



Annual and Reappointment Review Workflow

Instructions for Dean

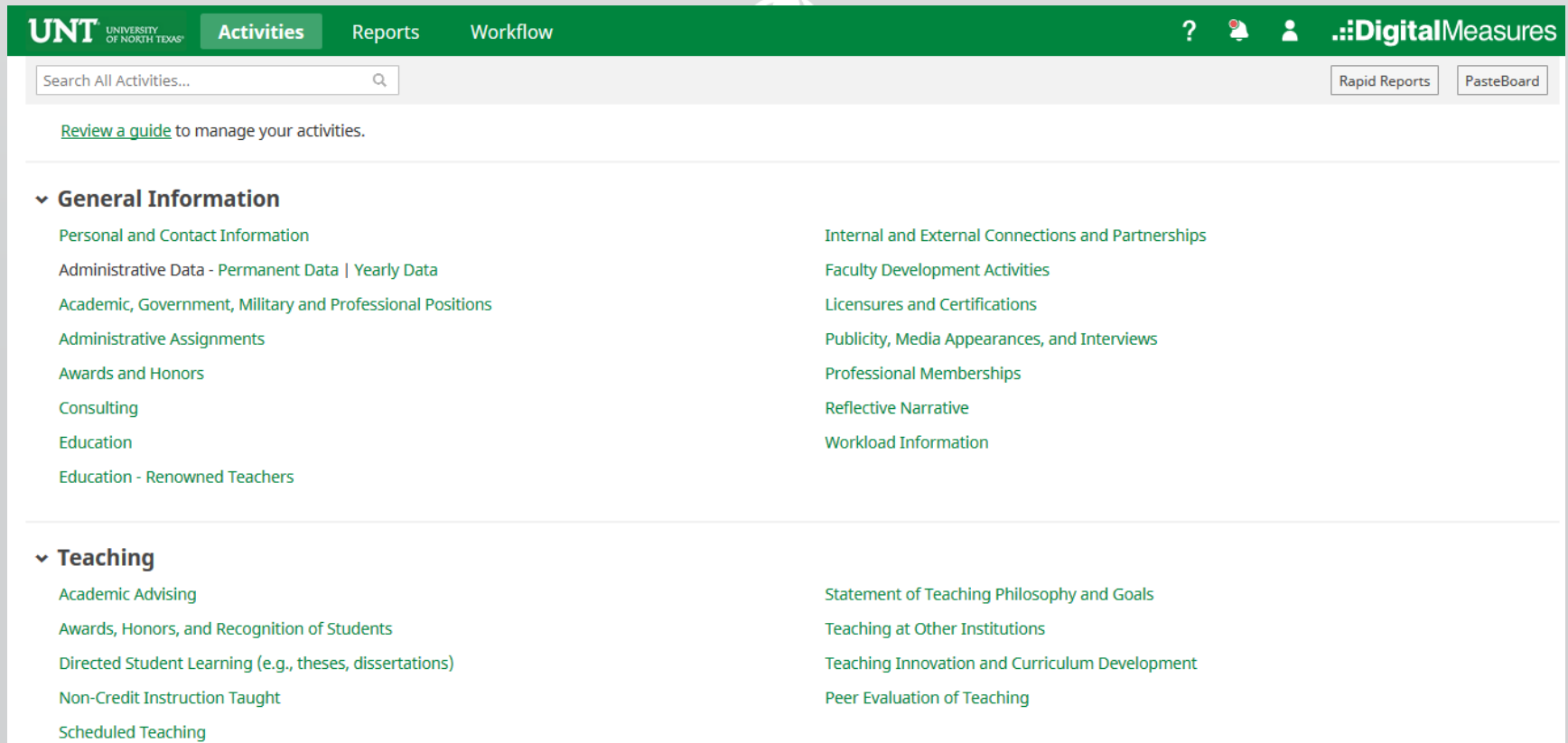
UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

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.



The screenshot shows the 'Activities' section of the my.unt.edu portal. The header is green with the UNT logo and navigation tabs for 'Activities', 'Reports', and 'Workflow'. On the right, there are icons for help, notifications, and user profile, along with the text 'DigitalMeasures'. Below the header is a search bar labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link says 'Review a guide to manage your activities.' The main content is divided into two sections: 'General Information' and 'Teaching'. Each section has a list of links to various activity categories.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow ? [Notifications] [User Profile] ..:DigitalMeasures

Search All Activities... [Search Icon]

Rapid Reports PasteBoard

[Review a guide](#) to manage your activities.

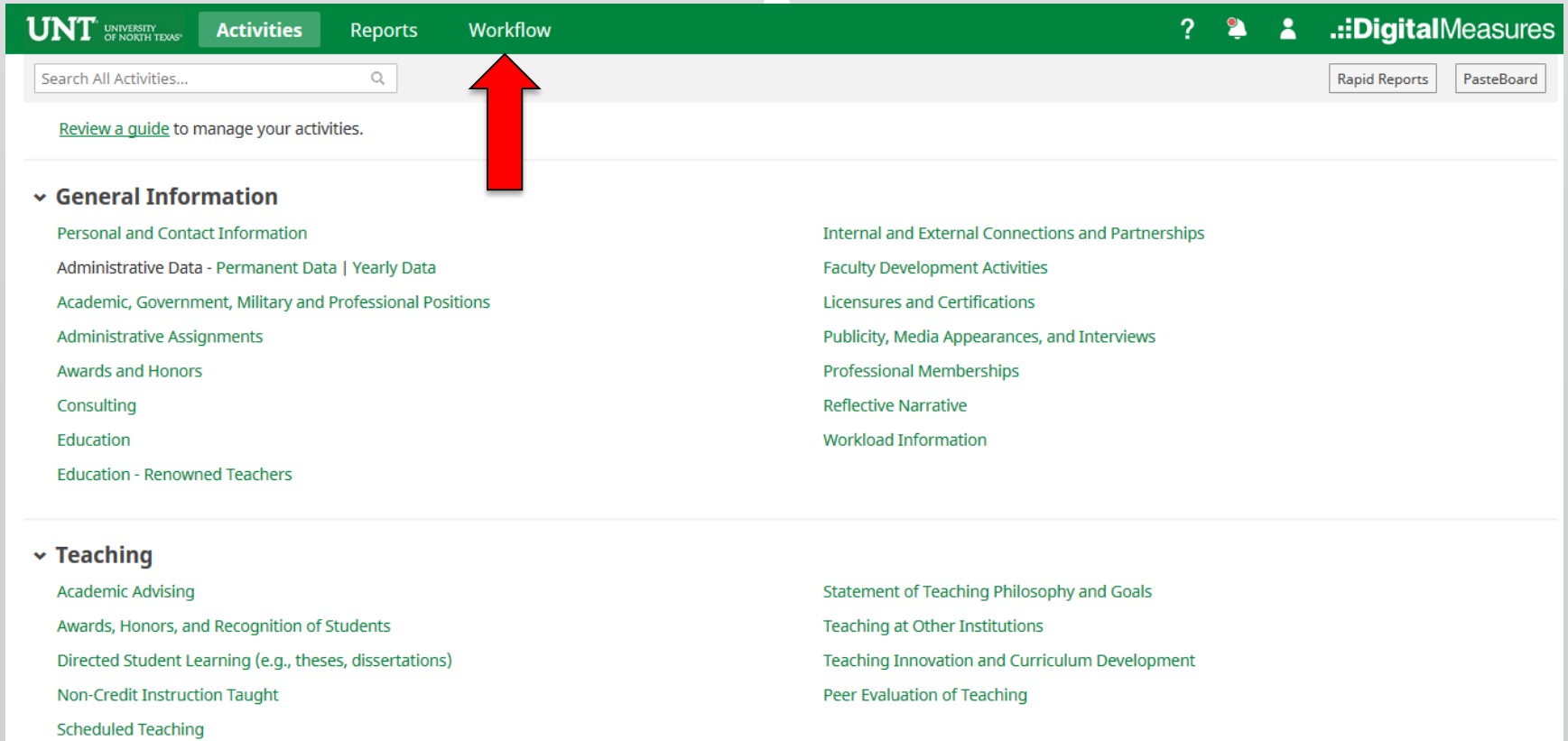
General Information

- 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

Teaching



- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching


Click on the “Workflow” tab.



The screenshot shows the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' tab is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search bar with the text 'Search All Activities...' and 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'. Each section has a list of sub-items.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports **Workflow** ?   **DigitalMeasures**

Search All Activities... 

[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

Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of 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 Tools ▾ ? 📧 👤 DigitalMeasures

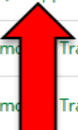
Workflow Tasks

▼ Inbox



Name ▾	Step	Subject	Due Date
2018-2019 Annual/Reappointment Reviews- 4th Year TT Faculty	Department Chair Review	Michael McPherson	October 2, 2018
Non-tenured Promotion Training-Chair Upload	Department Chair Documents	Michael McPherson	June 28, 2018
Non-tenured Promotion Training-Faculty	Department Chair Documents	Michael McPherson	June 28, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
Promotion and Tenure Training-Faculty	Faculty Promotion and/or Tenure Submission	Michael McPherson	June 25, 2018	▼
Tenure and Promotion Faculty Training	FIS Committee and Eligible Faculty Set Up	Michael McPherson	May 24, 2018	▼



Please review the faculty documents and PAC recommendation.

UNT UNIVERSITY OF NORTH TEXAS Activities ▾ Reports **Workflow** Tools ▾ ?   **DigitalMeasures**

< Administrative Access Step - Due October 3, 2018 Download Close


▼ **Faculty Submission Step - Michael McPherson** **Submitted September 25, 2018**
by Michael McPherson


[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [UNT Policy 06.007](#)


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".

Annual Review Report:  Last Updated September 25, 2018 at 2:20 PM

4th Year Reappointment Review Report:  Last Updated September 25, 2018 at 2:20 PM

Upload supplemental documentation (optional):
Supplemental documentation (optional):


▼ **PAC Recommendation Step - Michael McPherson** **Submitted September 25, 2018**
by Hope Wilkinson

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

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.

UNT UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports **Workflow** Tools ▾

?   **DigitalMeasures**

< Administrative Access Step - Due October 3, 2018 Download Close

▼ **Unit Review Committee Recommendation Step - Michael McPherson** Submitted September 25, 2018
by Rebecca How

[Instructions to Unit Review Committee](#) | [UNT Policy 06.004](#)

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.


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:

Yea 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

Download Close

Department Chair Review Step - Michael McPherson

Submitted September 26, 2018
by Terri Day

[Instructions to Department Chair](#) | [UNT Policy 06.004](#) | [UNT Policy 06.007](#)

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: Recommendation Letter.docx

Additional documentation (Optional):

II. Reappointment Review

Please select your candidate recommendation:

Recommendation of the department chair: Affirmative

Upload your recommendation letter:

Recommendation letter: Recommendation Letter.docx

Upload any additional documentation:

Additional documentation (Optional):

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 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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? DigitalMeasures

Administrative Access Step - Due October 3, 2018 [Download] [Close]


Department Chair Review Step - Michael McPherson Submitted September 2018
Erri Day

[Instructions to Department Chair](#) | [UNT Policy 06.004](#) | [UNT Policy 007](#)

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:  Recommendation Letter.docx


Additional documentation (Optional):

II. Reappointment Review

Please select your candidate recommendation:

Recommendation of the department chair: Affirmative

Upload your recommendation letter:

Recommendation letter:  Recommendation Letter.docx

Upload any additional documentation:

Additional documentation (Optional):

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

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Faculty.Info@unt.edu

940.369.6108