Annual and Reappointment Review Workflow

Instructions for Dean

Training brought to you by: The Faculty Information System
Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.
Click on the “Workflow” tab.
Locate the name of the subject you would like to review and select the corresponding link.

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Annual/Reappointment Reviews: 4th Year TT Faculty</td>
<td>Department Chair Review</td>
<td>Michael McPherson</td>
<td>October 2, 2018</td>
</tr>
<tr>
<td>Non-tenured Promotion Training-Chair Upload</td>
<td>Department Chair Documents</td>
<td>Michael McPherson</td>
<td>June 29, 2018</td>
</tr>
<tr>
<td>Non-tenured Promotion Training-Faculty</td>
<td>Department Chair Documents</td>
<td>Michael McPherson</td>
<td>June 28, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Step</th>
<th>Subject</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Tenure Training-Faculty</td>
<td>Faculty Promotion and/or Tenure Submission</td>
<td>Michael McPherson</td>
<td>June 25, 2018</td>
</tr>
<tr>
<td>Tenure and Promotion Faculty Training</td>
<td>FIS Committee and Eligible Faculty Set Up</td>
<td>Michael McPherson</td>
<td>May 24, 2018</td>
</tr>
</tbody>
</table>
Please review the faculty documents and PAC recommendation.

Please be aware no changes can be made after selecting "Route". 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 the oversized file.

Annual Review Report:
You must click the "Refresh report" icon to refresh report before selecting "Route".

Upload supplemental documentation (optional):

PAC Recommendation Step - Michael McPherson
Please be aware no changes can be made after selecting "Route". 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 the oversized file.
Upload the PAC evaluation and any additional documentation:
PAC recommendation: Recommendation Letter.docx

Additional documentation (optional):
Please review RPT unit review committee recommendation.

Please be aware no changes can be made after selecting "Route". 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.\xxxx\" if the file is too large. You may simply click "Delete File" to remove the oversized file.

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

- Recommendation of the unit review committee: Affirmative

Enter the number of Yea, Nay and Abstention votes below:
- Yes votes: 8
- Nay votes: 0
- Abstention: 0

Upload the unit review committee's recommendation letter:

- Recommendation letter: Recommendation Letter.docx

Upload any additional documentations:
- Additional documentation (optional): Supplemental documentation.pdf
Please review department chair recommendation.

Administrative Access Step - Due October 3, 2018

Department Chair Review Step - Michael McPherson

Please be aware no changes can be made after selecting "Route".
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 the oversized file.

I. Annual Review

Upload department chair’s annual review and any additional documentation:
Department chair's annual review:

Additional documentation (Optional):

II. Reappointment Review

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

Upload your recommendation letter:
Recommendation letter:

Upload any additional documentation:
Additional documentation (Optional):

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

4th year votes:
Yea votes - 4th Year: 15
Nay votes - 4th Year: 0
Abstention votes - 4th Year: 0

3rd year votes:
Yea votes - 3rd Year: 15
Nay votes - 3rd Year: 0
Abstention votes - 3rd Year: 0
Please click “Close” when the review is completed.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu

940.369.6108