Annual and Reappointment Review Workflow

Instructions for Unit Administrator

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>2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty</td>
<td>Unit Administrator Annual and Reappointment Review</td>
<td>Jianrong Yu</td>
<td>April 30, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>

**History**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Step</th>
<th>Subject</th>
<th>Last Modified</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
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*No Data to Display*
Please review all uploaded documents.

Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM

Annual Review Report: Last Updated November 14, 2019 at 9:52 AM

4th Year Reappointment Review Report: Last Updated November 14, 2019 at 9:52 AM

Please be aware no changes can be made after selecting “Route”. Select “Save Draft” 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. Click “Delete File” to remove the over-sized file.

Upload unit-specific supporting documentation (optional):

Unit-specific supporting documentation: Cumulative results of annual evaluations.docx (11.24 KB)

Add additional documentation (optional):

Additional documentation:

PAC Annual Review Recommendation Step - Diana Berman

Submitted November 14, 2019
by Wonhong Choi

Instructions to Personnel Affairs Committee | UNT Policy 06.007

Please select “Action”, then click “Save Draft” until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message “Unable to upload file.xxxxx” if the file is too large. Click “Delete File” to remove the over-sized file.

Upload the PAC recommendation:

PAC recommendation: Recommendation Letter.docx (11.22 KB)

Additional documentation (optional):
Please review documentation.

Unit Administrator Annual and Reappointment Review Step - Due April 30, 2020 @ 11:59 PM

Unit Review Committee Reappointment Recommendation Step - Diana Berman

Submitted November 14, 2019
by Thomas Scharf
Instructions to Unit Review Committee | UNT Policy 06.004

Please select "Action", then click "Save Draft" until you are sure your submission form is complete before submitting to next step.

The maximum file size is 1GB. You will receive an error message “Unable to upload file.xxxx” if the file is too large. Click “Delete File” to remove the over-sized 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: 5
- Nay votes: 0
- Abstention: 0

Upload the unit review committee’s recommendation letter:

Recommendation Letter doc (11.22 KB)

Upload any additional documentations:

Additional documentation (optional):
Submissions may be sent back if documents are incorrect or incomplete.

Click on "Action" in upper right corner then click “Send Back to Previous Step”.
The faculty member will be notified via email from Digital Measures.
Choose a date in which you would like the dossier back at your step. Remember that your step moves on a specific date to the next step. Therefore, time will be taken away from your step to the next step.
Upload all required documentation. Remember to enter all eligible faculty votes.
Please click on "Action" in upper right corner, then click the “Save Draft”. You will be returned to the Workflow Inbox for a final review.
Please select the correct personnel action link and complete a final review

<table>
<thead>
<tr>
<th>Workflow Tasks</th>
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<tbody>
<tr>
<td><strong>Inbox</strong></td>
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| **History**    |  |
| Name           | Current Step | Subject | Last Modified | Actions |
| No Data to Display | No Data to Display | No Data to Display | No Data to Display | No Data to Display |

EST. 1890
Please ensure all documents are correct and have been uploaded successfully. Click on "Action" in upper right corner then click “Submit to Administrative Access” step.
You will be prompted to confirm submission.

Please be aware that clicking “Yes” moves the process to the next step.
Below are instructions on how to Recall packets

**Step 1**

1. Navigate to the Workflow section and click on the History tab.
2. Locate the submission you want to recall and click on the action icon (usually a pencil or downward arrow).
3. Select the option to recall the submission.

**Step 2**

You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?

- **No**
- **Yes**

**Step 3**

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

Faculty.Info@unt.edu
940.369.6108