



Non-tenured Promotion Library Workflow

Instructions for the
LWPAC Committee Chair

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

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, and Scheduled Teaching. On the right side of each section, there is a list of links: 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... ? [notification icon] [user icon] DigitalMeasures

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

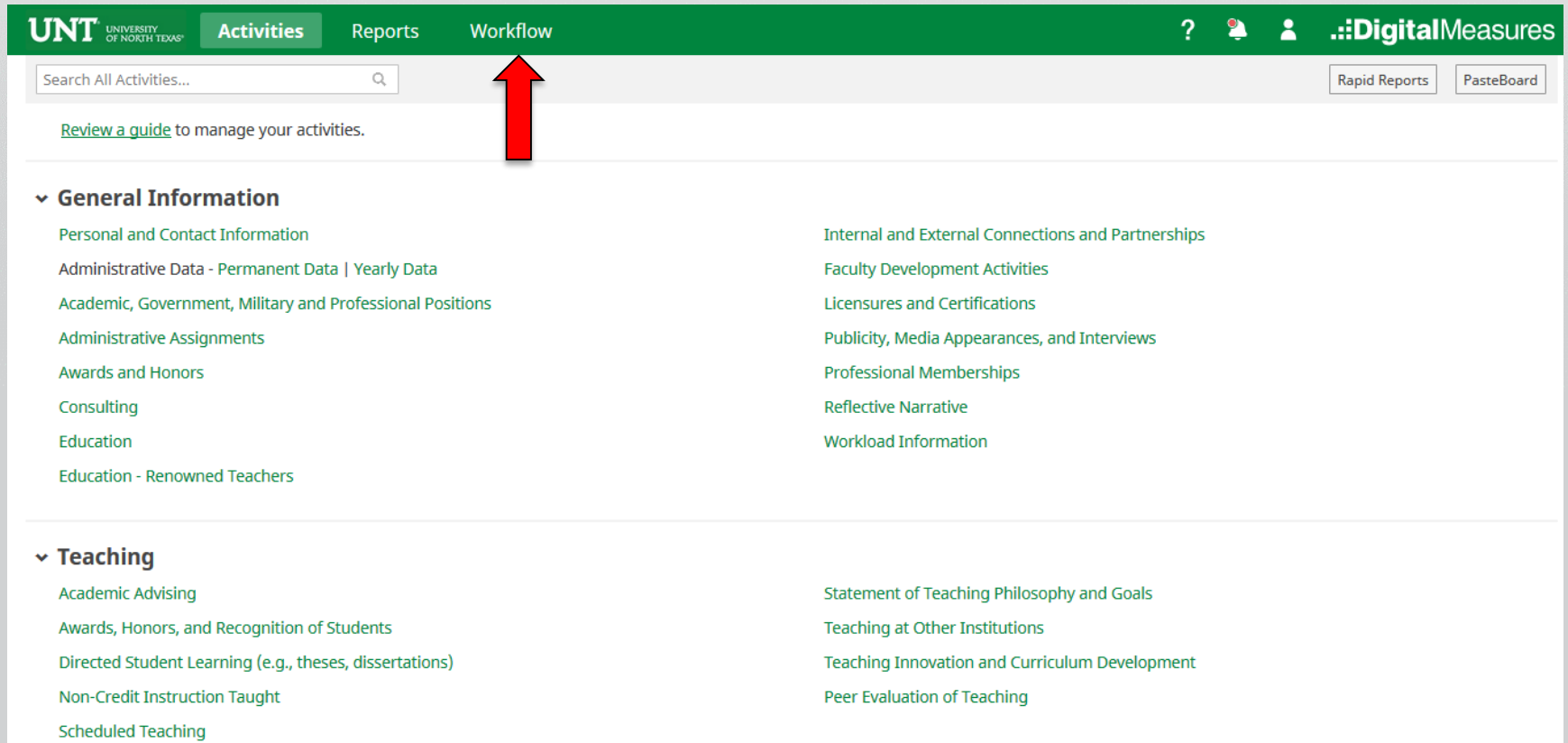
- Internal and External Connections and Partnerships
- Faculty Development Activities
- Licensures and Certifications
- Publicity, Media Appearances, and Interviews
- Professional Memberships
- Reflective Narrative
- Workload Information

▼ **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 UNT DigitalMeasures interface. At the top, a green navigation bar contains the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and menu items for "Activities", "Reports", and "Workflow". The "Workflow" menu item is highlighted with a red arrow. To the right of the navigation bar are icons for help, notifications, and user profile, along with the "DigitalMeasures" logo. Below the navigation bar is a search bar labeled "Search All Activities..." and buttons for "Rapid Reports" and "PasteBoard". A link to "Review a guide to manage your activities." is provided. The main content area is divided into two sections: "General Information" and "Teaching".

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

Locate the name of the subject you would like to provide information for and select the corresponding link.

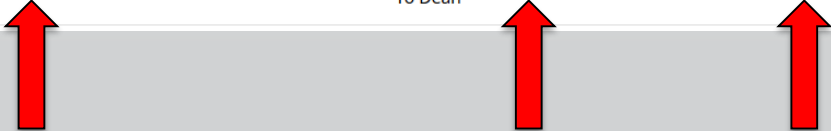
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Activities ▾ Reports Workflow ▾ Tools ▾ ? 🔔 👤 ::Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - LWPAC Chair	LWPAC Chair Uploads Recommendation To Dean	Rebecca How	December 15, 2019 @ 11:59 PM



Please review the candidate's dossier.

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

< LWPAC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM [Download] [Close] [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 the LWPAC 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.

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Home > LWPAC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route ▾]

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

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

* Recommendation of the LWPAC review committee:

Upload the LWPAC 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](#)

Upload any 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 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™
Yvonne Dooley Unreviewed

← LWPAC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM 📄 × 📁 Save 📄 Route ▾

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


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

 Recommendation letter.pdf (32.86 KB) 🗑 Delete File

Upload any 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.

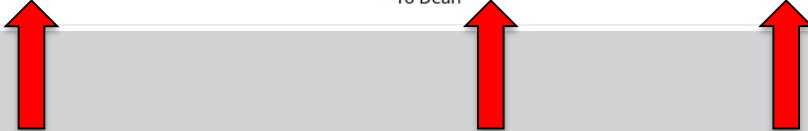
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Activities ▾ Reports Workflow ▾ Tools ▾ ? 🔔 👤 ::Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - LWPAC Chair	LWPAC Chair Uploads Recommendation To Dean	Rebecca How	December 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.

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Ivonne Dooley

< LWPAC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM

Unreviewed

📄 ✕ Save Route ▾

[Instructions to LWPAC Chair](#) | [Instructions to Committee Members](#)

➡ Submit to Dean Uploads Final Promotion Decision Letter
⬅ Send Back to Previous Step

Step 2 Step 1

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

* Recommendation of the LWPAC review committee:

Upload the LWPAC 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 any 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

You will be prompted to confirm submission.

Are you sure you want to Submit to Dean Uploads Final Promotion Decision Letter?



Clicking Yes will move your 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**