



Non-tenured Promotion Library Workflow

Instructions for the Dean

UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

Training brought to you by:
The Office of Academic Administration

EST. 1890

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 DigitalMeasures web application interface. At the top is a green navigation bar with the UNT University of North Texas logo on the left, and 'Activities', 'Reports', and 'Workflow' in the center. On the right side of the bar are icons for help, notifications, and user profile, followed by the 'DigitalMeasures' logo. Below the navigation bar is a search bar labeled 'Search All Activities...' with a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar 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, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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Activities Reports Workflow ? [Notifications] [User Profile] **DigitalMeasures**

Search All Activities... [Magnifying Glass]

Rapid Reports PasteBoard

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

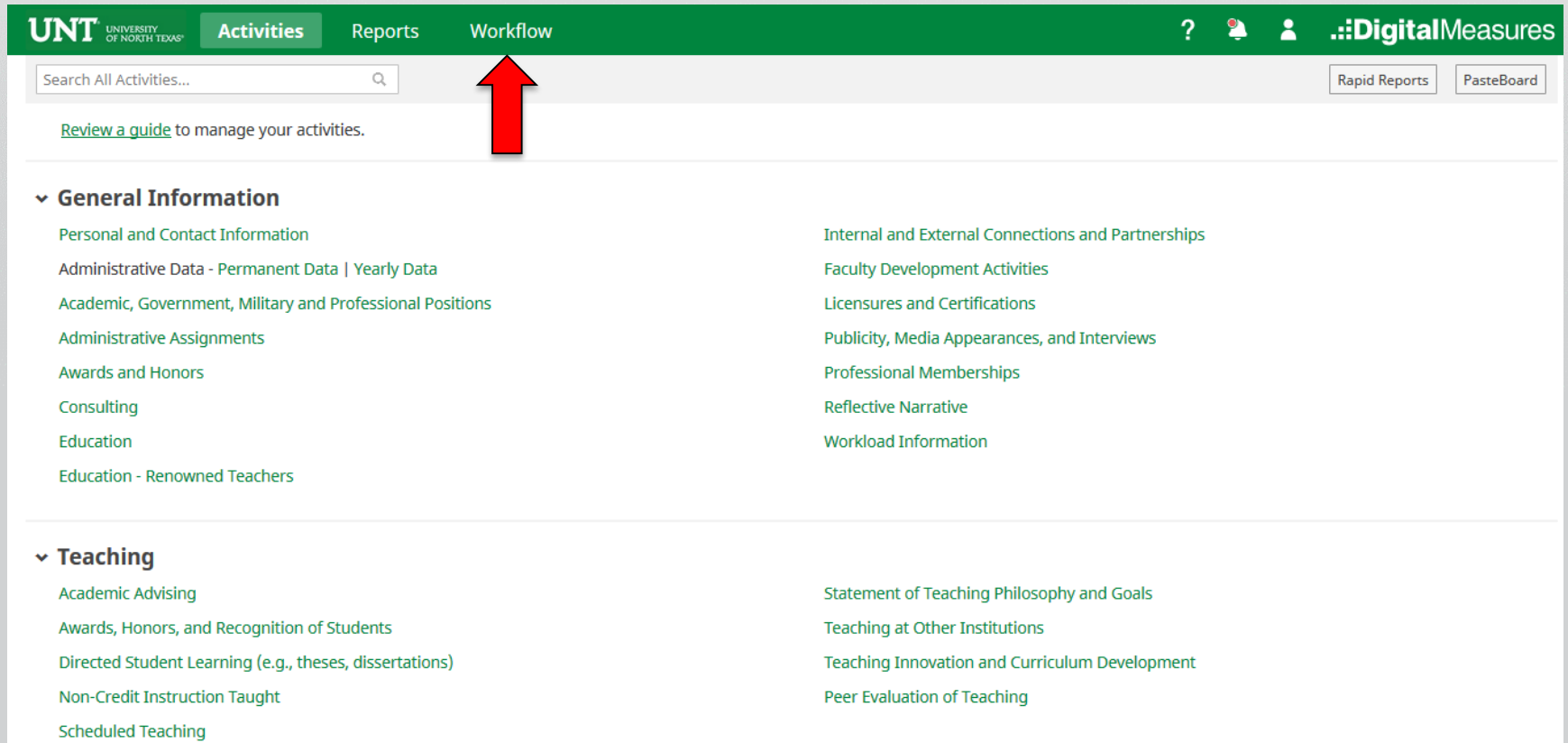
▼ **General Information**

- 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

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



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Activities Reports Workflow ?   DigitalMeasures

Search All Activities... 

Rapid Reports PasteBoard

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▼ **General Information**

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Locate the name of the subject you would like to review and select the corresponding link.

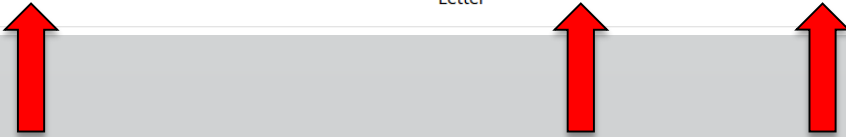
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Activities ▾ Reports Workflow ▾ Tools ▾ ? 🔔 👤 Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - Dean	Dean Uploads Final Promotion Decision Letter	Rebecca How	January 15, 2020 @ 11:59 PM



Please review the candidate's dossier.

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Activities Reports Workflow Tools

Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

Save Route

Candidate Submission Step - Rebecca How Submitted July 8, 2019 by Rebecca How

[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:  CV.pdf (32.86 KB)


Upload your personal essay:

Essay:  Essay.pdf (32.86 KB)

Upload your current promotion criteria document:


Promotion criteria:  Promotion criteria.pdf (32.86 KB)

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

Annual reviews:  Annual reviews.pdf (32.86 KB)

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:  Supporting documentation for Areas 2 and 3.pdf (32.86 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.

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Additional documentation

◀ Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

📄 ✕ Save Route ▾

▼ Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

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

Please select the dean's recommendation from the drop-down below:

* Recommendation of the dean:

Upload the dean's recommendation letter:

* Recommendation letter:




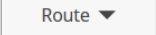
Upload additional documentation (optional):

Additional documentation:

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

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< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM    

Additional documentation:

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

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



Please select the dean's recommendation from the drop-down below:

* Recommendation of the dean:

Upload the dean's recommendation letter:

* Recommendation letter:

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

 Recommendation letter.pdf (32.86 KB)  Delete File

Upload additional documentation (optional):

Additional documentation:

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

Please select the correct personnel action link
and complete 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 - Dean	Dean Uploads Final Promotion Decision Letter	Rebecca How	January 15, 2020 @ 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

UN Digital Measures by Watermark

< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

Recommendation Letter.docx (11.22 KB)

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

Upload additional documentation (optional):

Additional documentation:

Committee Members

Hope Wilkinson

0/1 Reviewed

Unreviewed

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

Please select the dean's recommendation from the drop-down below:

Recommendation of the dean: Affirmative

Upload the dean's recommendation letter:

Recommendation letter:

Drop files here or click to upload

Recommendation Letter.docx (11.22 KB)

Delete File

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

Submit to Dossier Archival


Send Back to Previous Step

Step 2

Step 1

You will be prompted to confirm submission.

Are you sure you want to Submit to Dossier Archival?



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

To Recall or Send Back a 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**