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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Non-tenured Promotion Library Workflow

Instructions for the Review Committee Members

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 ? [notification icon] [user icon] DigitalMeasures

Search All Activities... [magnifying glass icon]

Rapid Reports PasteBoard

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

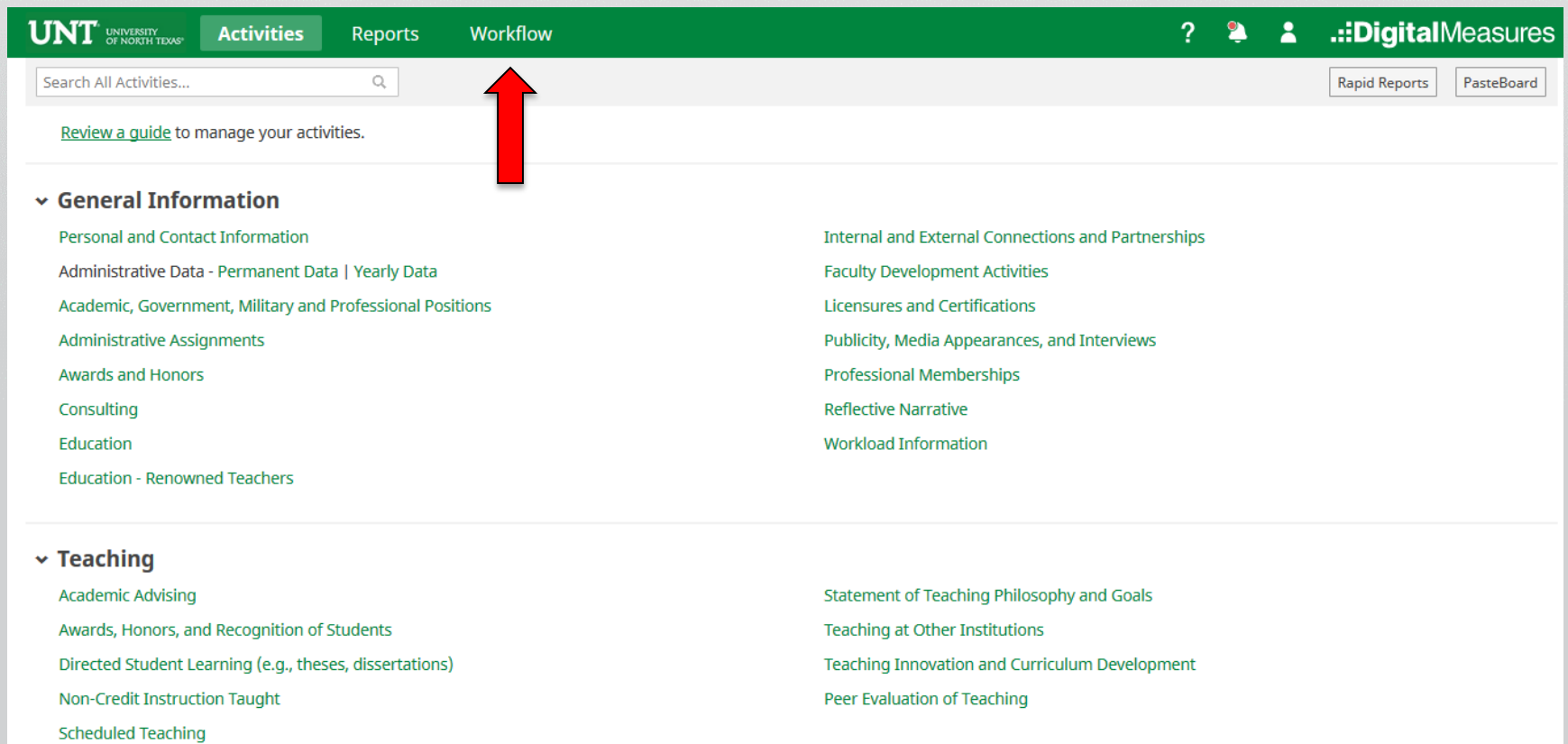
▼ **General Information**

- 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 website. 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 '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
- 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
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Teaching

- Academic Advising
- Awards, Honors, and Recognition of Students
- Directed Student Learning (e.g., theses, dissertations)
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- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching

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. Coordinate with the review committee chair to provide your input regarding the candidate.

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

< 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-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
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 click "Close" after the review is completed.
Clicking the "Close" button notifies the Committee Chair that you have reviewed the candidate's dossier.

The screenshot shows a web interface for the University of North Texas (UNT). At the top, there is a green navigation bar with the UNT logo and menu items: Activities, Reports, Workflow (highlighted), and Tools. On the right of the navigation bar are icons for help, notifications, and user profile, along with the text "Digital Measures by Watermark".

Below the navigation bar, the main content area has a title: "Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM". To the right of the title are two buttons: "Download" and "Close". A red arrow points to the "Close" button.

Under the title, there is a section for "Candidate Submission Step - Rebecca How". To the right of this section, it says "Submitted January 8, 2019 by Rebecca How".

Below this, there are three links: "Instructions to Candidate", "UNT Policy 06.005", and "Flowchart and Acronym Key".

A bold instruction reads: "Please select 'Save' until you are sure your submission form is complete." Below this is a note: "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."

Next, there is a paragraph: "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:"

A bulleted list follows:

- 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)

Examples are provided for various document types:

- 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

Under the heading "Upload your current CV from FIS:", there is a file upload area showing a PDF icon and the text "CV: CV.pdf (32.86 KB)".

Under the heading "Upload your personal essay:", there is a file upload area showing a PDF icon and the text "Essay : Essay.pdf (32.86 KB)".

Under the heading "Upload your current promotion criteria document:", there is a file upload area showing a PDF icon and the text "Promotion criteria: Promotion criteria.pdf (32.86 KB)".



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

**Faculty.Info@unt.edu
940.369.6108**