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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Non-Tenured Promotion - Library Training - DIV-PAC Chair</td>
<td>DIV-PAC Chair Uploads Recommendation To Supervisor</td>
<td>Rebecca How</td>
<td>October 15, 2019 @ 11:59 PM</td>
</tr>
</tbody>
</table>
Please review the candidate’s dossier.

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.DocumentName
- 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
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.
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.

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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