

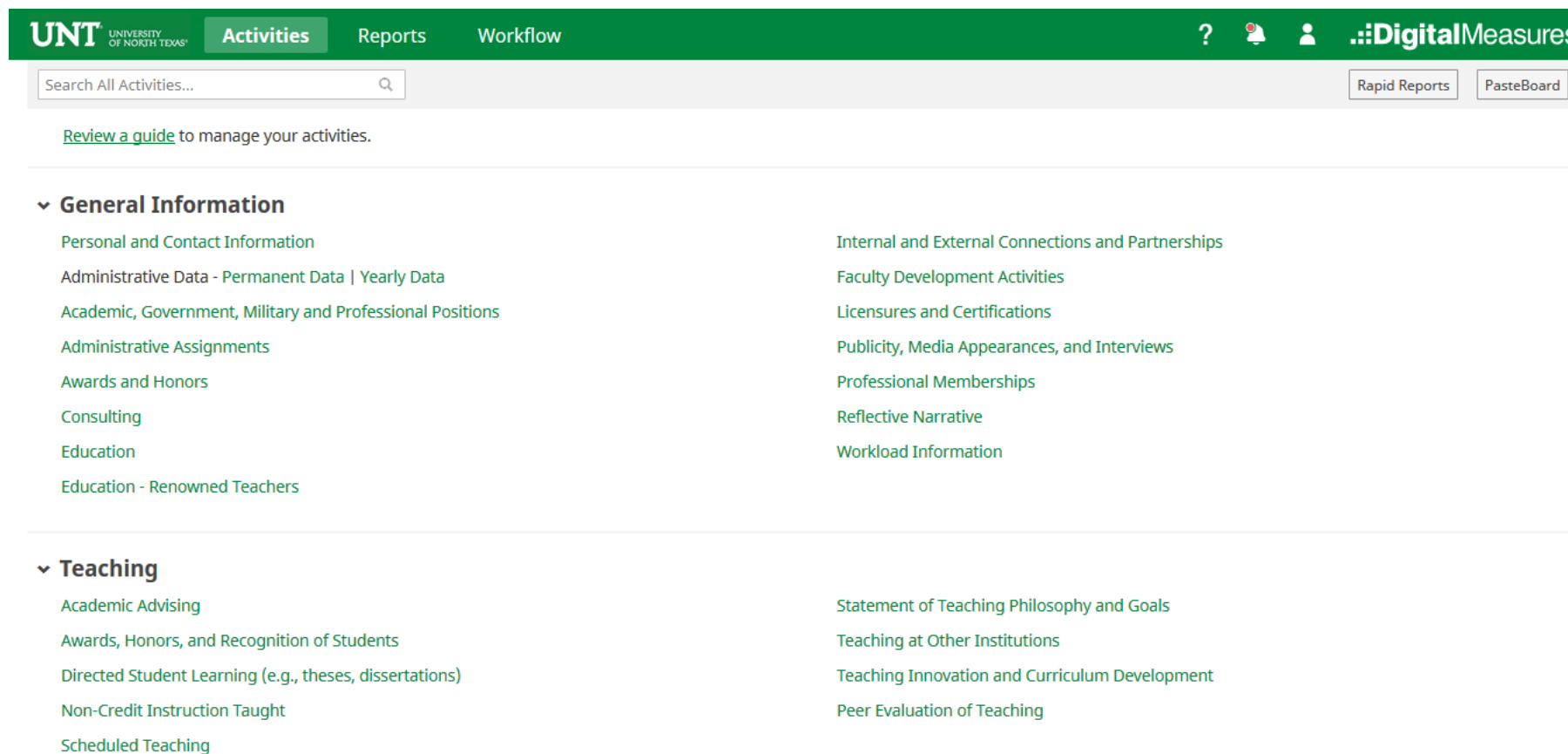


Tenure and Promotion Workflow

Instructions for the Unit Review Committee Chair

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 Digital Measures website. The bar is green with the UNT logo on the left, followed by menu items: 'Activities' (highlighted), 'Reports', and 'Workflow'. On the right side of the bar are icons for help, notifications, and user profile, followed by the text 'Digital Measures'. 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.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section has a list of links to various activity categories.

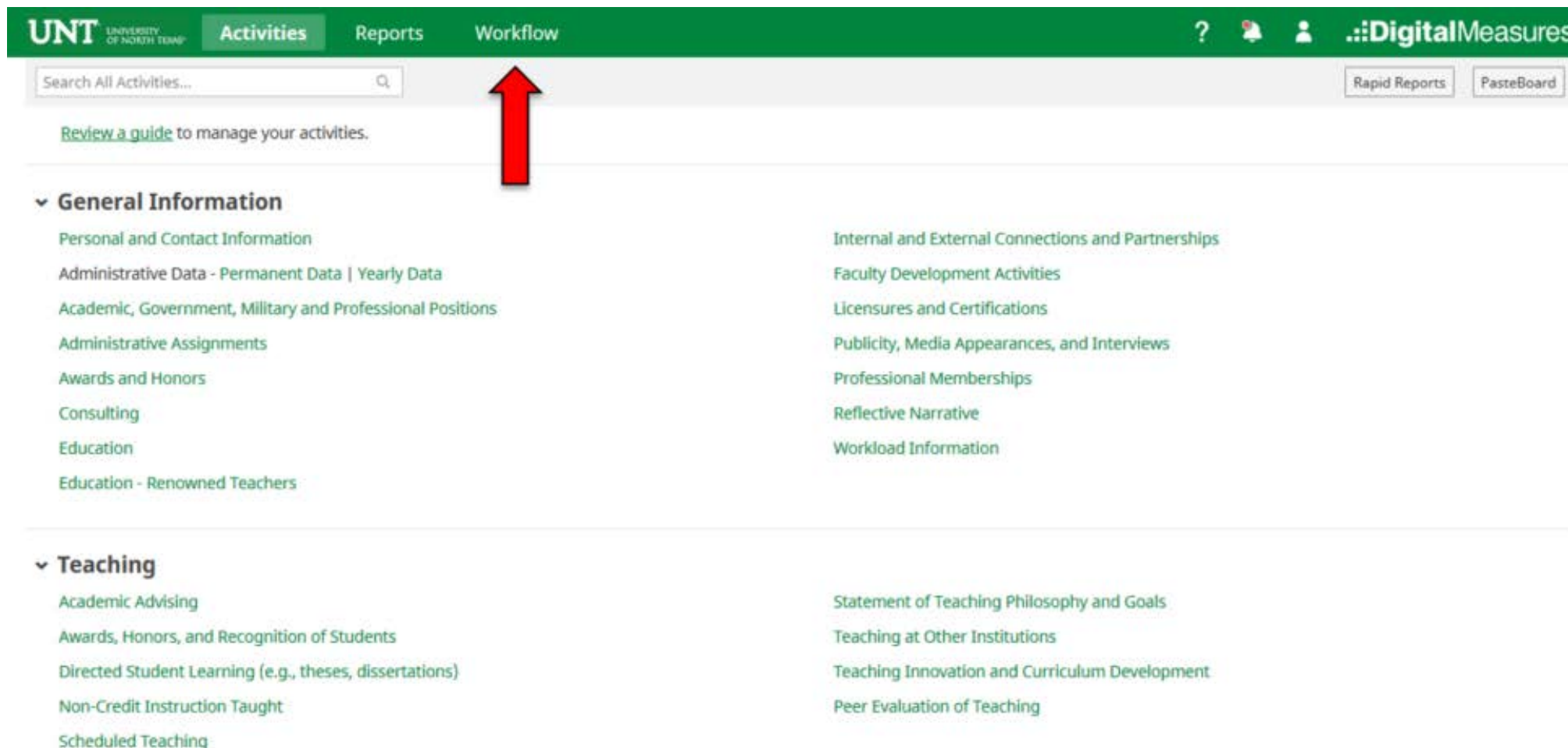
General Information

- 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

From your FIS profile, click on the Workflow tab



The screenshot shows the top navigation bar of the UNT FIS system. The 'Workflow' tab is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search box labeled 'Search All Activities...' and two buttons: 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section contains a list of links to various profile pages.

UNT UNIVERSITY OF NORTH TEXAS **Activities** Reports **Workflow** ?   **..:DigitalMeasures**

Search All Activities...

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

▼ General Information

- Personal and Contact Information
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▼ Teaching

- Academic Advising
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- Teaching at Other Institutions
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- Peer Evaluation of Teaching

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

Workflow Tasks



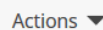
▼ Inbox

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



Please review the candidate's dossier

< URC Chair Uploads Recommendation To The UA Step - Due October 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)

Please upload the unit review committee's recommendation, any accompanying documentation, and input the unit review committee's vote.

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.

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2021 @ 11:59 PM

  Cancel  Actions

This Committee's Response

[Instructions to Unit Review Committee Chair](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Please select the unit review committee's recommendation from the drop-down below:

* Recommendation of the unit review committee

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):

* Yea votes

* Nay votes

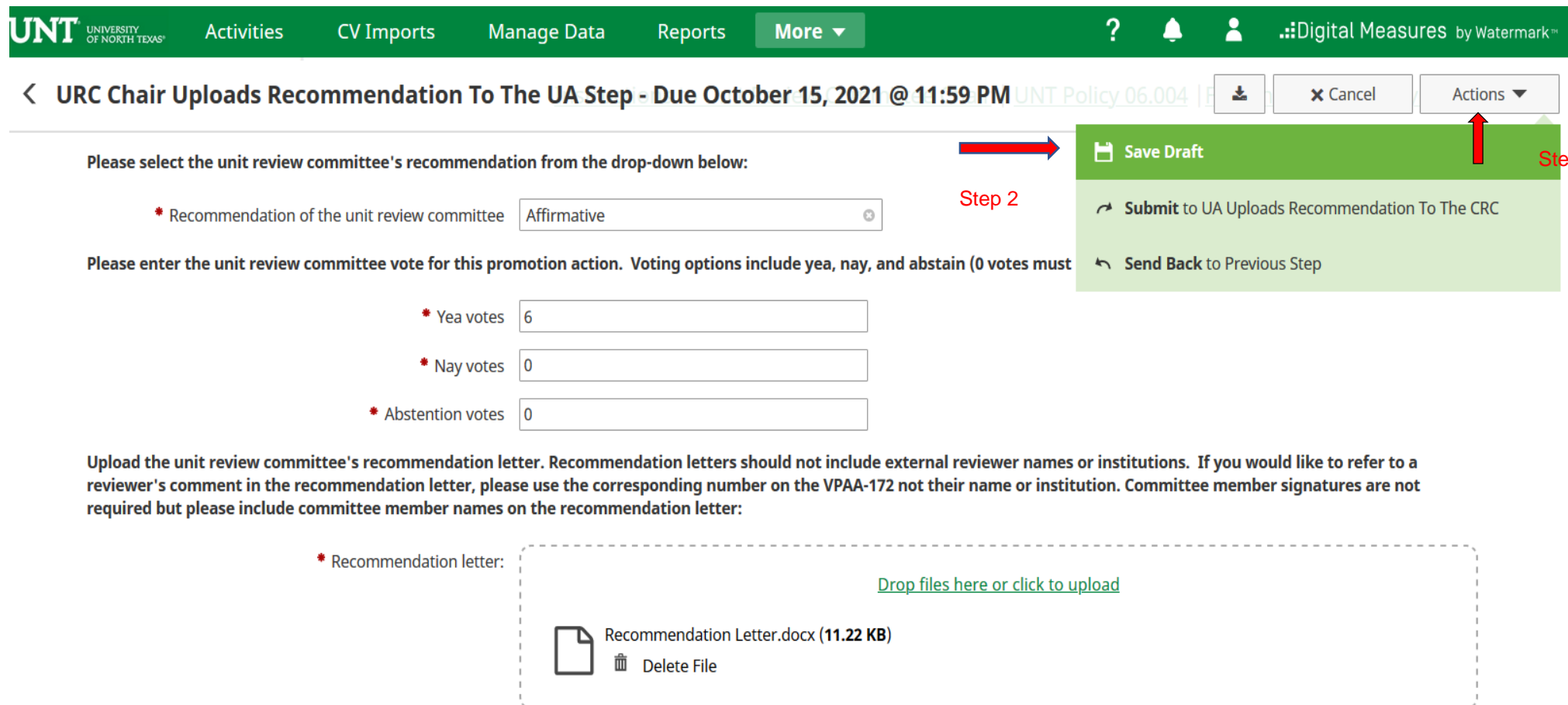
* Abstention votes

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](#)

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™

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2021 @ 11:59 PM UNT Policy 06.004 | [Download Icon] [Cancel] [Actions ▼]

Please select the unit review committee's recommendation from the drop-down below:

* Recommendation of the unit review committee

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be entered for each option):



* Yea votes

* Nay votes

* Abstention votes

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

Step 2 (points to 'Save Draft' option)

Step 1 (points to 'Actions' dropdown)

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

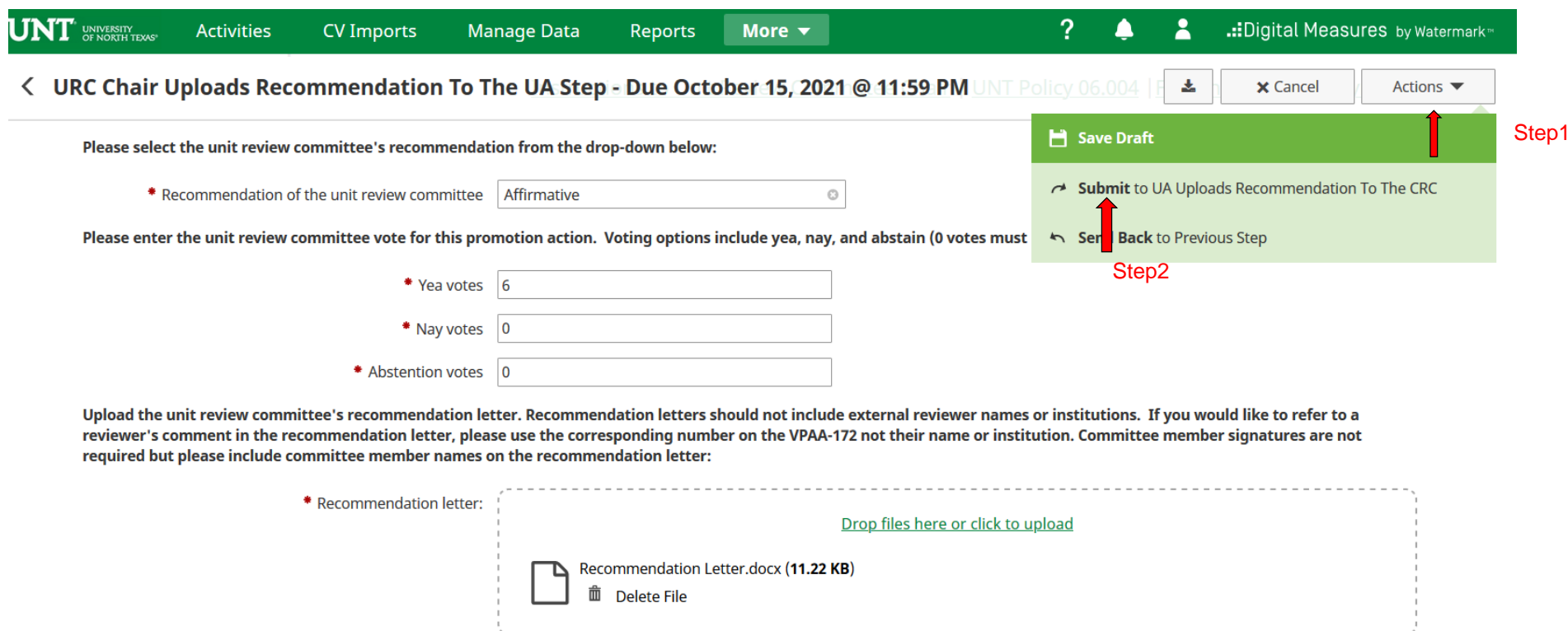
Workflow Tasks

▼ Inbox

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



Ensure all the documents have uploaded successfully and that the documents that were uploaded 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

URC Chair Uploads Recommendation To The UA Step - Due October 15, 2021 @ 11:59 PM

Please select the unit review committee's recommendation from the drop-down below:

* Recommendation of the unit review committee Affirmative

Please enter the unit review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be entered for each option):

* Yea votes 6

* Nay votes 0

* Abstention votes 0

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

Save Draft

Submit to UA Uploads Recommendation To The CRC

Back to Previous Step

Step1

Step2

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 image 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