

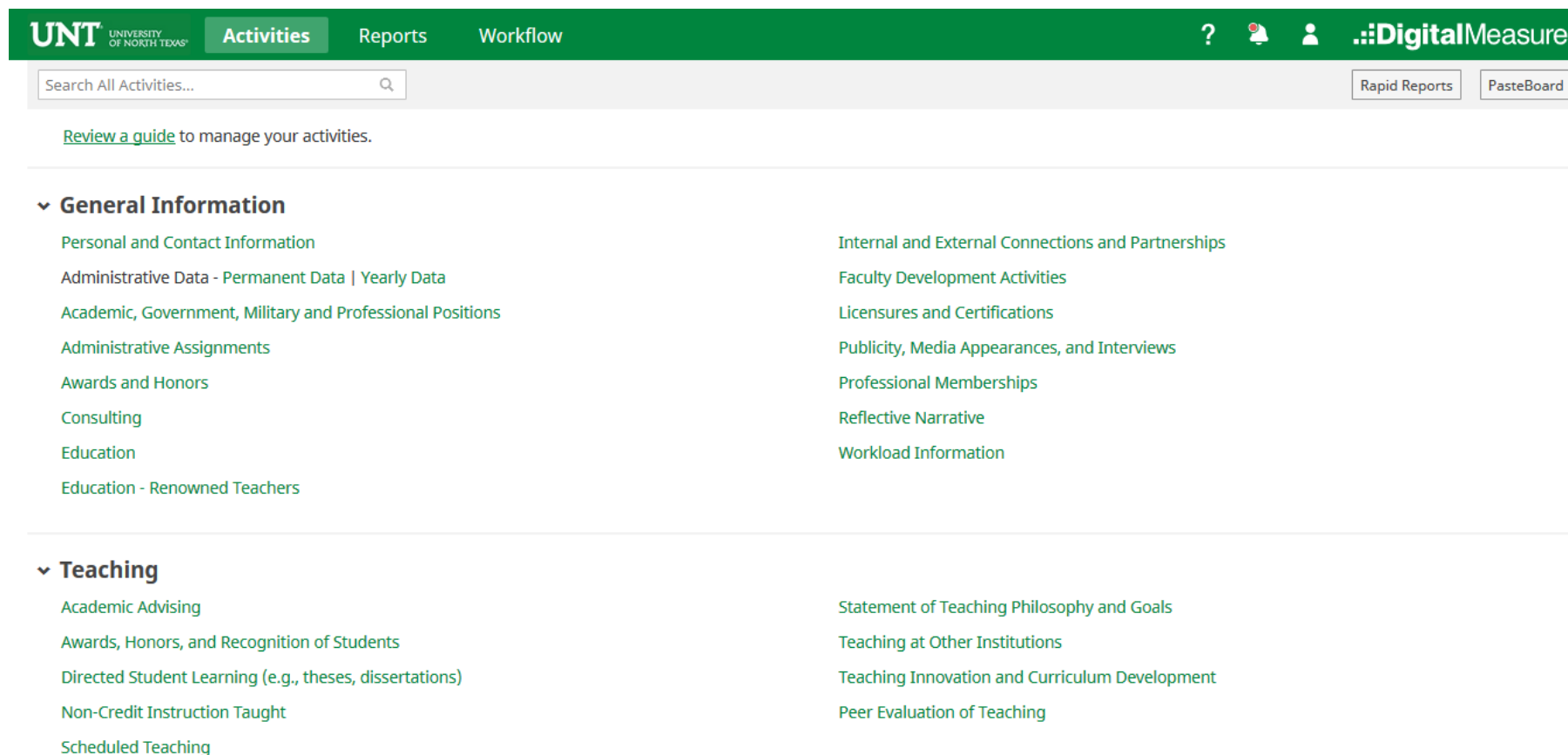


# Tenure and Promotion Workflow

Instructions for the Review Committee Member

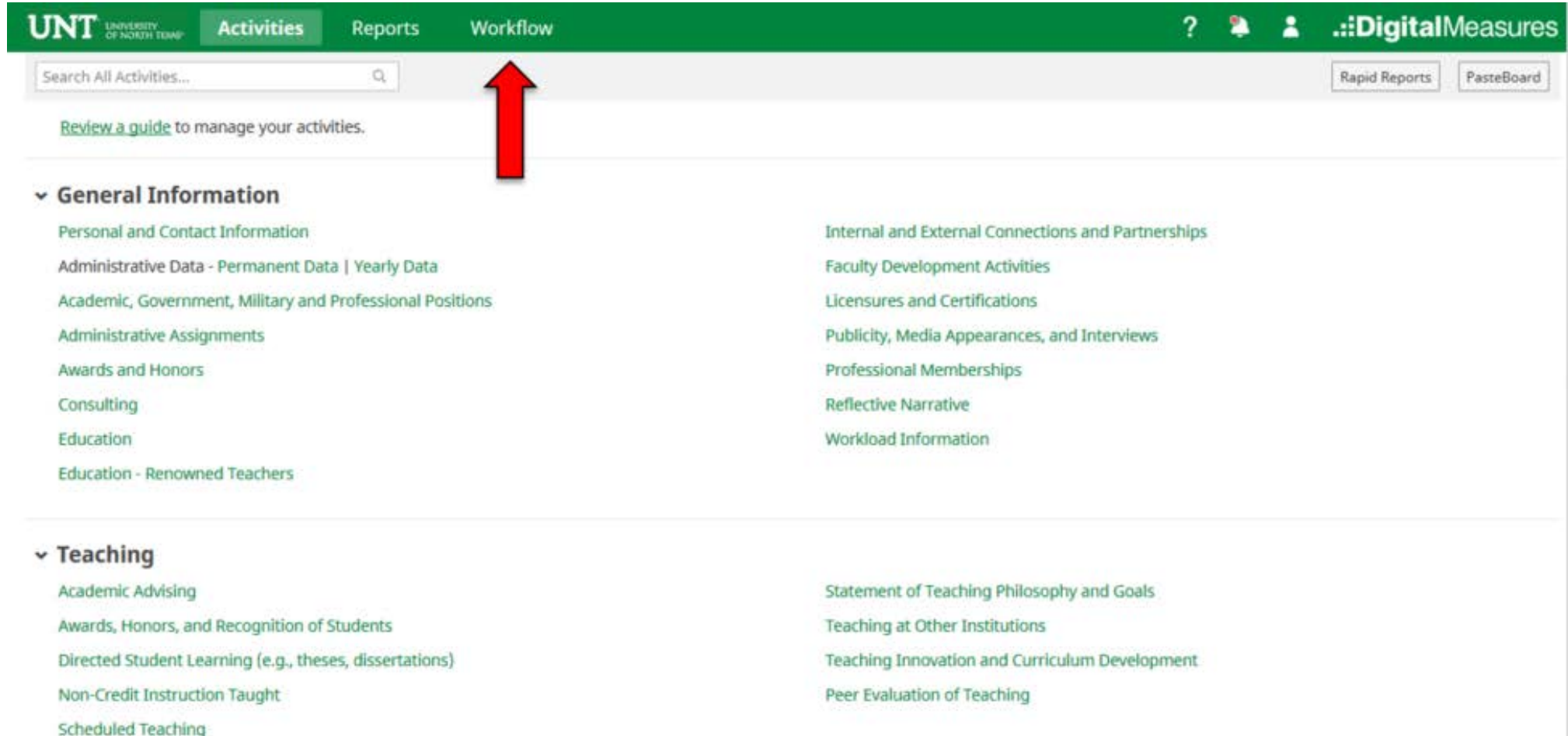
## For Capability Purposes:

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 is a green navigation bar with the UNT logo, 'Activities' (highlighted), 'Reports', and 'Workflow' tabs. On the right of the bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search box labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. A link reads 'Review a guide to manage your activities.' Below this is a section titled 'General Information' with a dropdown arrow, containing two columns of links: 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, and Workload Information. Below that is a section titled 'Teaching' with a dropdown arrow, containing two columns of links: 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, and Peer Evaluation of Teaching.

From your FIS profile, click on the Workflow tab



The screenshot shows the UNT FIS profile interface. At the top, there is a green navigation bar with the UNT logo on the left and the text "Activities", "Reports", and "Workflow" in the center. The "Workflow" tab is highlighted. To the right of the navigation bar are icons for help, notifications, and user profile, along with the text "DigitalMeasures". Below the navigation bar is a search bar labeled "Search All Activities..." and two buttons: "Rapid Reports" and "PasteBoard". A red arrow points to the "Workflow" tab. Below the search bar, there is a link to "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching". Each section contains a list of sub-items.

**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 review and select the corresponding link.

UNT UNIVERSITY OF NORTH TEXAS   Activities   CV Imports   Manage Data   Reports   More ▾   ?   🔔   👤   Digital Measures by Watermark™

### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
<a href="#">2021-2022 Tenure and Promotion</a>	CRC Chair Uploads Recommendation To Dean	Hope Wilkinson	December 15, 2021 @ 11:59 PM
<a href="#">2018-2019 Annual Review - Dept Chair</a>	Faculty Submission	Me	April 6, 2019 @ 11:59 PM
<a href="#">2018-2019 Annual Review</a>	PAC Recommendation	Karla Henson	February 28, 2019 @ 11:59 PM
<a href="#">2018-2019 Annual Review - PAC Committee Chair</a>	PAC Recommendation	Cecilia Thomas	February 28, 2019 @ 11:59 PM

▼ History

Name	Current Step	Subject	Due Date	Actions
<i>No Data to Display</i>				

# Please review the candidate's dossier

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM



× Cancel

Actions ▾

▼ Candidate Submission I Step - Hope Wilkinson

Submitted April 22, 2021  
by Hope Wilkinson

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

**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.

**Upload your preferred CV:**

Preferred CV:



Customized CV.pdf (32.86 KB)

**Upload your self-evaluation personal narrative:**

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):



Self Evaluation, Personal Narrative.pdf (33.99 KB)

**Upload your unit tenure and promotion criteria:**

Unit tenure and promotion criteria:



Unit Tenure and Prom Criteria.docx (11.24 KB)

**Upload unit-specific supporting documents to be emailed to external reviewers:**

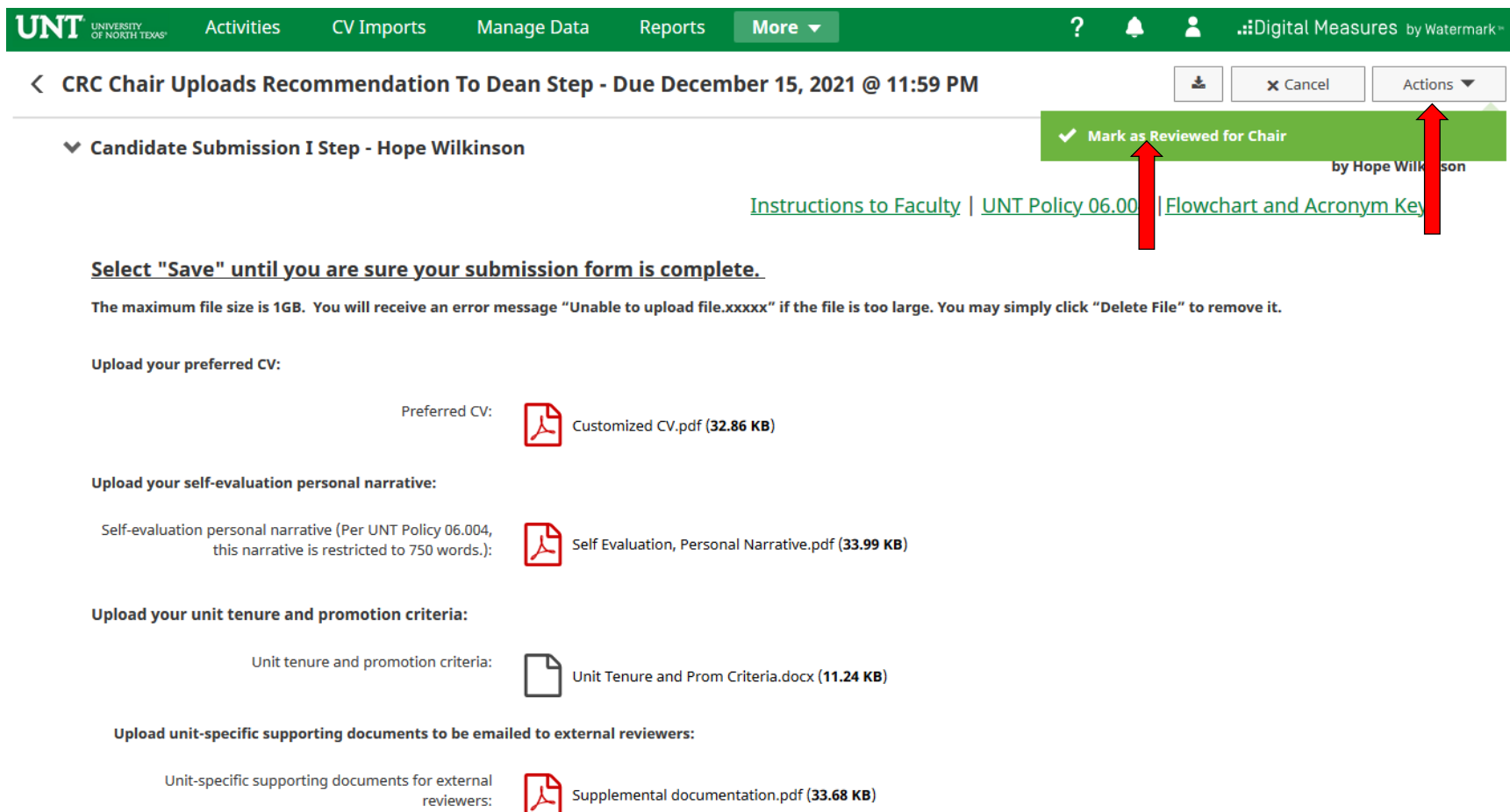
Unit-specific supporting documents for external reviewers:







Supplemental documentation.pdf (33.68 KB)

Please click “Actions”, then “Mark as reviewed for Chair” after the review is completed.

Clicking the “Mark as reviewed for Chair” notifies the Committee Chair that you have reviewed the candidate’s dossier.



The screenshot shows the top navigation bar of the UNT system with the following items: UNT UNIVERSITY OF NORTH TEXAS, Activities, CV Imports, Manage Data, Reports, More (dropdown), a help icon (?), a notification bell, a user profile icon, and a watermark for Digital Measures. Below the navigation bar, the breadcrumb trail reads: < CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2021 @ 11:59 PM. To the right of the breadcrumb are buttons for download, cancel, and actions (dropdown). The main content area shows a candidate submission for Hope Wilkinson. A green button labeled 'Mark as Reviewed for Chair' with a checkmark is highlighted, and a red arrow points to it from the 'Actions' dropdown. Below the button are links for 'Instructions to Faculty', 'UNT Policy 06.00', and 'Flowchart and Acronym Key'. The text below the button reads: 'by Hope Wilkinson'. Below this, there is a section for uploading documents with the following items:

- Upload your preferred CV:**
  - Preferred CV:  Customized CV.pdf (32.86 KB)
- Upload your self-evaluation personal narrative:**
  - Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)
- Upload your unit tenure and promotion criteria:**
  - Unit tenure and promotion criteria:  Unit Tenure and Prom Criteria.docx (11.24 KB)
- Upload unit-specific supporting documents to be emailed to external reviewers:**
  - Unit-specific supporting documents for external reviewers:  Supplemental documentation.pdf (33.68 KB)

Please contact the FIS  
Team for additional  
information or  
assistance:

Faculty.Info@unt.edu  
940.369-6108