



UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Non-tenured Promotion Library Workflow

Instructions for Candidate Submissions

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.

The screenshot shows the UNT DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo on the left and navigation links for 'Activities', 'Reports', and 'Workflow'. On the right side of the bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there 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 to various activity categories.

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Activities Reports Workflow

Search All Activities...

[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

To access your T & P workflow, please login to your FIS profile via my.unt.edu

The screenshot shows the top navigation bar of the UNT DigitalMeasures website. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

UNT UNIVERSITY OF NORTH TEXAS **Activities** Reports **Workflow** ? **DigitalMeasures**

Search All Activities...

[Review a guide](#) to manage your activities.

General Information

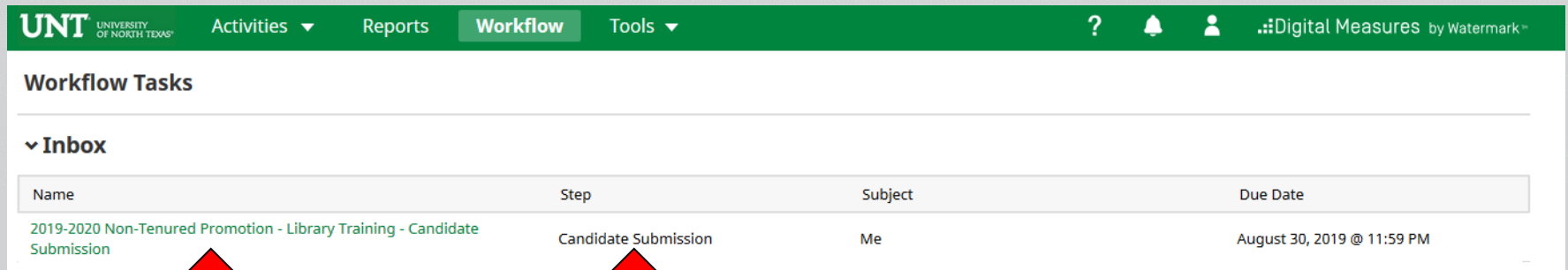
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
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Instructions for Candidate Submission

Go to your Workflow Inbox and identify your personnel action. Click on the link to open the Workflow form.



The screenshot shows the UNT University of North Texas interface. The top navigation bar includes 'Activities', 'Reports', 'Workflow' (highlighted), and 'Tools'. On the right, there are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark™'. Below the navigation bar, the 'Workflow Tasks' section is expanded to show an 'Inbox'. A table lists a single task entry with the following details:

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - Candidate Submission	Candidate Submission	Me	August 30, 2019 @ 11:59 PM

Two red arrows point to the 'Name' and 'Step' columns of the task entry, indicating where to click to open the form.

Do not press the *Route* button until you have verified all items are correct.

Please upload your CV

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.

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Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 ::Digital Measures by Watermark™

◀ Candidate Submission Step - Due August 30, 2019 @ 11:59 PM

📄 ✕ 📁 Save Route ▾

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please 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.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

All documentation shall be in PDF format. Where appropriate, include a table of contents for the document and bookmark the sections to facilitate navigation within lengthy or multi-part documents. Do *not* create or submit a PDF in Portfolio format. All documentation must use the following naming conventions:

- The basic naming pattern is: YYYY-LastName-FirstName-DocumentsName
- Always use hyphens instead of spaces to separate elements of the title.
- First element: the four digit academic year of the action or activity. In most cases, use the year in which the candidate is applying for promotion.
- Second element: the person's last name
- Third element: the person's first name
- Fourth element: the document's name (see below for names of specific documents)

CV Example:2020-Jones-Pat-CV

Essay Example:2020-Jones-Pat-Essay

PromotionCriteria Example: 2020-Jones-Pat-PromotionCriteria

AnnualReview Example: 2018-Jones-Pat-AnnualReview, 2017-Jones-Pat-AnnualReview, 2016-Jones-Pat-AnnualReview, etc.

Area2, Area3 Example: 2020-Jones-Pat-Area2, 2020-Jones-Pat-Area3

CreditLetter, PIP, DA Example: 2020-Jones-Pat-CreditLetter, 2017-Jones-Pat-PIP, 2016-Jones-Pat-DA

Upload your current CV from FIS:

* CV:

Please upload your Essay, Promotion criteria, Annual reviews, Supporting documentation for Areas 2 and 3 and Additional supporting documentation (Credit Letter, PIP,DA)).

Upload your personal essay:

• Essay :

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

Upload your current promotion criteria document:

• Promotion criteria:

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

Upload your most recent annual reviews going back up to five review cycles:

• Annual reviews:

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

Upload supporting documentation for Areas 2 and 3:

Note: for this section the candidate should create one document that highlights the candidate's scholarship over time since the most recent rank assignment and one document that highlights the candidate's service contributions since the most recent rank assignment. The year to use in the document title is the year that the candidate is applying for promotion.

• Supporting documentation for Areas 2 and 3:

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

Upload the following additional supporting documentation if appropriate: letter of credit toward time in rank, performance improvement plan(s), disciplinary action(s):

Additional supporting documentation (Credit Letter, PIP, DA)

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

Upload additional documentation (optional):

Additional documentation (optional):

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

Please press the Save button at the top right. This will take you back to your Workflow Inbox.

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Activities Reports Workflow Tools

..:Digital Measures by Watermark

Candidate: [Name] | [Pat-DA]

< Candidate Submission Step - Due August 30, 2019 @ 11:59 PM

Upload your current CV from FIS:

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

CV.pdf (32.86 KB) [Delete File](#)

Upload your personal essay:

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

Essay.pdf (32.86 KB) [Delete File](#)

Upload your current promotion criteria document:

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

Promotion criteria.pdf (32.86 KB) [Delete File](#)

Upload your most recent annual reviews going back up to five review cycles:

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Supporting documentation for Areas 2 and 3.pdf (32.86 KB) [Delete File](#)

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Additional supporting documentation (Credit Letter, PIP, DA) [Drop files here or click to upload](#)

Upload additional documentation (optional):

Additional documentation (optional): [Drop files here or click to upload](#)

Save

Please select your personnel action link
for a final review.


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Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - Candidate Submission	Candidate Submission	Me	August 30, 2019 @ 11:59 PM



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.

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Activities ▾ Reports Workflow Tools ▾

? 🔔 👤 ::Digital Measures by Watermark™

← Candidate Submission Step - Due August 30, 2019 @ 11:59 PM

Submit to Workflow Maintenance

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Step 1

Step 2

Please 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.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

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CreditLetter, PIP, DA Example: 2020-Jones-Pat-CreditLetter, 2017-Jones-Pat-PIP, 2016-Jones-Pat-DA

Upload your current CV from FIS:

* CV:


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

CV.pdf (32.86 KB)

Delete File

You will be prompted to confirm submission.

Are you sure you want to Submit to Workflow Maintenance?



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

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



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

**Faculty.Info@unt.edu
940.369-6108**