



Tenure and Promotion Workflow

Instructions for Unit Review Committee Chair

UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Training brought to you by:
The Faculty Information System

Log into my.unt.edu to access your profile.

The screenshot shows the top navigation bar of the my.unt.edu website. It features the UNT University of North Texas logo on the left, followed by navigation tabs for 'Activities', 'Reports', and 'Workflow'. On the right side of the navigation bar, there are icons for help (a question mark), user profile (a person icon), 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.'

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 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 question mark icon, a user profile icon, 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 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 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



Instructions for Unit Committee Chair/Committee Member

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 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

Instructions for Unit Review Committee Chair

Please select the unit review committee's recommendation from the pull-down menu, enter the number of votes, and upload any related documents.

Please select the unit review committee's recommendation from the drop-down below:

▪ Recommendation of the unit review committee:

Enter the number of Yea, Nay and Abstention votes below.

▪ Yea Votes:

▪ Nay Votes:

▪ Abstention Votes:

Upload the unit review committee's recommendation letter:

▪ Recommendation letter: [Drop files here or click to upload](#)

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

Upload any dissenting opinion(s) (if applicable):

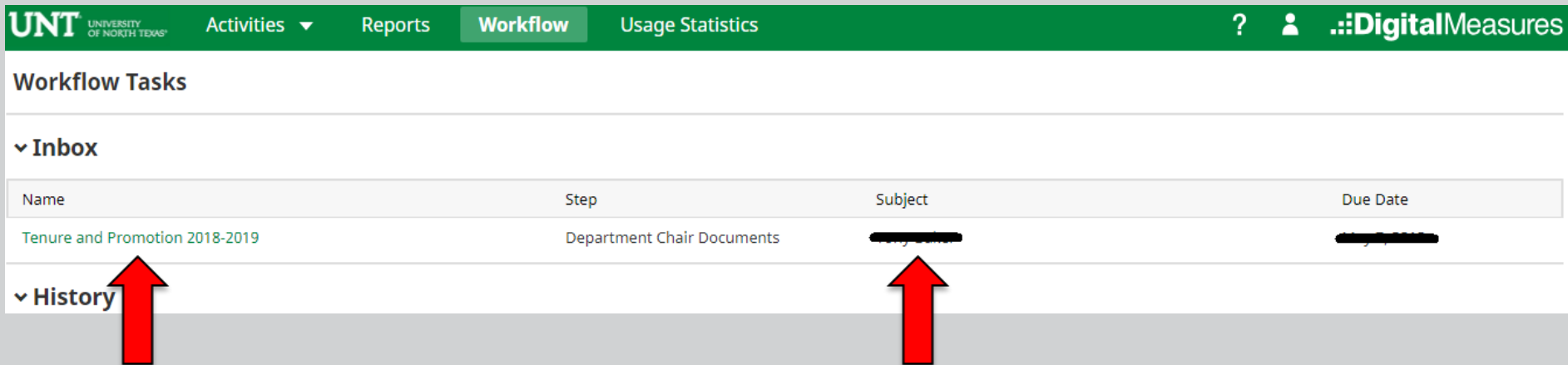
Dissenting opinion(s): [Drop files here or click to upload](#)

Additional documentation (optional): [Drop files here or click to upload](#)

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

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee:

Enter the number of Yea, Nay and Abstention votes below.

Yea Votes:
Nay Votes:
Abstention Votes:

Upload the unit review committee's recommendation letter:

Recommendation letter:

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



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):

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



Faculty response.docx (11.5 KB)

Delete File

Upload any dissenting opinion(s) (if applicable):

Dissenting opinion(s):

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



Dissenting Opinions.docx (11.5 KB)

Delete File

Additional documentation (optional):

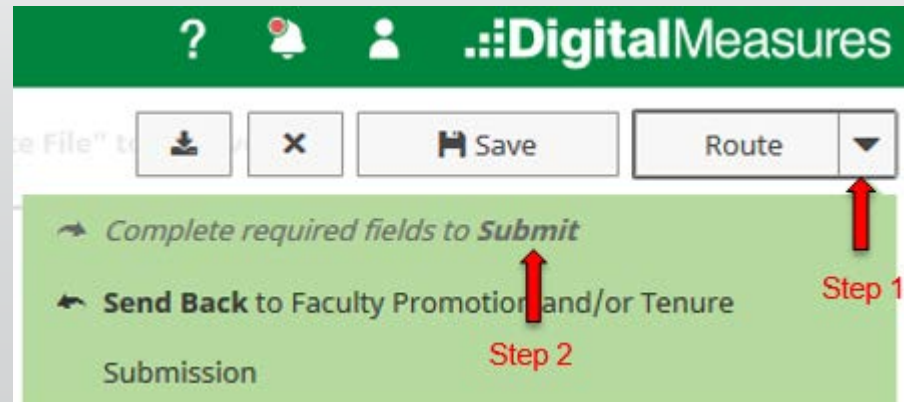
[Drop files here or click to upload](#)



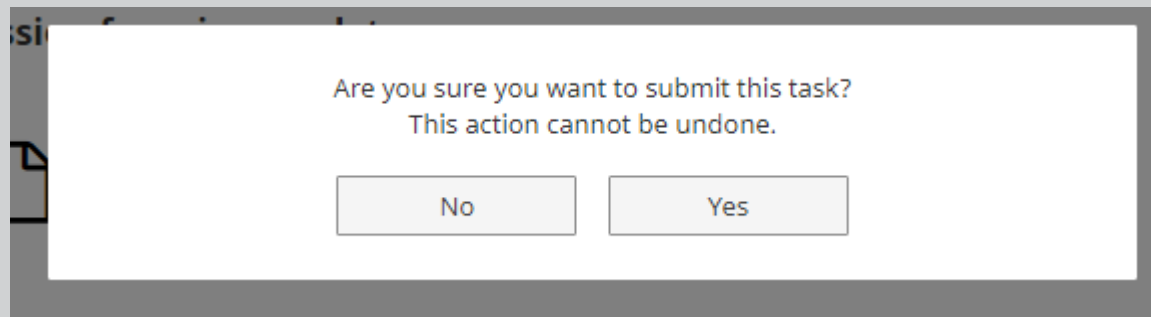
Additional Documents.docx (11.5 KB)

Delete File

Click “Route”, then “Submit” to send your submission to the department chair.



Please be aware that clicking yes moves the process to the next step and you will be unable to make additional changes.





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

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