

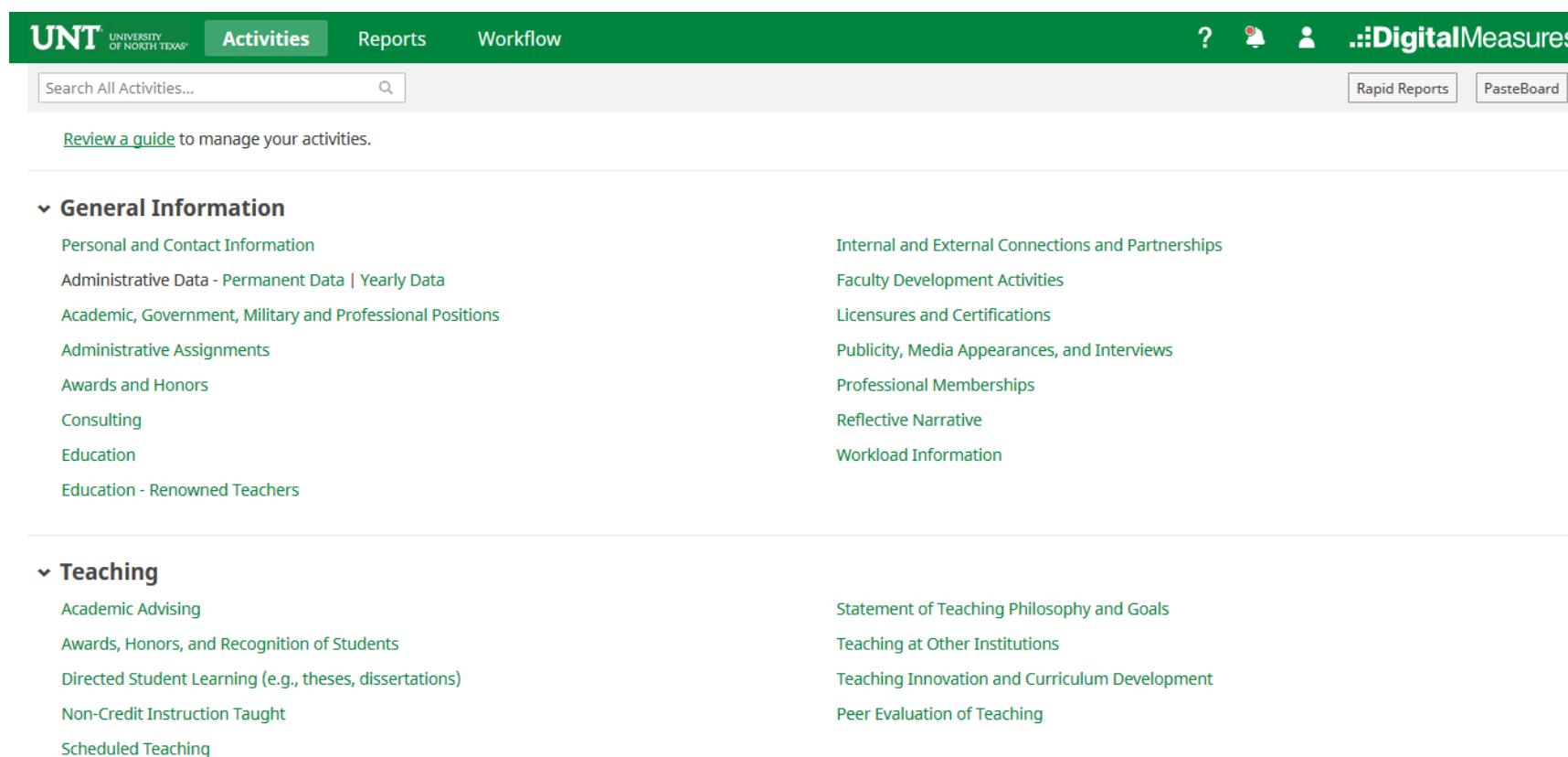


# Tenure and Promotion Workflow

Instructions for Dean

## For Capability Purposes:

If you are using a MAC, please use the FIREFOX browser.  
If you are using a Windows-based computer, please use the CHROME browser.



The screenshot shows the 'Activities' section of the UNT DigitalMeasures system. The header includes the UNT logo, navigation tabs for 'Activities', 'Reports', and 'Workflow', and user interface elements like a search bar, help icon, notification bell, user profile, and 'DigitalMeasures' branding. Below the header, there is a search bar with the text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. A link reads 'Review a guide to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of activity categories.

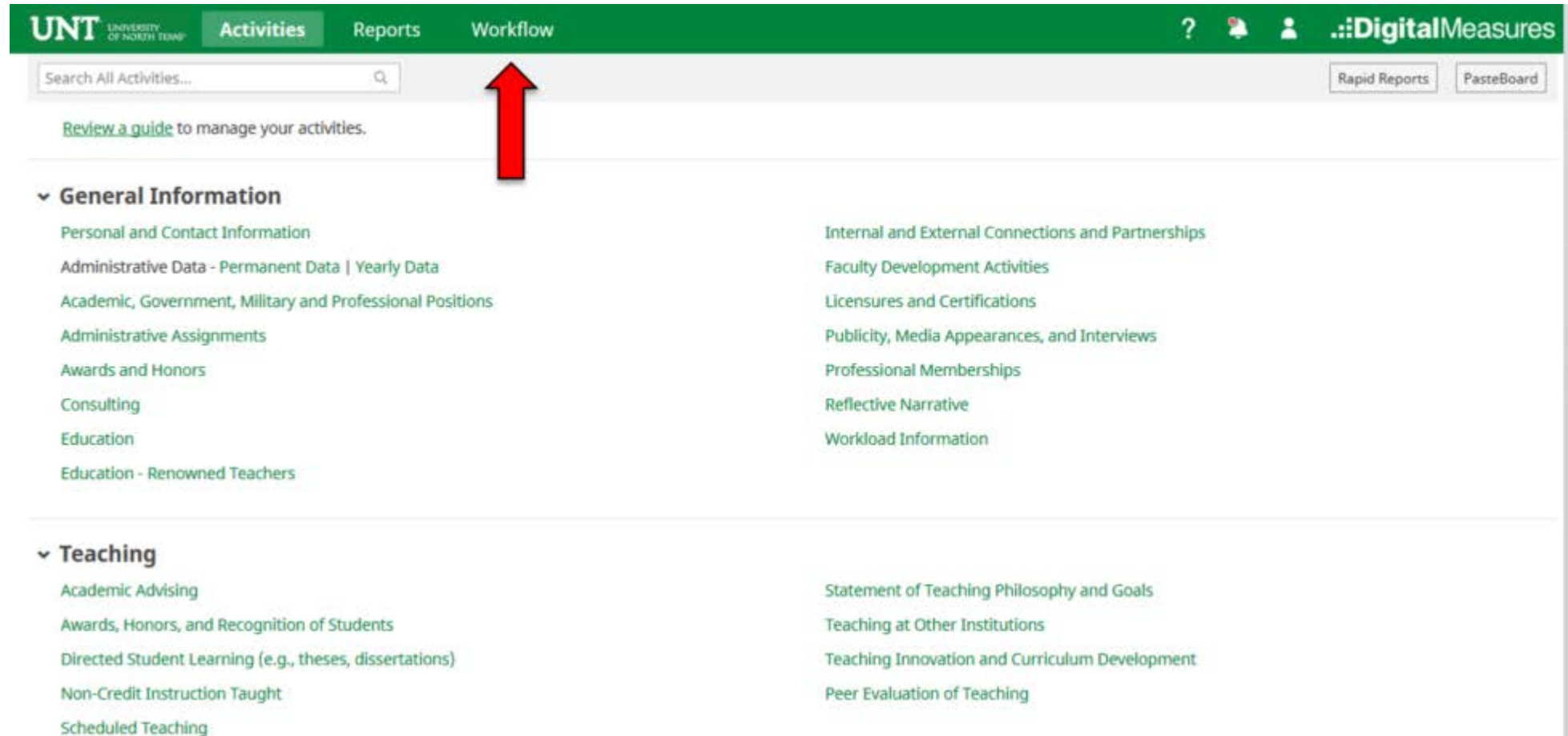
**General Information**

- 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

From your FIS profile, click on the Workflow tab



The screenshot shows the UNT FIS profile interface. At the top, there is a green navigation bar with the UNT logo on the left and the text "Activities", "Reports", and "Workflow" in the center. The "Workflow" tab is highlighted. To the right of the navigation bar are icons for help, notifications, and user profile, along with the text "DigitalMeasures". Below the navigation bar is a search box labeled "Search All Activities..." and two buttons: "Rapid Reports" and "PasteBoard". A red arrow points to the "Workflow" tab. Below the navigation bar, there is a link to "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching".

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# Please review the candidate's dossier

< Dean Uploads Recommendation To The Provost Step - Due January 15, 2022 @ 11:59 PM



▼ Candidate Submission I Step - Hope Wilkinson

Submitted April 22, 2021  
by Hope Wilkinson

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)


## Select "Save" 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. You may simply click "Delete File" to remove it.

Upload your preferred CV:

Preferred CV:  Customized CV.pdf (32.86 KB)

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:  Unit Tenure and Prom Criteria.docx (11.24 KB)

Upload unit-specific supporting documents to be emailed to external reviewers:

Unit-specific supporting documents for external reviewers:  Supplemental documentation.pdf (33.68 KB)

Please upload your recommendation and any accompanying documentation.



Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.

**UNT** UNIVERSITY OF NORTH TEXAS   Activities   CV Imports   Manage Data   Reports   More ▾   ?   🔔   👤   .:Digital Measures by Watermark™

← **Dean Uploads Recommendation To The Provost Step - Due January 15, 2022 @ 11:59 PM**

[Instructions to Dean](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Please select your candidate recommendation from the drop-down below:

\* Recommendation of the dean:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

\* Recommendation letter:

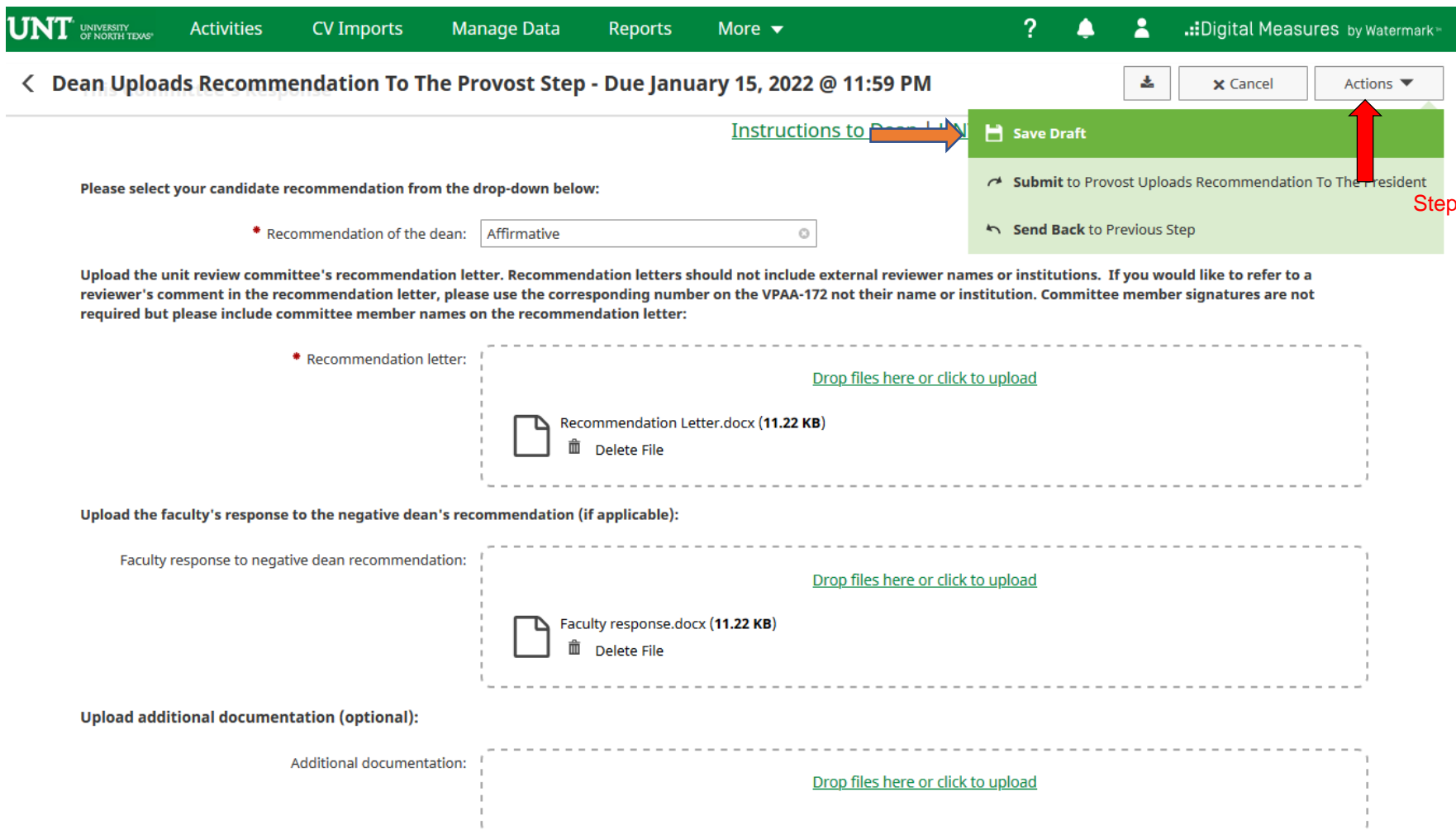
Upload the faculty's response to the negative dean's recommendation (if applicable):

Faculty response to negative dean recommendation:

Upload additional documentation (optional):

Additional documentation:

Please click “Actions”, then “Save Draft” at the top right.  
This will take you back to your Workflow Inbox



The screenshot shows a web application interface for the 'Dean Uploads Recommendation To The Provost Step'. At the top, there is a green navigation bar with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, and More. On the right side of the bar are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar, the page title is 'Dean Uploads Recommendation To The Provost Step - Due January 15, 2022 @ 11:59 PM'. To the right of the title are buttons for 'Cancel' and 'Actions'. The 'Actions' dropdown menu is open, showing three options: 'Save Draft' (highlighted in green), 'Submit to Provost Uploads Recommendation To The President', and 'Send Back to Previous Step'. A red arrow points to the 'Actions' button, and another red arrow points to the 'Save Draft' option, with the text 'Step 1' next to it. An orange arrow points to the 'Instructions to Dean Uploads' link. The main content area includes a form for 'Recommendation of the dean' with a dropdown menu set to 'Affirmative'. Below this is a section for 'Recommendation letter' with a file upload area containing a file named 'Recommendation Letter.docx (11.22 KB)'. There are also sections for 'Faculty response to the negative dean's recommendation' and 'Additional documentation', each with a file upload area. The 'Faculty response' section contains a file named 'Faculty response.docx (11.22 KB)'. Each upload area includes a 'Drop files here or click to upload' link and a 'Delete File' button.

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

Workflow Tasks

▼ Inbox

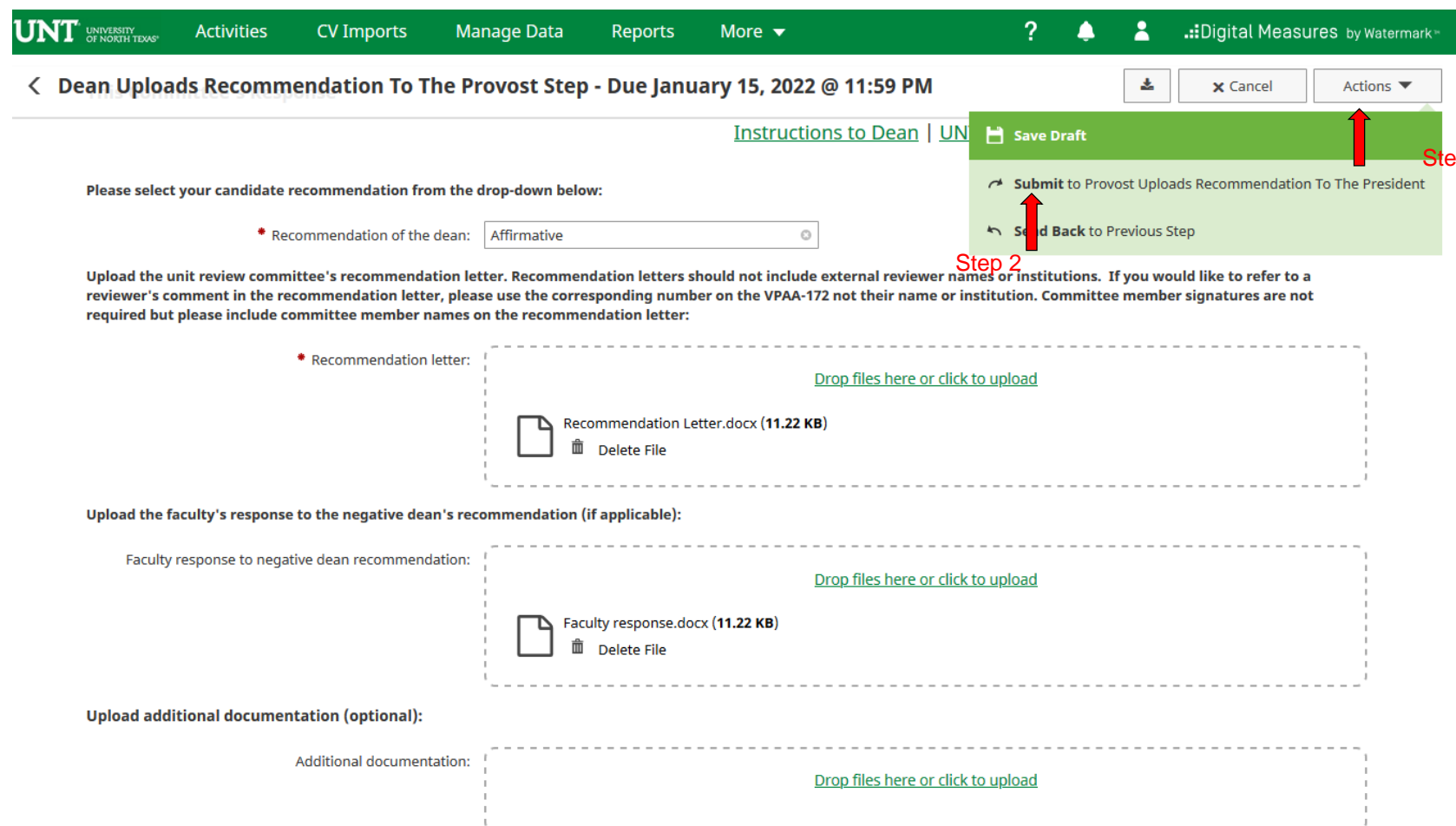
Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	Dean Uploads Recommendation To The Provost	Hope Wilkinson	January 15, 2022 @ 11:59 PM





Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click “Actions”, then “Submit” to send your submission to the next step.



The screenshot shows a web interface for the 'Dean Uploads Recommendation To The Provost Step - Due January 15, 2022 @ 11:59 PM'. The top navigation bar includes 'UNT UNIVERSITY OF NORTH TEXAS', 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'More', and utility icons. The main content area has a breadcrumb 'Instructions to Dean | UNT' and a toolbar with 'Cancel' and 'Actions' buttons. A dropdown menu is open under 'Actions', showing options: 'Save Draft', 'Submit to Provost Uploads Recommendation To The President', and 'Send Back to Previous Step'. Red arrows point to the 'Actions' button (labeled 'Step 1') and the 'Submit' option (labeled 'Step 2').

Please select your candidate recommendation from the drop-down below:

\* Recommendation of the dean:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

\* Recommendation letter:

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

Recommendation Letter.docx (11.22 KB)  
Delete File

Upload the faculty's response to the negative dean's recommendation (if applicable):

Faculty response to negative dean recommendation:

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

Faculty response.docx (11.22 KB)  
Delete File

Upload additional documentation (optional):

Additional documentation:

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

You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

No

Yes



Checking Yes will move the personnel action to the next step.

To Recall your personnel action, please see [Workflow FAQ's](#)

Please contact the FIS  
Team for additional  
information or  
assistance:

Faculty.Info@unt.edu  
940.369-6108