

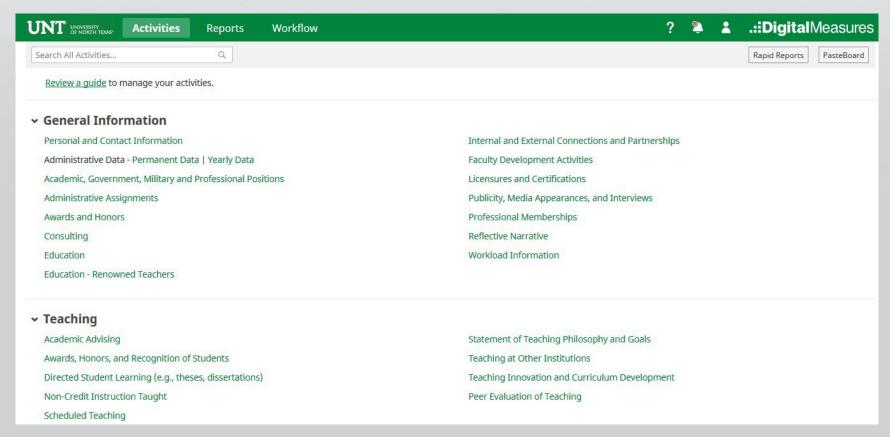
### **Professional Faculty Promotion Workflow**

**Instructions for the College Review Committee Chair** 

#### For Capability Purposes:

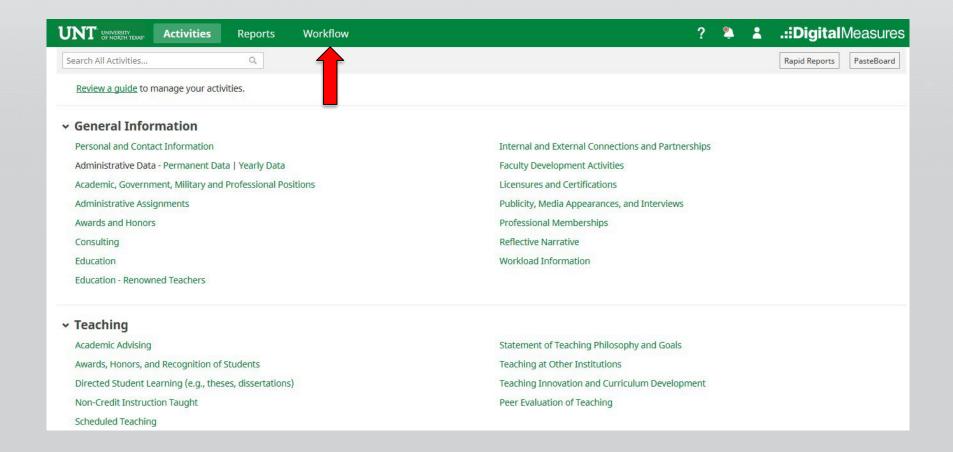
If you are using a MAC, please use the FIREFOX browser.

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





# To access your T & P workflow, please login to your FIS profile via <a href="mailto:my.unt.edu">my.unt.edu</a>



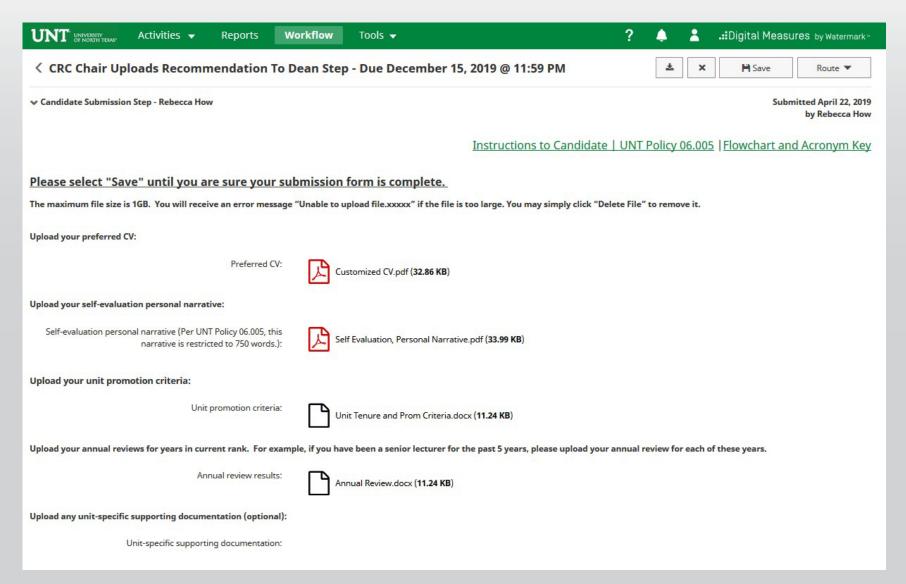


# Locate the name of the subject you would like to provide information for and select the corresponding link.





#### Please review the candidate's dossier.





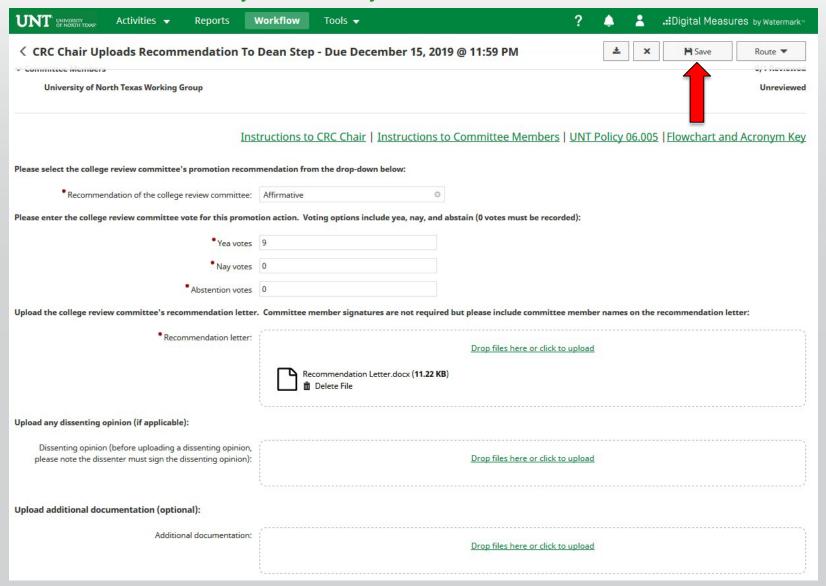
Please upload the college review committee's recommendation, any accompanying documentation, and input the college review committee's vote.

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.

UNT UNIVERSITY OF NORTH TEXAS*	Activities ▼	Reports	Workflow	Tools ▼	?		.::Digital Measur	9S by Watermark™
⟨ CRC Chair Up ⟨ Committee Members ⟩ CRC Chair Up ⟨ CRC Chair Up ⟩ Committee Members ⟩ CRC Chair Up ⟩ CRC Chair		nendation 1	ែ Dean Step	o - Due December 15, 2019 @ 11:59 PM		± ×	<b>I</b> Save	Route ▼
University of No	orth Texas Working G	roup						Unreviewed
		Ī	nstructions to	OCRC Chair   Instructions to Committee Mo	embers   UNT	Policy 06.00	5   Flowchart and	Acronym Key
Please select the college	e review committee'	s promotion rec	ommendation fro	m the drop-down below:				
Recomme	ndation of the college	review committe	e:	▼1				
Please enter the college	e review committee v	ote for this pro	motion action. Vo	ting options include yea, nay, and abstain (0 votes mus	t be recorded):			
		*Yea vot	es					
		Nay vot	es					
		*Abstention vot	es					
Upload the college revie	ew committee's reco	mmendation let	ter. Committee n	nember signatures are not required but please include	committee membe	er names on th	e recommendation lett	er:
	* Reco	mmendation lette	er:	<u>Drop files her</u>	e or click to upload	i		
Upload any dissenting of	ppinion (if applicable	):						
	n (before uploading a senter must sign the o			Drop files her	e or click to upload	<u>i</u>		
Upload additional doc	umentation (option	nal):						
	Addition	nal documentatio	n:	Drop files her	e or click to upload	<u>i</u>		



## 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.

NAME	STEP CANDIDATE	DUE DATE
Professional Faculty Promotion	CRC Chair Uploads Recommendation To Dean	August 19, 2023 @ 11:59 PM
	T	

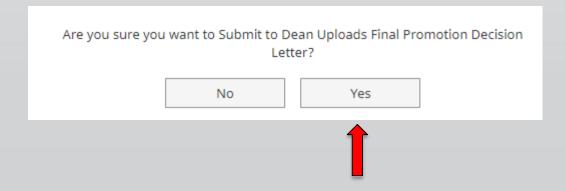


## Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents. Click Route, then Submit to send your submission to the next step.

< CRC Chair Uploads Recommendation To Dean Step - Due December 15, 2019 @ 11:59 PM					×	<b>I</b> Save	Route ▼		
					Submit to Dean Uploads Final Promotion Decision Lett  Send Back to  A Uploads Recommendation To The CRC Step 1				
Committee Members				Send Back t	A Upi	oads Recommenda	Step 1		
University of North Texas Working Group					Step 2				
Ins	ructions to CRC Ch	air   <u>Instructions to Commit</u> i	ee Members	UNT Policy (	06.005	Flowchart a	nd Acronym Ke		
lease select the college review committee's promotion recom	mendation from the drop	-down below:							
* Recommendation of the college review committee:	Affirmative	0							
lease enter the college review committee vote for this promot	ion action. Voting option	ns include yea, nay, and abstain (0 voi	es must be record	led):					
• Yea votes	9								
* Nay votes	0								
* Abstention votes	0								
pload the college review committee's recommendation letter	Committee member sig	natures are not required but please i	nclude committee	member names	on the re	ecommendation l	letter:		
• Recommendation letter:	/	<u>Drop f</u>	iles here or click to	upload					
	Recommenda	tion Letter.docx (11.22 KB)							



### You will be prompted to confirm submission.



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

To Recall or Send Back a personnel action, please see Workflow FAQ's.





Please contact the FIS
Team for additional
information or
assistance:

Faculty.Info@unt.edu

940.369.6108

**EST. 1890**