Annual Review
Workflow

Instructions for Dean

Training brought to you by:
The Faculty Information System
Log into my.unt.edu to access your profile.
Click on the “Workflow” tab.
Locate the name of the subject you would like to review and select the corresponding link.
Instructions for Dean

Please review the documents uploaded by the candidate.

Please be aware no changes can be made after selecting Submit. Select Save until you are sure your submission form is complete.

Upload your preferred CV:

* Preferred CV: Customized CV.docx

Upload your self-evaluation personal narrative:

* Self-evaluation personal narrative: Self Evaluation, Personal Narrative.docx

Upload department required supplemental documentation (optional):

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

Supporting Documents.docx

Supporting Documents.docx
Please review the documents uploaded by the chair.

Part II - Upload external reviewer responses:
Please upload the responses from the external reviewers.
- External reviewer responses: External Review Documents.docx
- External Review Documents.docx

Part III - Upload your department's tenure and promotion criteria:
Please upload your unit's tenure and promotion criteria.
- Unit Tenure and Promotion Criteria: Unit Tenure and Prom Criteria.docx

Part IV - 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: Cumulative results of annual evaluations.docx
- For Probationary Faculty: evidence of mentoring and support throughout the reappointment, tenure, and promotion process:
  - Probationary Only Cum Result of Annual Review.docx

Part V - 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: Summary evaluation of teaching effectiveness.docx
- Statistical summaries of student evaluation of teaching:
  - Statistical summaries of student evaluation of teaching.docx
- Interpretative comment on the statistical summaries:
  - Interpretative comment on the statistical summaries.docx
- Other evidence of student learning:
  - Evidence of Mentoring and Support.docx
- Additional Documentation (Optional): Additional Documents.docx
Please review the unit review committee’s recommendation

- Recommendation of the unit review committee: Affirmative
- Yes Votes: 0
- Nay Votes: 0
- Abstention Votes: 0

Upload the unit review committee’s recommendation letter:
- Recommendation letter: Recommendation Letter.docx (11.5 KB)
- Delete File

Upload the faculty’s response to the negative unit review committee’s recommendation (if applicable):
- Faculty response to negative unit review committee recommendation (if applicable): Faculty response.docx (11.5 KB)
- Delete File

Upload any dissenting opinion(s) (if applicable):
- Dissenting opinion(s): Dissenting Opinions.docx (11.5 KB)
- Delete File

Additional documentation (optional):
- Additional Documents.docx (11.5 KB)
- Delete File
Please review the chair’s recommendation.

Please select your candidate recommendation:
- Recommendation of the department chair: Affirmative

Upload your recommendation letter:
- Recommendation letter:

Upload the faculty’s response to a negative department chair’s recommendation (if applicable):
- Faculty response to negative chair recommendation (if applicable):

Enter the number of yea, nay, and abstention votes from unit faculty who are eligible to vote in this tenure/promotion action. Please also add the previous years’ votes:

6th year votes:
- Yea votes - 6th Year
- Nay votes - 6th Year
- Abstention votes - 6th Year

5th year votes:
- Yea votes - 5th Year
- Nay votes - 5th Year
- Abstention votes - 5th Year

4th year votes:
- Yea votes - 4th Year
- Nay votes - 4th Year
- Abstention votes - 4th Year

3rd year votes:
- Yea votes - 3rd Year
- Nay votes - 3rd Year
- Abstention votes - 3rd Year
Please review the College Review Committee’s recommendation.
Do not press the “Route” button until you have certified all items are correct.

Please select your recommendation from the pull-down menu and upload your recommendation letter.
Please save after completing the previous steps.

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.

Ensure the uploaded document is the correct document.

Please select your candidate recommendation from the drop-down below:
- Recommendation of the Dean
- Affirmative

Upload your recommendation letter:
- Recommendation letter: Recommendation Letter.docx

Upload the faculty's response to a negative dean's recommendation (if applicable):
Faculty response to negative dean recommendation (if applicable):
Click “Route”, then “Submit” to send your submission to the next step.

Please be aware that clicking yes moves the process to the next step and you will be unable to make additional changes.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108