Professional Faculty Promotion Library Workflow

Instructions for the 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.

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

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

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Please review the candidate's dossier.

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.

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.

∨ **Inbox**

NAME	STEP	CANDIDATE	DUE DATE
2023-2024 Professional Faculty Promotion - Library	Dean Uploads Final Promotion Decision Letter	████████	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.

You will be prompted to confirm submission.

Are you sure you want to Submit to Dossier Archival?

No   Yes

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:

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