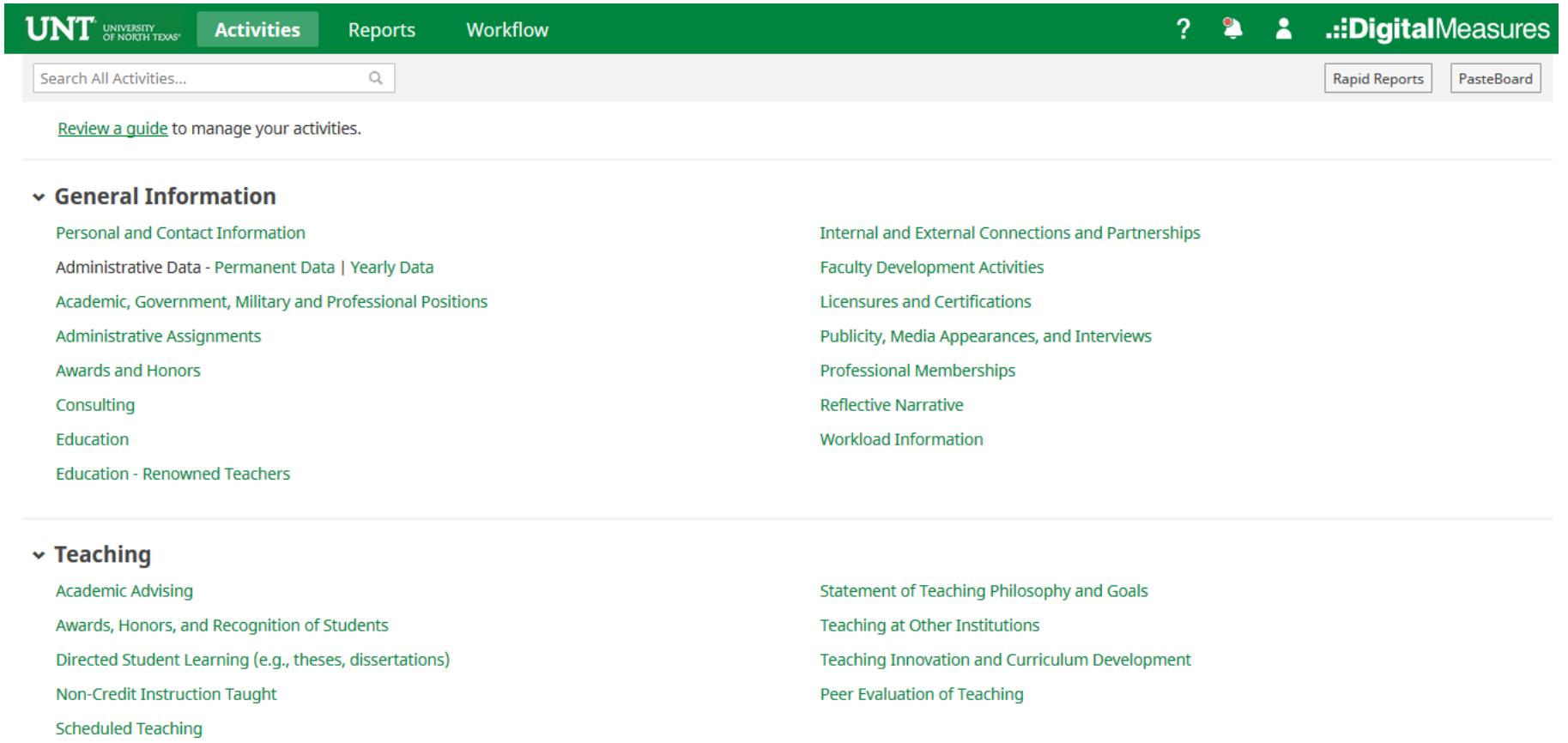
Tenure and Promotion Workflow

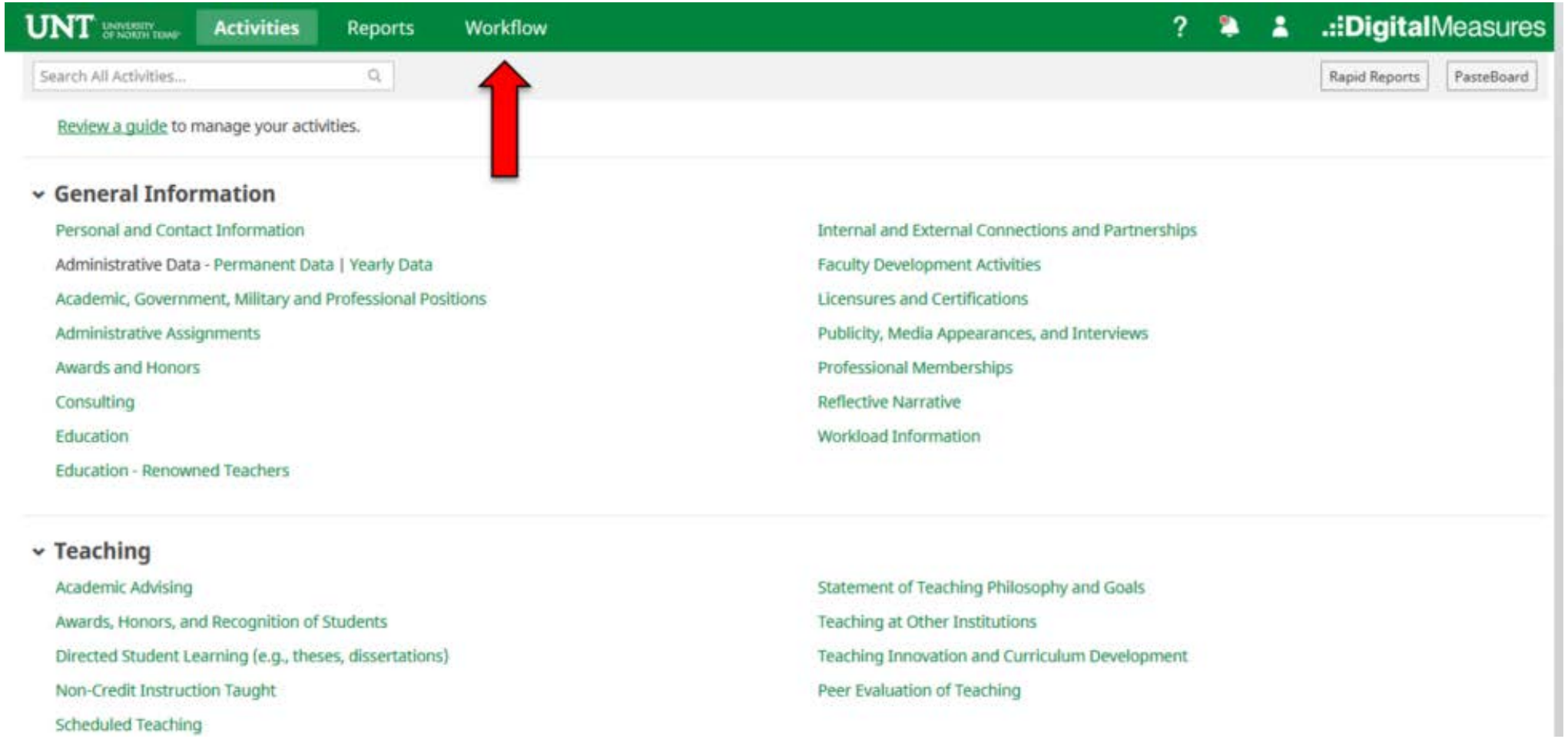
Instructions for the Unit Review Committee Chair

For Capability Purposes:

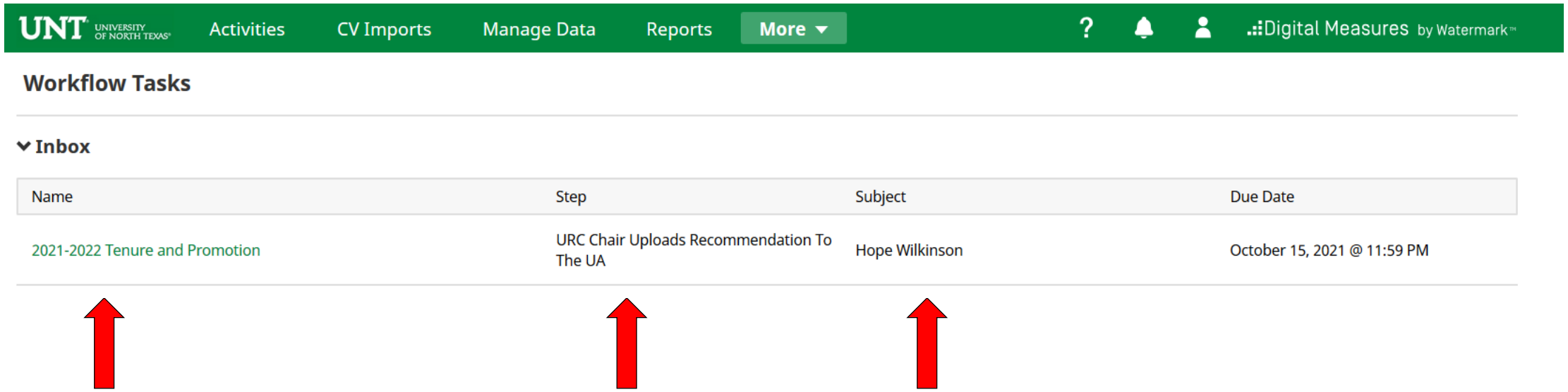
If you are using a MAC, please use the FIREFOX browser.
If you are using a Windows-based computer, please use the CHROME browser.



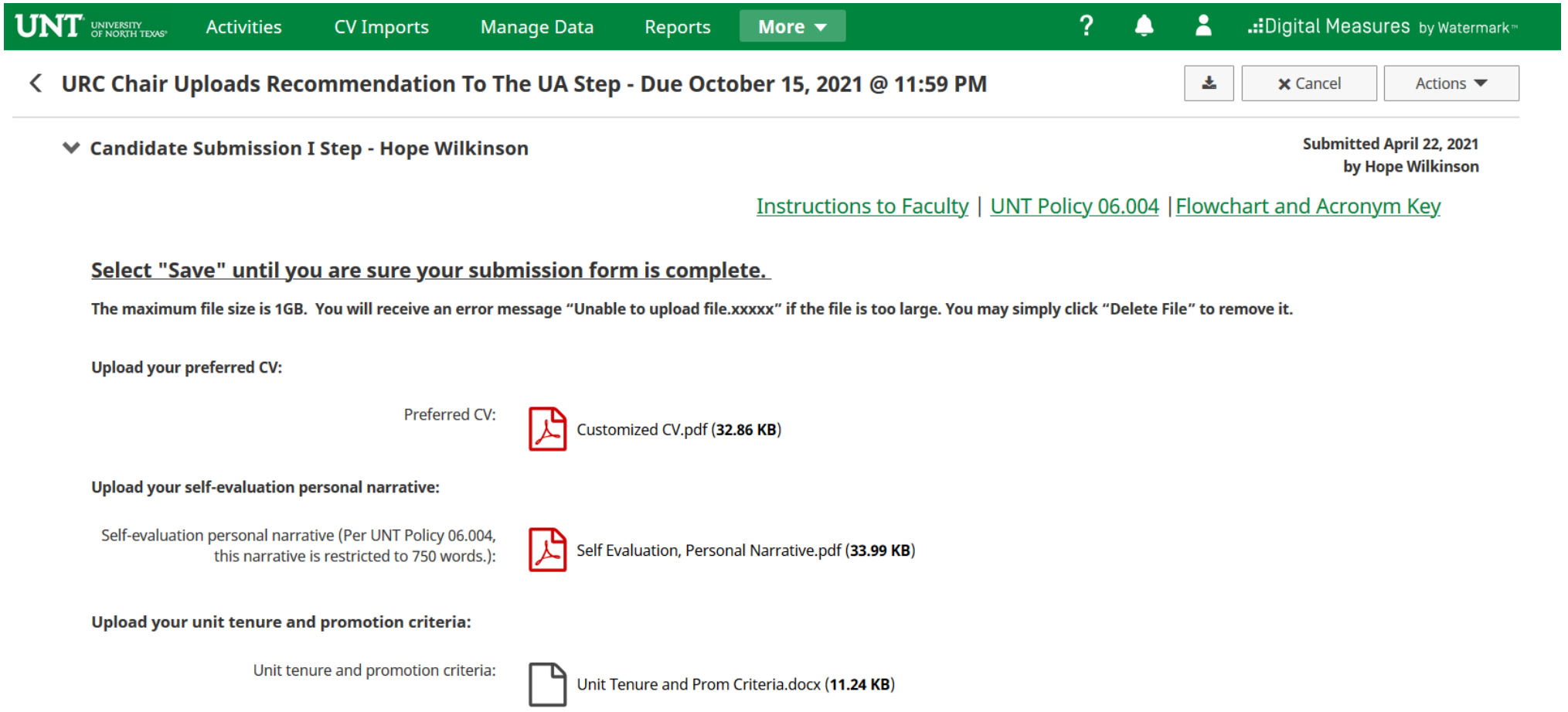
From your FIS profile, click on the Workflow tab



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

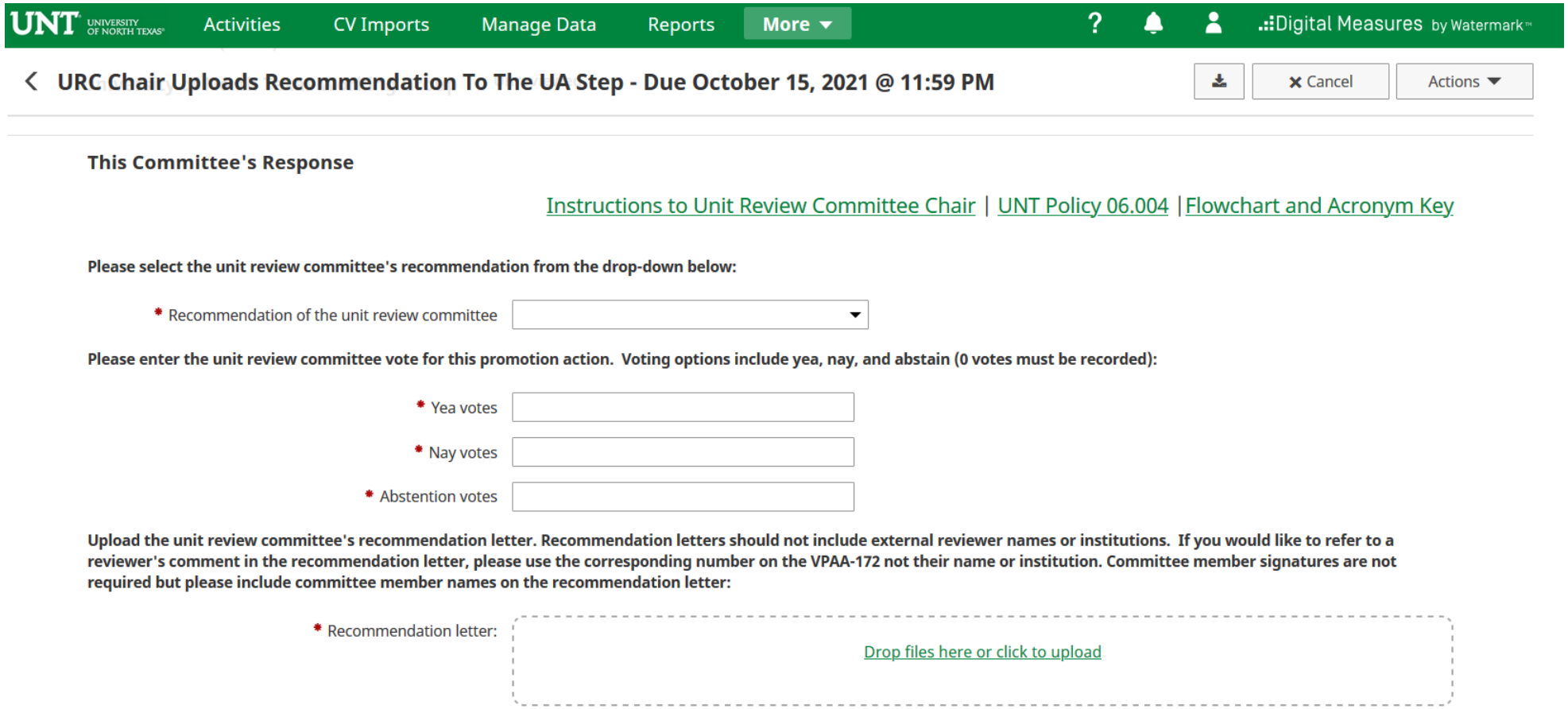


Please review the candidate's dossier

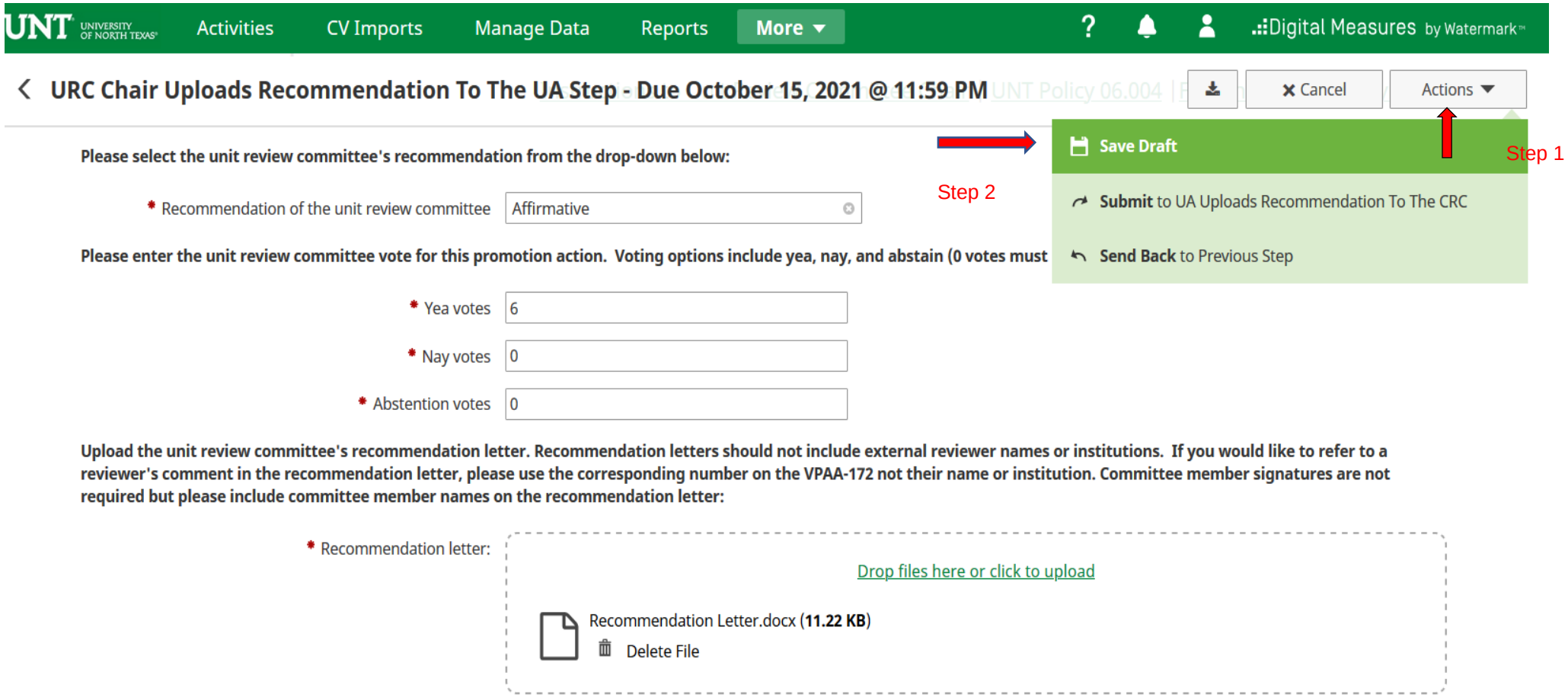


Please upload the unit review committee's recommendation, any accompanying documentation, and input the unit review committee's vote.

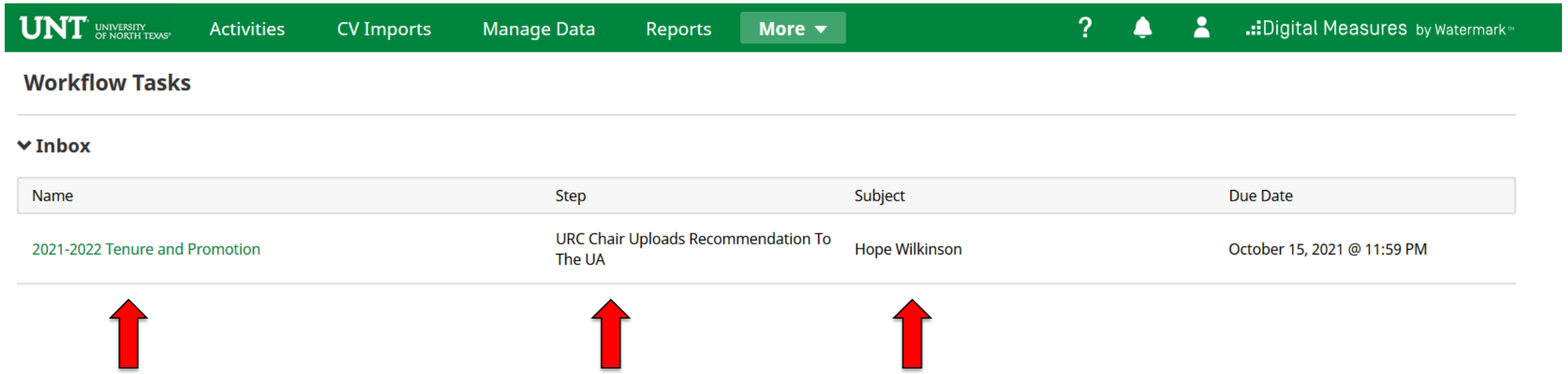
Note: All sections with a red asterisk are required. Portfolio PDFs aren't compatible with FIS Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.



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

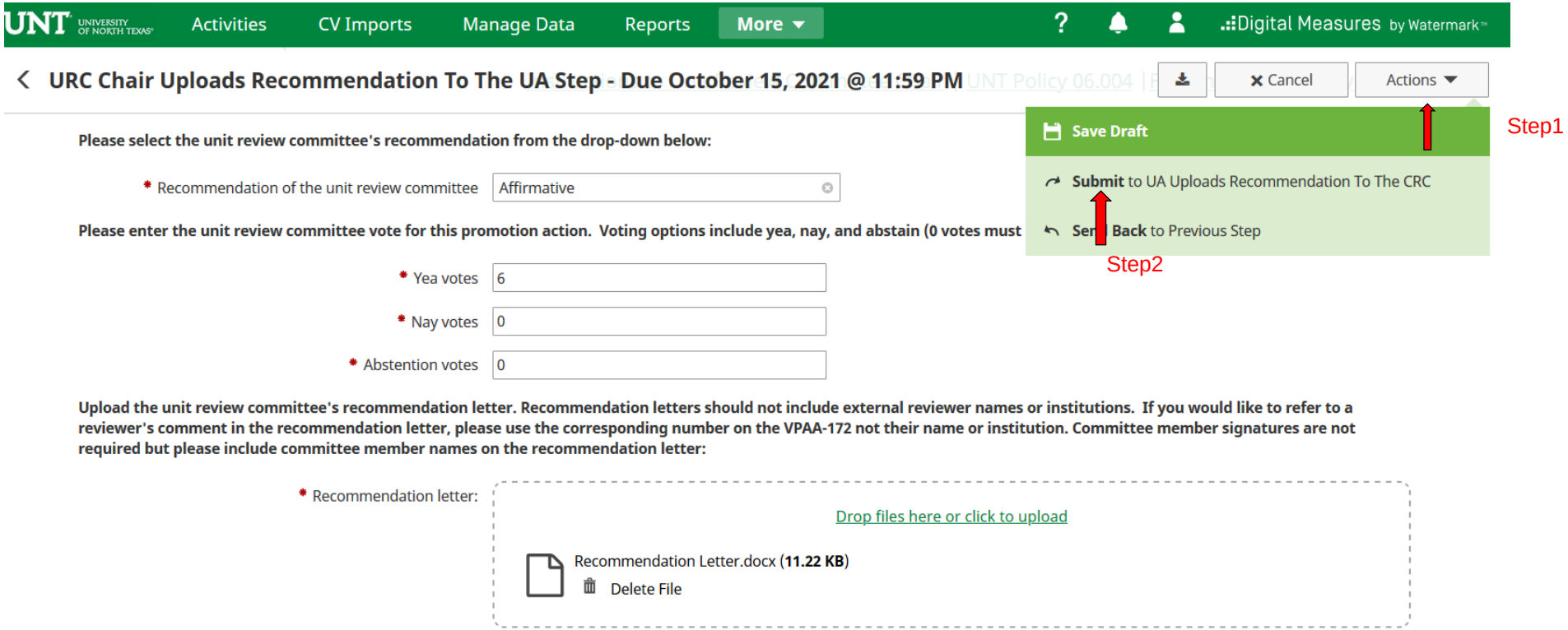


Please select the correct personnel action link and complete a final review

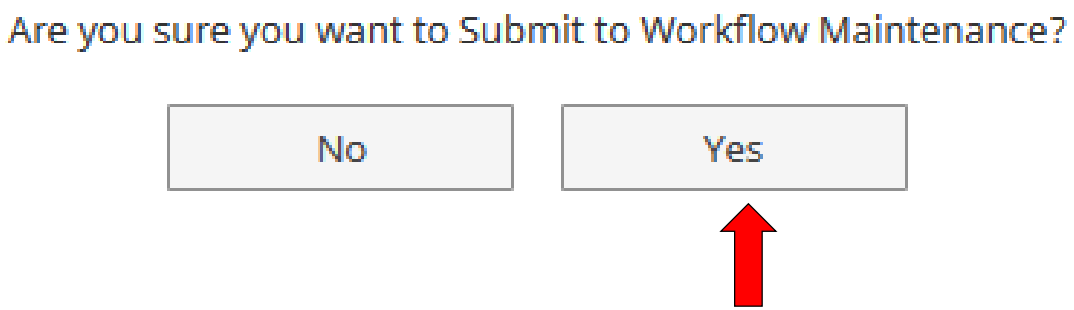


Ensure all the documents have uploaded successfully and that the documentsthat were uploaded are the correct documents.

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



You will be prompted to confirm submission



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:

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940.369-6108