



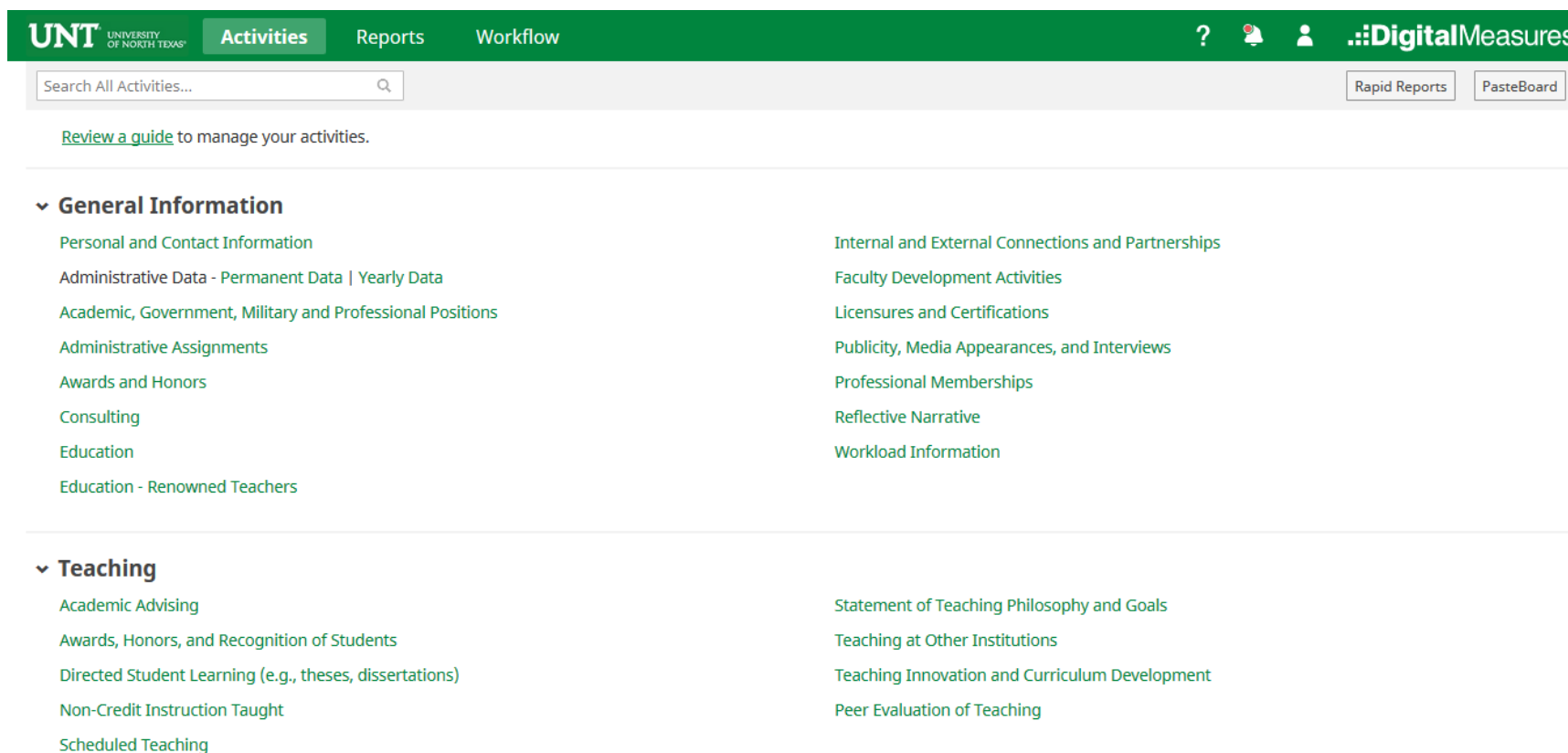
Tenure and Promotion Workflow

Instructions for the Unit Administrator

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 top navigation bar of the UNT DigitalMeasures system. The bar is green and contains the UNT logo, the text 'UNIVERSITY OF NORTH TEXAS', and navigation tabs for 'Activities', 'Reports', and 'Workflow'. On the right side 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...' with a magnifying glass icon. To the right of the search box are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search box is a link: '[Review a guide](#) to manage your activities.'

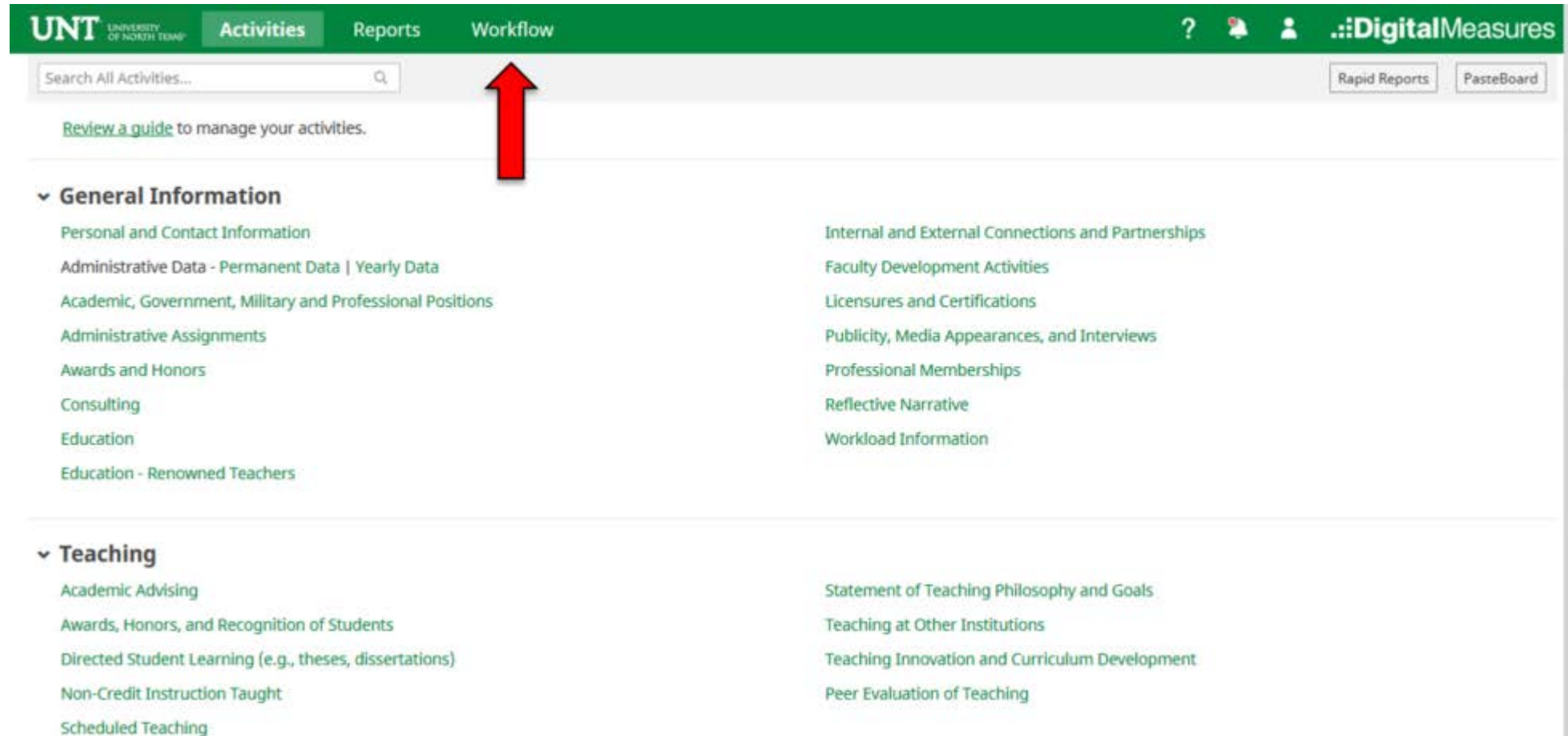
▼ General Information

Personal and Contact Information	Internal and External Connections and Partnerships
Administrative Data - Permanent Data Yearly Data	Faculty Development Activities
Academic, Government, Military and Professional Positions	Licensures and Certifications
Administrative Assignments	Publicity, Media Appearances, and Interviews
Awards and Honors	Professional Memberships
Consulting	Reflective Narrative
Education	Workload Information
Education - Renowned Teachers	

▼ Teaching

Academic Advising	Statement of Teaching Philosophy and Goals
Awards, Honors, and Recognition of Students	Teaching at Other Institutions
Directed Student Learning (e.g., theses, dissertations)	Teaching Innovation and Curriculum Development
Non-Credit Instruction Taught	Peer Evaluation of Teaching
Scheduled 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, 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 red arrow points to the 'Workflow' tab. Below the navigation 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 links to various profile pages.

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

Eligible Faculty Vote

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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion-Test	Eligible Faculty Vote	Hope Wilkinson	May 14, 2021 @ 11:59 PM



As Unit Administrator, you will enter your vote on this screen. Please note that you are also able to see who has reviewed the dossier and who has not.

< Eligible Faculty Vote Step - Due May 14, 2021 @ 11:59 PM

[download icon] [Cancel] [Actions]

Committee Members and Responses

1/6 Reviewed

By Member By Response

Brandi Everett (chair)

Unreviewed

Please enter your vote

Vote:

- > Hannah Aaron Last Reviewed May 6, 2021
- > Karen Harker Unreviewed
- > Kimberly Houser Unreviewed
- > Michelle Myers Unreviewed
- > Misty Sailors Unreviewed

This Committee's Response

Eligible faculty vote comments(if applicable)

Comments:

[Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Table, Undo, Redo, Erase, Source Code]

[Empty text input area]

Please click “Actions”, then “Save Draft” at the top right. This will take you back to your Workflow Inbox

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

← Eligible Faculty Vote Step - Due May 14, 2021 @ 11:59 PM [Download] [Cancel] [Actions ▾]

Step 2 → [Save Draft] ← Step 1

▼ Committee Members and Responses

By Member By Response

▼ Brandi Everett (chair)

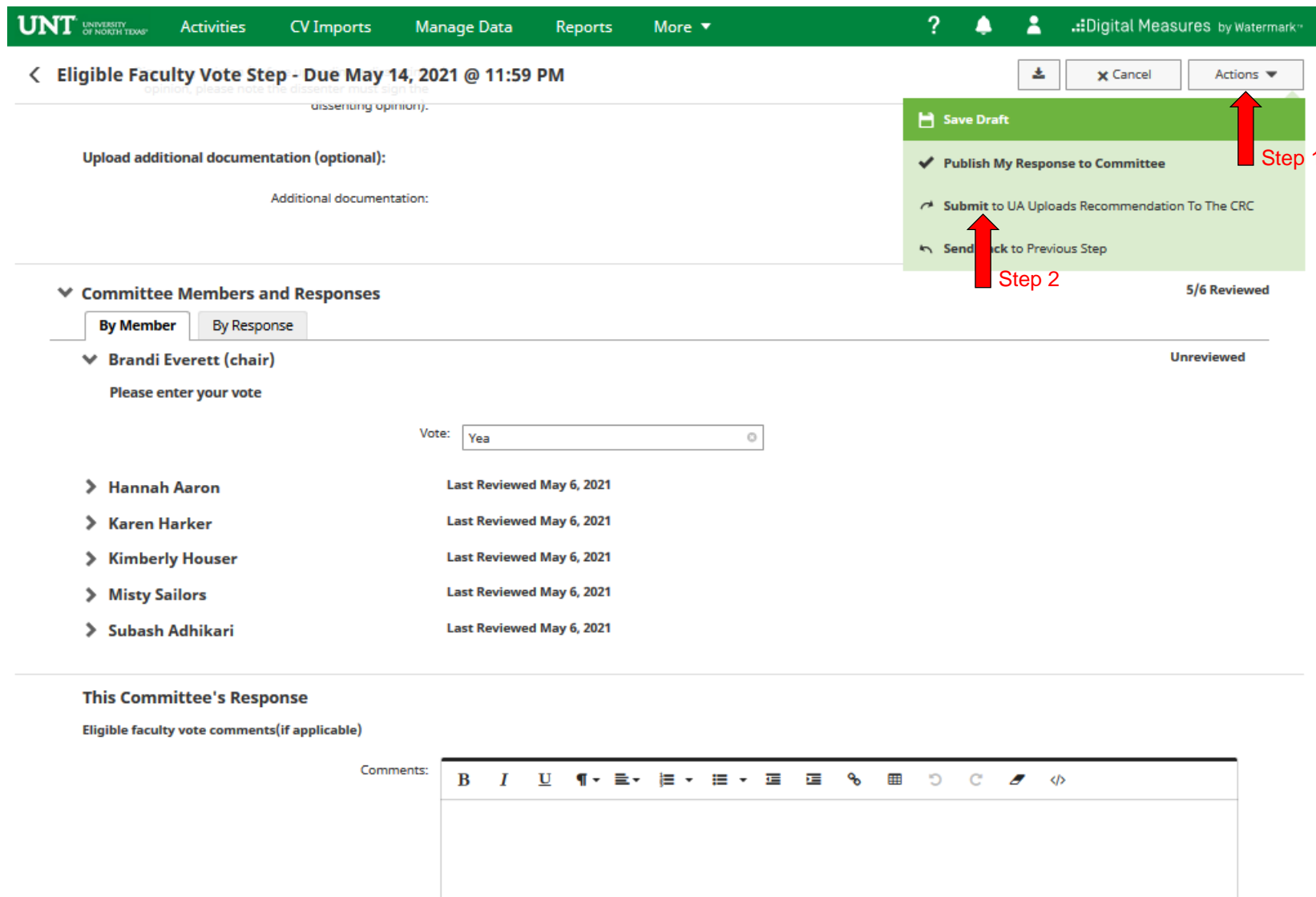
Please enter your vote

Vote:

➤ Hannah Aaron	Last Reviewed May 6, 2021
➤ Karen Harker	Unreviewed
➤ Kimberly Houser	Unreviewed
➤ Michelle Myers	Unreviewed
➤ Misty Sailors	Unreviewed

- Save Draft
- ✓ Publish My Response to Committee
- Submit to UA Uploads Recommendation To The CRC
- Send Back to Previous Step

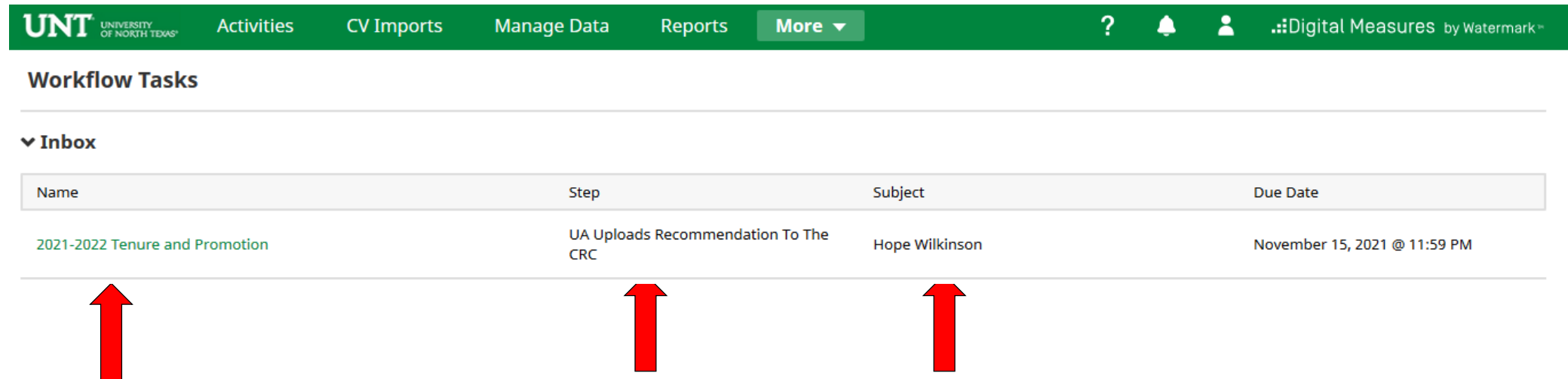
Please confirm that all eligible faculty have voted
Click “Actions”, then “Submit” to send your submission to the next step



The screenshot shows the UNT digital measures interface. At the top, there is a green navigation bar with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, and More. Below this is a breadcrumb trail: < Eligible Faculty Vote Step - Due May 14, 2021 @ 11:59 PM. To the right of the breadcrumb are buttons for 'Cancel' and 'Actions'. The 'Actions' dropdown menu is open, showing four options: 'Save Draft', 'Publish My Response to Committee', 'Submit to UA Uploads Recommendation To The CRC', and 'Send Back to Previous Step'. Red arrows point to the 'Actions' button and the 'Submit' option, with labels 'Step 1' and 'Step 2' respectively. Below the actions menu, there is a section for 'Committee Members and Responses' with tabs for 'By Member' and 'By Response'. Under 'By Member', there is a list of members: Brandi Everett (chair), Hannah Aaron, Karen Harker, Kimberly Houser, Misty Sailors, and Subash Adhikari. Each member has a 'Last Reviewed' date of May 6, 2021. The 'Brandi Everett (chair)' section is expanded, showing a 'Please enter your vote' prompt and a 'Vote:' dropdown menu with 'Yea' selected. At the bottom, there is a section for 'This Committee's Response' with a text area for 'Eligible faculty vote comments(if applicable)' and a rich text editor toolbar.

UA Upload Recommendation To The CRC



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






The screenshot shows a navigation bar with the UNT logo and menu items: Activities, CV Imports, Manage Data, Reports, and More. Below the navigation bar is a section titled "Workflow Tasks" with a sub-section "Inbox". A table with the following columns is displayed: Name, Step, Subject, and Due Date. The table contains one row of data. Three red arrows point upwards to the "Name", "Step", and "Subject" columns of the table row.

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	UA Uploads Recommendation To The CRC	Hope Wilkinson	November 15, 2021 @ 11:59 PM

Please review the candidate's dossier

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

< UA Uploads Recommendation To The CRC Step - Due November 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 upload your recommendation, any accompanying documentation, and input the eligible faculty vote (if applicable)



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.

UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ? [User Icon] Digital Measures by Watermark

< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Upload Icon] [Cancel] [Actions]

This Committee's Response

Please select your candidate recommendation from the drop-down below:

* Recommendation of the unit administrator:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the corresponding number on the VPAA-172 not their name or institution. 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.docx (11.22 KB) Delete File

Upload the faculty's response to the negative unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation: [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

Please click “Actions”, then “Save Draft” at the top right. This will take you back to your Workflow Inbox



UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ? [User Icon] Digital Measures by Watermark

< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Cancel] [Actions]

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• Recommendation letter:

Recommendation Letter.docx (11.22 KB)

Upload the faculty's response to the negative unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation:

Upload additional documentation (optional):

Please enter the eligible faculty votes for this tenure and promotion action. Voting options include yea, nay, and abstain. Please also add the previous years' votes (0 votes must be recorded):

6th year votes:

- Yea votes - 6th year
- Nay votes - 6th year
- Abstention votes - 6th year

5th year votes:

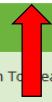
- Yea votes - 5th year
- Nay votes - 5th year
- Abstention votes - 5th year

Save Draft

Submit to CRC Chair Uploads Recommendation To Clean

Send Back to Previous Step

Step 1



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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2021-2022 Tenure and Promotion	UA Uploads Recommendation To The CRC	Hope Wilkinson	November 15, 2021 @ 11:59 PM



Confirm all the documents have uploaded successfully and are the correct documents.

Click “Actions”, then “Submit” to send your submission to the next step

UNT UNIVERSITY OF NORTH TEXAS Activities CV Imports Manage Data Reports More ? [User Icon] Digital Measures by Watermark



< UA Uploads Recommendation To The CRC Step - Due November 15, 2021 @ 11:59 PM [Download Icon] [Cancel] [Actions]

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

 Recommendation Letter.docx (11.22 KB)  Delete File

Upload the faculty's response to the negative unit administrator recommendation (if applicable):

Faculty's response to negative unit administrator recommendation: [Drop files here or click to upload](#)

Upload additional documentation (optional):

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

Step 1 (indicated by a red arrow pointing to the 'Submit' option in the Actions menu)

You will be prompted to confirm submission

Are you sure you want to Submit to Workflow Maintenance?

A red arrow points upwards from the bottom center of the slide towards the "Yes" button in the confirmation dialog.

Checking Yes will move the personnel action to the next step.

To Recall your personnel action, please see [Workflow FAQ's](#)

Please contact the
FIS Team for
additional information
or assistance:

Faculty.Info@unt.edu
940.369-6108