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>Faculty Submission</td>
<td>Me</td>
<td>January 23, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Step</th>
<th>Subject</th>
<th>Last Modified</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Please update your FIS profile to add new activities and update existing activities for the annual/reappointment review reports.

You can access instructions to update your profile in FIS by clicking on **VPAA-160 Faculty Annual Review Form**. When the FIS updates to your profile are complete, please return to your Workflow Inbox.

Please be aware of the following:
- Activities without dates will not be included in the annual review.
- A completed activity must contain an end date or it will be included as on-going.
- All grant records should indicate whether they are internal or external.
- **Here are some examples of common edits needed in FIS.**

**Contracts, Fellowships, Grants and Sponsored Research:**
- Current status
- Research/Project status
- Funding dates
- Designation of Internal or external

**Publications:**
- Current status
- Was this peer-reviewed/refereed?
- Type of review
- Date submitted, accepted or published
Please refresh annual/reappointment review reports, upload unit-specific supporting documentation and any supplemental documentation required by your department.

Note: Portfolio PDFs aren’t compatible with FIS Workflow. Supplemental documentation file names should reflect the contents of the document.

Step 1
Refresh annual review and 4th year reappointment report

Click on the "Refresh report" icon below.

Refreshing the report will ensure your recent FIS profile changes are incorporated in your annual review report. Today's date will be displayed after clicking the Refresh Report icon.

Click on the annual review report pdf to ensure it is accurate and complete. If it is correct, click "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

If it is not correct, return to FIS and edit your profile. You will return to Workflow, refresh the report again and confirm it is correct. When it is correct, click "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.

Step 2

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:

Drop files here or click to upload

Add additional documentation (optional):

Additional documentation:

Drop files here or click to upload
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.

Step 1: Click "Save Draft"

Step 2: Click "Submit to PAC Annual Review Recommendation"
Please select the correct personnel action link and complete a final review.
You must click "Refresh report" icons before you submit.
If your Annual Review Report is correct, click on "Action" in upper right corner then click Submit to PAC Annual Review Recommendation step.
You will be prompted to confirm submission.

Upon submission all items will immediately be available to the Personnel Action Committee.
You can recall the dossier back as shown below

**Step 1:**
- Access the Workflow section.
- Locate the history of the dossier.

**Step 2:**
- Select the dossier to open.
- Click on the 'Recall' button.

**Step 3:**
- Confirm the recall with 'Yes'.
- The dossier will be moved back to your inbox for revision and resubmission.
You will be notified by email if the Personnel Action Committee requests additional or corrected information.

The email may come directly from the committee chair, your department chair or from the email address below.

From: Digital Measures <workflow@digitalmeasures.com>
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108