Tenure and Promotion Workflow

Instructions for the Unit Administrator: External Reviews

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.
From your FIS profile, click on the Workflow tab.
Instructions to Email Dossier Files to External Reviewers (June)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Tenure and Promotion Training - UA upload external reviewer data</td>
<td>UA Uploads External Review Data</td>
<td>Rebecca How</td>
<td>April 11, 2019 @ 11:59 PM</td>
</tr>
</tbody>
</table>
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.
Please download the candidate's CV, self-evaluation personal narrative, unit tenure and promotion criteria, and any unit-specific supporting documentation to send to the candidate’s external reviewers.
Download instructions are located in the **Workflow FAQ’s**. After downloading the candidate’s documents, email the documentation to external reviewers with a 8/15/19 deadline to return the external reviews.
Instructions to Upload External Reviewer Information and External Review Letters (September)

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.

Please select the correct personnel action link and complete a final review.
Please upload the **VPAA-172 - External Reviewer** form, external reviewers' CVs, external review letters, and any additional documentation (if applicable). External review file names should not include reviewer names or institutions. If reviewer names or institutions are in the file name, please rename the file based on the reviewer's corresponding number on the VPAA-172.
Please press the Save button at the top right. This will take you back to your Workflow Inbox.
Please select the correct personnel action link and complete a final review.

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<td>2019-2020 Tenure and Promotion Training - UA upload external reviewer letters</td>
<td>UA Uploads External Reviews</td>
<td>Rebecca Howell</td>
<td>September 10, 2019 @ 11:59 PM</td>
</tr>
<tr>
<td>2019-2020 Tenure and Promotion Training - UA upload external reviewer letters</td>
<td>UA Uploads External Reviews</td>
<td>Hope Johnson</td>
<td>September 10, 2019 @ 11:59 PM</td>
</tr>
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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.
You will be prompted to confirm submission.

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