Tenure and Promotion Workflow

Instructions for the Unit Administrator:
Incorporating External Reviews in Workflow

Training brought to you by:
The Office of Academic Resource
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.
From your FIS profile, click on the Workflow tab.
Please review the candidate’s CV, self-evaluation personal narrative, unit tenure and promotion criteria, and any unit-specific supporting documentation. If any documents are missing, please send the personnel action back to the candidate for the needed information. Instructions are located in the Workflow FAQs.

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)
How to add External Reviewer

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

<table>
<thead>
<tr>
<th>Workflow Tasks</th>
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</thead>
<tbody>
<tr>
<td><strong>Inbox</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>2021-2022 Tenure and Promotion</td>
</tr>
</tbody>
</table>
This is a sample of what will appear on your screen to add external reviewers.

**Note:** The Email on the form below is integrated and used on the External Review step for contacting the external reviewers. Please confirm email addresses are correct.
To add additional external reviewers click “Add another reviewer contact details”

Note: The Email on the form below is integrated and used on the External Review step for contacting the external reviewers. Please confirm email addresses are correct.
If your unit has unit documents for the unit review committee to examine, add the documents in this field.
You are now ready to check the external reviewers for the candidate

Please select the correct personnel action link
To confirm external reviewers, you will click “Approve.” If there is an external reviewer you would like to skip, you may click “Skip.”
The next step is to generate the URL for external reviewers. You will click “Open Details”
The next screen will look like the image below and you will be able to generate the URL for external reviewers by clicking “Generate URL”
As Unit Administrator, you create an email

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
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<tbody>
<tr>
<td>External Reviewer Email</td>
<td><a href="mailto:Benjamin.Tian@osu.edu">Benjamin.Tian@osu.edu</a></td>
</tr>
<tr>
<td>External Reviewer Name</td>
<td>Benjamin Tian</td>
</tr>
<tr>
<td>Subject Name</td>
<td>Hope Wilkinson</td>
</tr>
<tr>
<td>Unique URL</td>
<td><a href="https://beta.digitalsmeasures.com/login/unt/externalReviewer/xapp/workFlow?landingPage=towards%3F%C6%A1nvnywyzc3%26t%3Dn0049QL2%3D18098548yzyZm%25Qg6c%25Hy%25zLDN%25Q81J%254yLWFmW%25EN%25ZI%25Y3LM%25A%25Yin%25F%252VM%25m%25MA-">https://beta.digitalsmeasures.com/login/unt/externalReviewer/xapp/workFlow?landingPage=towards%3Fơnvnywyzc3%26t%3Dn0049QL2%3D18098548yzyZm%25Qg6c%25Hy%25zLDN%25Q81J%254yLWFmW%25EN%25ZI%25Y3LM%25A%25Yin%25F%252VM%25m%25MA-</a></td>
</tr>
</tbody>
</table>

The above URL is valid until May 7, 2021 at 10:42 AM.

If you have not yet sent this to Benjamin Tian, then select this button to generate a new one before sending your message. If you have sent this URL already, then Benjamin Tian will be able to generate an updated URL as needed.

OR, use the Create Email button below to create an email using your mailto settings. To learn more about configuring mailto for your browser, see this article.

Create Email
When Create Email is clicked, this screen will pop up on your computer

https://beta.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenId=NDNhYWJiZDEtOTc5Ni00MTQ0LTlODeTDNyZmQwZDhhYmIzLDJiN2QZjAxLWFmMWItNDNlZjIzZmY3LWM4YmFiN2Y5MzQzMA==
As Unit Administrator, you will add your comments in the email. Please remember to remind the External Reviewer to have their recommendation completed by August 15, 2021.

Dear Dr. Benjamin Tian,

Hope this email find you well. Below is the link to access Dr. Wilkinson’s promotion review dossier.

https://beta.digitalmeasures.com/login/unt/externalReviewer/xapp/workflow/landingPage?tokenid=NDNhYWIzDEYOTc5Ni00MTQ0LTIodeNDWyZmQwZDBhYmllLDIzN2Q2fAx1WFmMWhtNDNhYWIzY3I1M4YmFIN25MzQzMA==

Best regards,

Todd Acheson
Chair, Department of Civil Engineering
University of North Texas
If you, as Unit Administrator need to Re-generate URL, you can do so by logging into Workflow, click the candidate in which the external reviewer was to review, open their dossier and click “Generate URL”
As Unit Administrator, you are able to see the external reviewers who have responded to your request.

<table>
<thead>
<tr>
<th>External Reviewer Responses - Hope Wilkinson</th>
<th>1/2 Responses Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below are your approved external reviewers. You can send them an invitation to provide a review by copying the URL shown in their row and pasting it into an email. Their review status will update to Accepted/Declined once they have responded to the invitation. Upon submitting their review, their status will change to Response Received. Expire their review link if you would like to prevent them from submitting a review and would instead prefer a review from a different individual.</td>
<td></td>
</tr>
<tr>
<td><strong>By Reviewer</strong></td>
<td><strong>By Response</strong></td>
</tr>
<tr>
<td>Benjamin Tian</td>
<td>Open Details</td>
</tr>
<tr>
<td>David Anchson</td>
<td>Open Details</td>
</tr>
</tbody>
</table>
When you click the “By Response” tab, you are then able to see the reviewer submissions.
Please upload the VPAA-172 - External Reviewer form
Please click “Actions”, then “Save Draft” at the top right. This will take you back to your Workflow Inbox to the screen for a final review.
Please select the correct personnel action link and complete a final review.
Please do not submit, until all required documents have been uploaded successfully and all external reviewer’s response have been received. Click “Actions”, then “Submit” to send the dossier to the next step.
You will be prompted to confirm submission

Are you sure you want to Submit to FIS Team Adds Committee Membership?

- No
- Yes

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

To recall your submission, please review the instructions in Workflow FAQs.
Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108