



Non-tenured Promotion Library Workflow

Instructions for the Supervisor

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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Training is 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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Activities Reports Workflow

? [Notification Icon] [User Icon] DigitalMeasures

Search All Activities... [Search Icon]

Rapid Reports PasteBoard

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

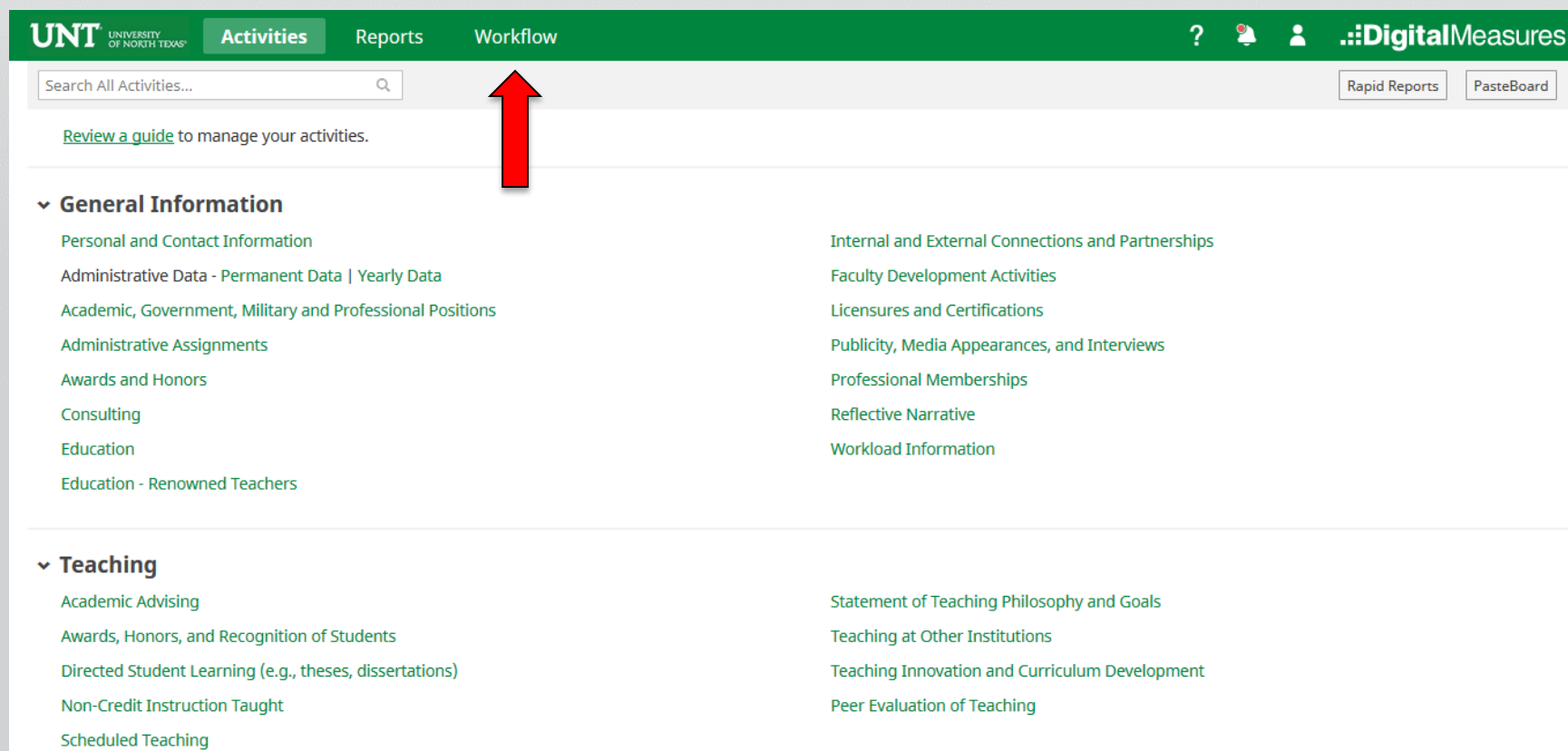
▼ General Information

- 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 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**

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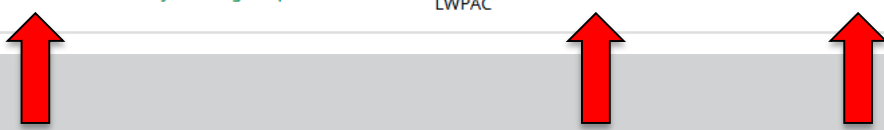
Locate the name of the subject you would like to provide information for and select the corresponding link.

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

Workflow Tasks

▼ Inbox

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



Please review the candidate's dossier.

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Activities Reports Workflow ? Digital Measures by Watermark

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 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, 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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Activities Reports Workflow ? [bell icon] [user icon] Digital Measures by Watermark™

Additional documentation:

< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM [upload icon] [x icon] Save Route ▾

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed

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

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

* Recommendation of the supervisor: [dropdown menu]



Upload the supervisor's recommendation letter:



* Recommendation letter: [upload area] [Drop files here or click to upload](#)

Upload additional documentation (optional):

Additional documentation: [upload area] [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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Additional documentation:
< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM   **Save** Route ▼

Committee Members 0/1 Reviewed
Hope Wilkinson Unreviewed



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

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 Recommendation letter.pdf (32.86 KB)  Delete File

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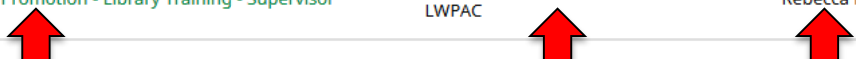
Please select the correct personnel action link
and complete a final review.

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Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Non-Tenured Promotion - Library Training - Supervisor	Supervisor Uploads Recommendation To LWPAC	Rebecca How	November 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** ? 📢 👤 ..:Digital Measures by Watermark™

Additional documentation:
< Supervisor Uploads Recommendation To LWPAC Step - Due November 15, 2019 @ 11:59 PM 📄 ✕ 📁 Save ⌵ Route

Committee Members
Hope Wilkinson

Submit to LWPAC Chair Uploads Recommendation To
Dean ↗ **Step 1**

Send Back to Previous Step ↶ **Step 2**



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

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

* Recommendation of the supervisor:

Upload the supervisor'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

You will be prompted to confirm submission.

Are you sure you want to Submit to LWPAC Chair Uploads Recommendation To Dean?



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:**

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