

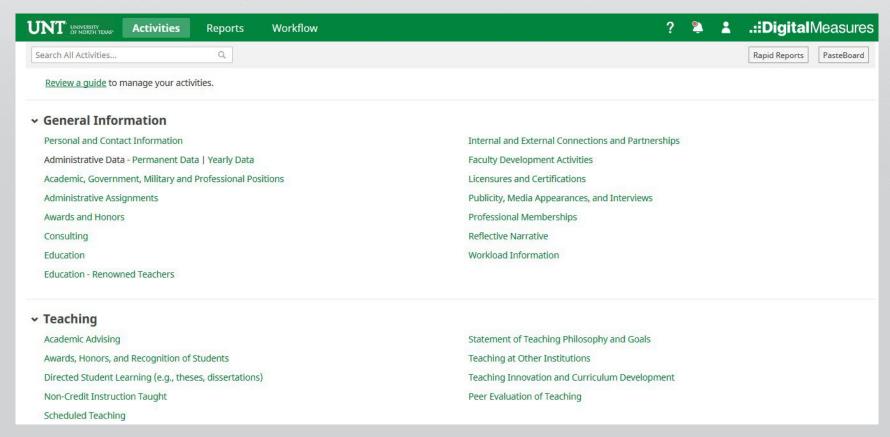
Professional Faculty Promotion Workflow

Instructions for the Dean

For Capability Purposes:

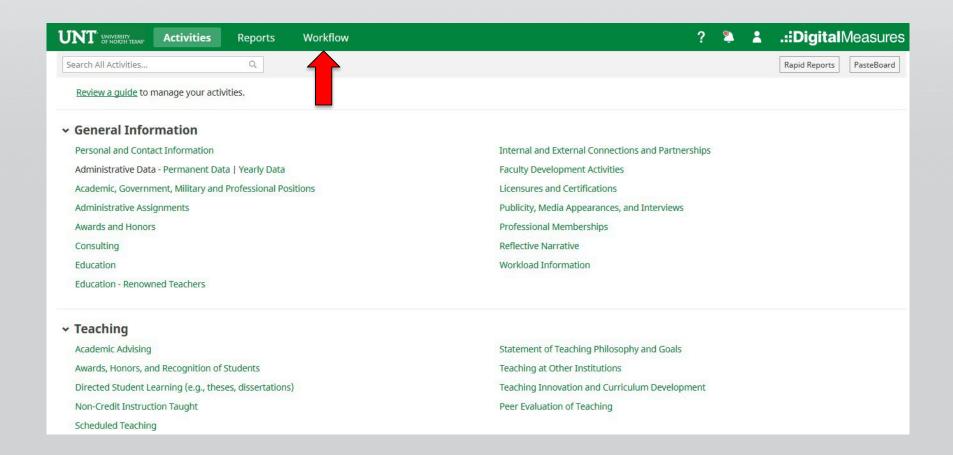
If you are using a MAC, please use the FIREFOX browser.

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



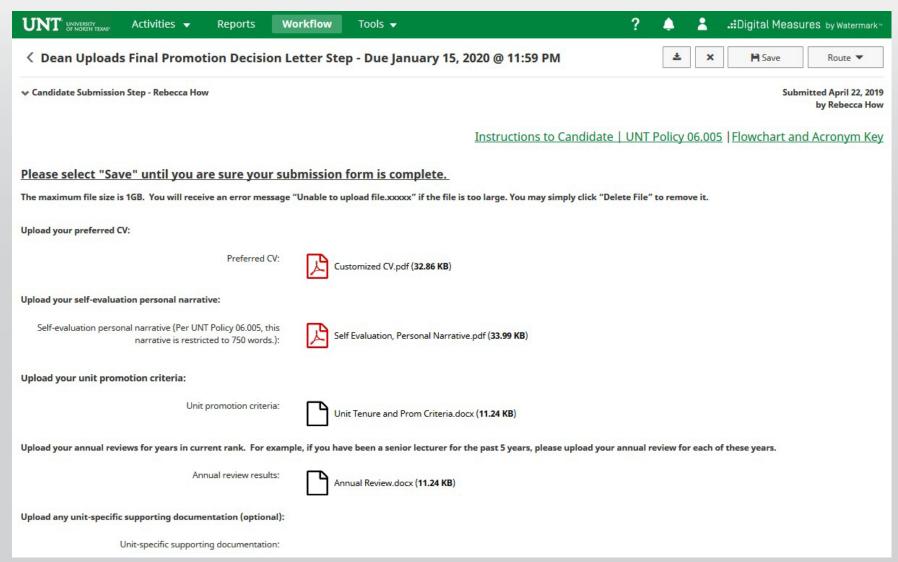


Locate the name of the subject you would like to review and select the corresponding link.





Please review the candidate's dossier.





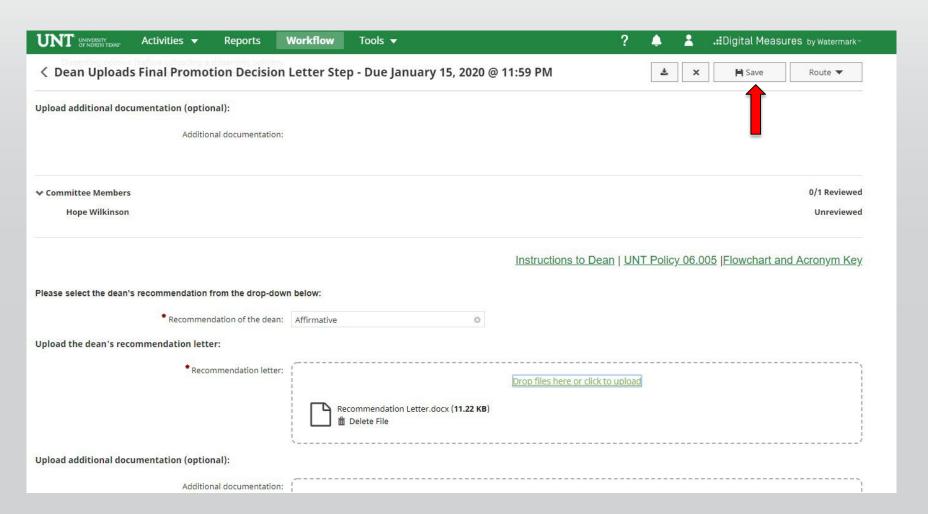
Please upload your recommendation and any accompanying documentation.

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.

UNT UNIVERSITY OF NORTH TEXAS*	Activities ▼	Reports	Workflow	Tools ▼	? 👃 💄 .::Dig	ital Measures by Watermark™
✓ Dean Upload	s Final Promo	tion Decisio	n Letter Ste	p - Due January 15, 2020 @ 11:59 PM	x	H Save Route ▼
			L Rec	commendation Lettendock (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):						
	Addition	nal documentatio	n:			
→ Committee Members						0/1 Reviewed
Hope Wilkinson						Unreviewed
				Instructions	s to Dean UNT Policy 06.005 Flo	wchart and Acronym Key
Please select the dean's recommendation from the drop-down below:						
	Recommen	ndation of the dea	in:	•		
Upload the dean's recommendation letter:						
	* Reco	mmendation lette	er:	Drop files here	e or click to upload	,
Upload additional documentation (optional):						
Additional documentation:						
				<u>Drop files here</u>	e or click to upload	
			`			



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





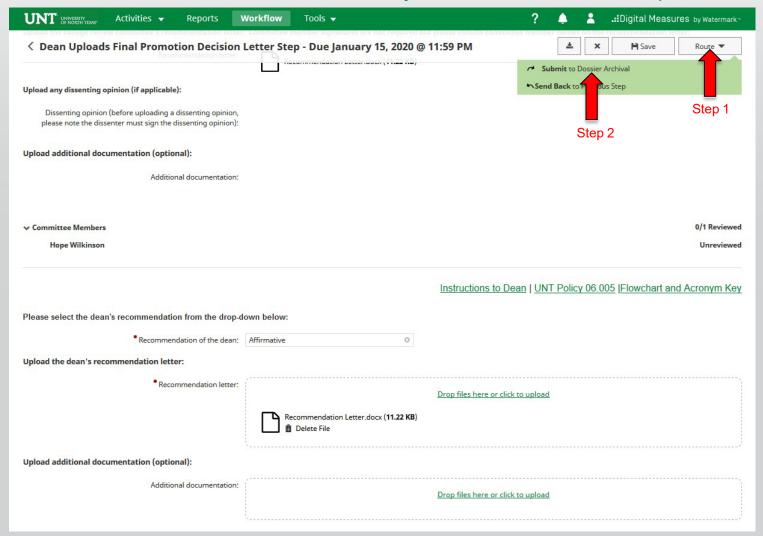
Please select the correct personnel action link and complete a final review.





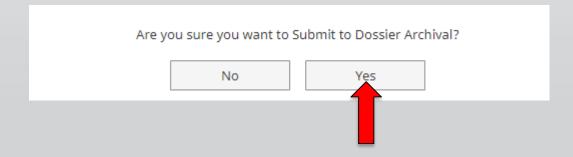
Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents.

Click Route, then Submit to send your submission to the next step.





You will be prompted to confirm submission.



Clicking Yes will move the 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