



Professional Faculty Promotion Library Workflow

Instructions for the Associate/Assistant Dean

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 DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo (University of North Texas) on the left, and navigation links for 'Activities', 'Reports', and 'Workflow' in the center. On the right side of the navigation bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar labeled 'Search All Activities...' with a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there 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. The 'General Information' section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

To access your T & P workflow, please login to your FIS profile via my.unt.edu

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

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
- 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

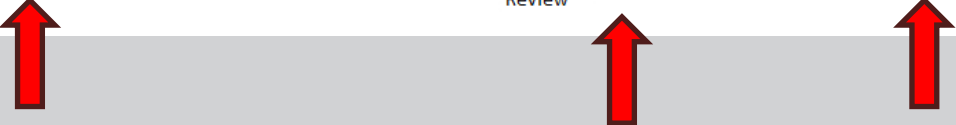
Teaching

- 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

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

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion - Library	Associate/Assistant Dean Review	[REDACTED]	August 20, 2023 @ 11:59 PM



Please review the candidate's dossier.

UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow Tools

UNIVERSITY OF NORTH TEXAS Digital Measures by Watermark

Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

Candidate Submission Step - Rebecca How Submitted July 8, 2019 by Rebecca How

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please 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.

All documentation shall be in PDF format. Where appropriate, include a table of contents for the document and bookmark the sections to facilitate navigation within lengthy or multi-part documents. Do not create or submit a PDF in Portfolio format. All documentation must use the following naming conventions:

- The basic naming pattern is: YYYY-LastName-FirstName-DocumentsName
- Always use hyphens instead of spaces to separate elements of the title.
- First element: the four digit academic year of the action or activity. In most cases, use the year in which the candidate is applying for promotion.
- Second element: the person's last name
- Third element: the person's first name
- Fourth element: the document's name (see below for names of specific documents)

CV Example:2020-Jones-Pat-CV
Essay Example:2020-Jones-Pat-Essay
PromotionCriteria Example: 2020-Jones-Pat-PromotionCriteria
AnnualReview Example: 2018-Jones-Pat-AnnualReview, 2017-Jones-Pat-AnnualReview, 2016-Jones-Pat-AnnualReview, etc.
Area2, Area3 Example: 2020-Jones-Pat-Area2, 2020-Jones-Pat-Area3
CreditLetter, PIP, DA Example: 2020-Jones-Pat-CreditLetter, 2017-Jones-Pat-PIP, 2016-Jones-Pat-DA

Upload your current CV from FIS:

CV: CV.pdf (32.86 KB)

Upload your personal essay:

Essay: Essay.pdf (32.86 KB)

Upload your current promotion criteria document:

Promotion criteria: Promotion criteria.pdf (32.86 KB)

Upload your most recent annual reviews going back up to five review cycles:

Annual reviews: Annual reviews.pdf (32.86 KB)

Upload supporting documentation for Areas 2 and 3:

Note: for this section the candidate should create one document that highlights the candidate's scholarship over time since the most recent rank assignment and one document that highlights the candidate's service contributions since the most recent rank assignment. The year to use in the document title is the year that the candidate is applying for promotion.

Supporting documentation for Areas 2 and 3: Supporting documentation for Areas 2 and 3.pdf (32.86 KB)

Please upload your recommendation and any accompanying documentation.

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.

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Activities ▾ Reports **Workflow** Tools ▾ ? 🔔 👤 Digital Measures by Watermark™

Additional documentation
< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM [Download] [Close] [Save] [Route ▾]

▼ **Committee Members** 0/1 Reviewed

Hope Wilkinson Unreviewed

[Instructions to Dean](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the dean's recommendation from the drop-down below:

* Recommendation of the dean:

Upload the dean's recommendation letter:

* Recommendation letter:

Drop files here or click to upload

Upload additional documentation (optional):





Additional documentation:

Drop files here or click to upload

Please press the Save button at the top right. This will take you back to your Workflow Inbox.

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Activities ▾ Reports Workflow Tools ▾ ? 🛎️ 👤 ::Digital Measures by Watermark™

< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM    

Additional documentation:

Committee Members 0/1 Reviewed

Hope Wilkinson Unreviewed



[Instructions to Dean](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the dean's recommendation from the drop-down below:

* Recommendation of the dean:

Upload the dean's recommendation letter:

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

 Recommendation letter.pdf (32.86 KB)  Delete File

Upload additional documentation (optional):

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

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

▼ Inbox

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion - Library	Associate/Assistant Dean Review	[REDACTED]	August 20, 2023 @ 11:59 PM



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.

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Activities Reports Workflow Tools

? [User Icon] Digital Measures by Watermark

< Dean Uploads Final Promotion Decision Letter Step - Due January 15, 2020 @ 11:59 PM

Recommendation Letter

Recommendation Letter.docx (11.22 KB)

Upload any dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

Upload additional documentation (optional):

Additional documentation:

Committee Members

Hope Wilkinson

0/1 Reviewed

Unreviewed

[Instructions to Dean](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)

Please select the dean's recommendation from the drop-down below:

Recommendation of the dean: Affirmative

Upload the dean's recommendation letter:

Recommendation letter:

Drop files here or click to upload

Recommendation Letter.docx (11.22 KB)

Delete File

Upload additional documentation (optional):

Additional documentation:

Drop files here or click to upload

Submit to Dossier Archival


Send Back to Previous Step

Step 2

Step 1

You will be prompted to confirm submission.

Are you sure you want to Submit to Dossier Archival?



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

To Recall or Send Back a personnel action, please see [Workflow FAQ's](#).



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**Please contact the FIS
Team for additional
information or
assistance:**

Faculty.Info@unt.edu

940.369.6108