



Tenure and Promotion Workflow

Instructions for Review Committee Members

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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Training brought to you by:
The Faculty Information System


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

The screenshot displays the 'DigitalMeasures' interface for the University of North Texas. The top navigation bar is green and contains the UNT logo, 'Activities' (highlighted), 'Reports', and 'Workflow'. On the right side of the bar are icons for help, user profile, and 'DigitalMeasures'. Below the navigation bar is a search bar labeled 'Search All Activities...' with 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 under the heading 'General Information'. The left column lists: 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 lists: 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, the heading 'Teaching' is partially visible.

Click on the “Workflow” tab.

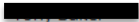

The screenshot displays the top navigation bar of the UNT Digital Measures system. The navigation bar is green and contains the following elements from left to right: the UNT logo (University of North Texas), a dropdown menu labeled "Activities", and three tabs: "Reports", "Workflow", and "Usage Statistics". The "Workflow" tab is highlighted in a lighter green, and a red arrow points to it. To the right of the navigation bar are icons for help (a question mark), a user profile, and the text "Digital Measures". Below the navigation bar is a search bar labeled "Search All Activities..." with a magnifying glass icon. To the right of the search bar are two buttons: "Rapid Reports" and "PasteBoard". Below the search bar 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 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, and Faculty Development Activities. The right column contains a list of categories: 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. Below the "General Information" section is a section titled "Teaching".

Locate the name of the subject you would like to review 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	Unit Review Committee Recommendation		

▾ History



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 department chair. Coordinate with your review committee chair to provide your input regarding the candidate.

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 and 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 an Support.docx
- Additional Documentation (Optional):  Additional Documents.docx



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

**Faculty.Info@unt.edu
940.369.6108**