Annual and Reappointment Review Workflow

Instructions for Unit 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.

Unit Review Committee Reappointment Recommendation Step - Due March 20, 2020 @ 11:59 PM

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.

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 Wonbong 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):
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.
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. So time will be taken away from your step to the next step.

Subject: Please update PAC review recommendation letter

Message:

Dear Dr. Gardner,

Per your request, I am sending Dr. How’s dossier back for you to update PAC review recommendation letter.

Please submit the dossier back to us after you complete your update.

Best regards,

Unit Review Committee Chair
Jeff Reseller

Due Date: 02/24/2020
Please select the unit review committee’s recommendation from the pull-down menu, enter the number of votes, and upload any related documents.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unreviewed</td>
</tr>
<tr>
<td></td>
<td>Unreviewed</td>
</tr>
<tr>
<td></td>
<td>Unreviewed</td>
</tr>
<tr>
<td></td>
<td>Unreviewed</td>
</tr>
</tbody>
</table>

**This Committee’s Response**

*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 xxxxx” 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:*

- Yea votes: 5
- Nay votes: 0
- Abstention: 0

*Upload the unit review committee’s recommendation letter:*

- Recommendation letter:
  - You have reached the limit of 1 file

- Recommendation Letter.docx (11.22 KB)
  - Delete File

*Upload any additional documentations:*

- Additional documentation (optional): Drop files here or click to upload

**EST. 1890**
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>Unit Review Committee Reappointment Recommendation</td>
<td>Jianrong Yu</td>
<td>March 20, 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>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please ensure all documents are correct and have been 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.
Below are instructions on how to Recall packets

**Step 1**
Access the Workflow section in the UNT system.

**Step 2**
Select the Recall option for the submission you want to recall.

**Step 3**
Confirm that you want to recall the submission by selecting Yes.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108