Annual and Reappointment Review Workflow

Instructions for Personnel Action Review Committee Chair

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.
Please review all uploaded documents.

PAC Annual Review Recommendation Step - Due February 21, 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:
If documents are incorrect or incomplete, you may send the submission back to the previous step.

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.
Please upload the PAC review committee’s recommendation and any unit-required, discipline-specific supplemental documentation.
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>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>PAC Annual Review Recommendation</td>
<td>Jiameng Yu</td>
<td>February 21, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>
Please ensure all documents are correct and have uploaded successfully. Click on "Action" in upper right corner then click "Submit to FIS Team Committee Administration" step.
Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.
You can recall the dossier back as shown below.

**Step 1:**
1. Access the Workflow section.
2. Navigate to the Inbox and History sections.

**Step 2:**
1. Locate the submission you wish to recall.
2. Select the option to recall the submission.

**Step 3:**
1. Confirm your choice to recall the submission.
2. Proceed with the recall process.

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

Faculty.Info@unt.edu
940.369.6108