Tenure and Promotion Workflow

Instructions for the Dean

Training brought to you by:
The Office of Academic Administration
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.
From your FIS profile, click on the Workflow tab.
Locate the name of the subject you would like to review and select the corresponding link.
Please review the candidate’s dossier.
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.
Please press the Save button at the top right. This will take you back to your Workflow Inbox.
Please select the correct personnel action link and complete a final review.

### Workflow Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Tenure and Promotion Training - Dean</td>
<td>Dean Uploads Recommendation To The Provost</td>
<td>Rebecca How</td>
<td>January 15, 2020 @ 11:59 PM</td>
</tr>
<tr>
<td>2019-2020 Tenure and Promotion Training - Dean</td>
<td>Dean Uploads Recommendation To The Provost</td>
<td>Hope Wilkinson</td>
<td>January 15, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents. Click Route, then Submit to send your submission to the next step.
You will be prompted to confirm submission.

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

To Recall or Send Back a personnel action, please see Workflow FAQ’s.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369.6108