



Annual and Reappointment Review Workflow

Instructions for Personnel
Action Review Committee
Chair

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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.

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Activities Reports Workflow

Search All Activities...

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 displays the UNT DigitalMeasures web application. The top navigation bar is green and contains the UNT logo, three tabs: 'Activities' (highlighted in green), 'Reports', and 'Workflow' (indicated by a red arrow), a help icon, a notification bell, a user profile icon, and the text 'DigitalMeasures'. Below the navigation bar is a search box with the placeholder text 'Search All Activities...' and a magnifying glass icon. To the right of the search box are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search box 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 links. The 'General Information' section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, and Scheduled Teaching. On the right side of the 'General Information' section, there is a list of links: Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information. On the right side of the 'Teaching' section, there is a list of links: Statement of Teaching Philosophy and Goals, Teaching at Other Institutions, Teaching Innovation and Curriculum Development, and 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 ? [User Icon] Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	PAC Annual Review Recommendation	Jianrong Yu	February 21, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
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Please review all uploaded documents.

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Activities Reports **Workflow** ?   ::Digital Measures by Watermark™

[←](#) 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.

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Activities Reports **Workflow** ? [User Icon] Digital Measures by Watermark™

< PAC Annual Review Recommendation Step - Due February 21, 2020 @ 11:59 PM [Download Icon] [Cancel] [Actions]

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, Review Recommendation step.

Annual Review Report: [PDF Icon] Last Updated November 14, 2019 at 9:52 AM

4th Year Reappointment Review Report: [PDF Icon] 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.xxxx" 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: [PDF Icon] Cumulative results of annual evaluations.docx (11.24 KB)

Add additional documentation (optional):

Additional documentation:

Save Draft

Submit to FIS Team Committee Administration **Step 1**

Send Back to Previous Step **Step 2**

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Please upload the PAC review committee's recommendation and any unit-required, discipline-specific supplemental documentation.

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< PAC Annual Review Recommendation Step - Due February 21, 2020 @ 11:59 PM [Upload] [Cancel] [Actions]

Add additional documentation (optional):

Additional documentation:

▼ Committee Members 0/4 Reviewed

	Unreviewed
	Unreviewed
	Unreviewed
	Unreviewed

This Committee's Response [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:

You have reached the limit of 1 file

Recommendation Letter.docx (11.22 KB) 🗑️ Delete File

Additional documentation (optional):

[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.

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← PAC Annual Review Recommendation Step - Due February 21, 2020 @ 11:59 PM   

Additional documentation (optional):

Committee Members

	Unreviewed
	Unreviewed
	Unreviewed
	Unreviewed

This Committee's Response

[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:

You have reached the limit of 1 file

 Recommendation Letter.docx (11.22 KB)  Delete File

Additional documentation (optional):

[Drop files here or click to upload](#)



Please select the correct personnel action link and complete a final review

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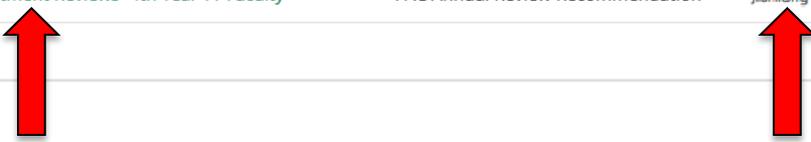
Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	PAC Annual Review Recommendation	Jianrong Yu	February 21, 2020 @ 11:59 PM

▼ History

Name	Current Step	Subject	Last Modified	Actions
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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.

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Activities Reports Workflow

Digital Measures by Watermark™

Add additional documentation (optional):

< PAC Annual Review Recommendation Step - Due February 21, 2020 @ 11:59 PM

Additional documentation:

Committee Members

	Unreviewed
	Unreviewed
	Unreviewed
	Unreviewed

This Committee's Response

[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.xxxx" if the file is too large. Click "Delete File" to remove the over-sized file.

Upload the PAC recommendation:

* PAC recommendation:

You have reached the limit of 1 file

Recommendation Letter.docx (11.22 KB)

Delete File

Additional documentation (optional):

Drop files here or click to upload

Save Draft

Submit to FIS Team Committee Administration

Send Back to Previous Step

Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.

Are you sure you want to Complete to FIS Team Committee Administration?



You can recall the dossier back as shown below

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
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▼ History

Name	Current Step	Subject	Last Modified	Actions
2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty	FIS Team Committee Administration		November 14, 2019	

Step 1

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< 2019-2020 Annual/Reappointment Reviews- 4th Year TT Faculty - Updated November 14, 2019 [Download Icon] Recall Close

▼ Faculty Submission Step - [Submitted November 14, 2019 by -]

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

Please update your FIS profile adding new activities and updating existing activities for the annual review report.

your profile in FIS by clicking on [YPA-A-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.

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?

Step 3



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

**Faculty.Info@unt.edu
940.369.6108**