



UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Non-tenured Promotion Library Workflow

Instructions for the DIV-
PAC Review Committee
Chair

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 DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo (University of North Texas) on the left, and navigation links for 'Activities', 'Reports', and 'Workflow' in the center. On the right side of the navigation bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. 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, 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. 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

Search All Activities...

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

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar, there is a search bar for activities, a 'Review a guide' link, and two buttons: 'Rapid Reports' and 'PasteBoard'. 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
- 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**

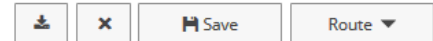
- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching
- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
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- Peer Evaluation of Teaching

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

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - DIV-PAC Chair	DIV-PAC Chair Uploads Recommendation To Supervisor	Rebecca How	October 15, 2019 @ 11:59 PM

Please review the candidate's dossier.

< DIV-PAC Chair Uploads Recommendation To Supervisor Step - Due October 15, 2019 @ 11:59 PM



▼ Candidate Submission Step - Rebecca How

Submitted July 3, 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.xxxx" 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)

Please upload the DIV-PAC review committee's 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.

The screenshot shows the FIS Workflow interface for a task titled "DIV-PAC Chair Uploads Recommendation To Supervisor Step - Due October 15, 2019 @ 11:59 PM". The interface includes a navigation bar with "Activities", "Reports", and "Workflow" tabs. Below the navigation bar, there are buttons for "Download", "Close", "Save", and "Route". The main content area is divided into sections: "Workflow maintenance event:" with a "Comments" field; "Committee Members" showing "Kevin Yanowski" with a status of "Unreviewed" (0/1 Reviewed); and a section for "Please select the DIV-PAC review committee's promotion recommendation from the drop-down below:" with a dropdown menu. Below this, there are three upload sections: "Upload the DIV-PAC review committee's recommendation letter." with a "Recommendation letter:" field and a "Drop files here or click to upload" button; "Upload dissenting opinion (if applicable):" with a "Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):" field and a "Drop files here or click to upload" button; and "Upload additional documentation (optional):" with an "Additional documentation:" field and a "Drop files here or click to upload" button. At the bottom of the page, there are links for "Instructions to DIV-PAC Chair", "Instructions to Committee Members", "UNT Policy 06.005", and "Flowchart and Acronym Key".

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

UNT UNIVERSITY OF NORTH TEXAS Activities Reports **Workflow** ? Digital Measures by Watermark™

< DIV-PAC Chair Uploads Recommendation To Supervisor Step - Due October 15, 2019 @ 11:59 PM **Save** Route ▼

Workflow maintenance event:

Comments

Committee Members 0/1 Reviewed

Kevin Yanowski Unreviewed

[Instructions to DIV-PAC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the DIV-PAC review committee's promotion recommendation from the drop-down below:

• Recommendation of the DIV-PAC review committee:

Upload the DIV-PAC review committee's recommendation letter. 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.pdf (32.86 KB) Delete File

Upload dissenting opinion (if applicable):

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

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

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.

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - DIV-PAC Chair	DIV-PAC Chair Uploads Recommendation To Supervisor	Rebecca How	October 15, 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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow ? [User Icon] [Notification Icon] Digital Measures by Watermark

< DIV-PAC Chair Uploads Recommendation To Supervisor Step - Due October 15, 2019 @ 11:59 PM [Download Icon] [Close Icon] [Save Icon] [Route Icon]

Workflow maintenance event: [Comments]

Committee Members 0/1 Reviewed
Kevin Yanowski Unreviewed

[Instructions to DIV-PAC Chair](#) | [Instructions to Committee Members](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the DIV-PAC review committee's promotion recommendation from the drop-down below:

Recommendation of the DIV-PAC review committee:

Upload the DIV-PAC review committee's recommendation letter. 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.pdf (32.86 KB) [Delete File]

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload](#)


Upload additional documentation (optional):

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

Step 1 (points to Route button)
Step 2 (points to Submit to Supervisor Uploads Recommendation button)

You will be prompted to confirm submission.

Are you sure you want to Submit to Supervisor Uploads Recommendation To LWPAC?



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**