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 “Submit” button until you have verified all items are correct.
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click 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:

Faculty.Info@unt.edu
940.565.4266