Annual Review Workflow

Instructions for Faculty

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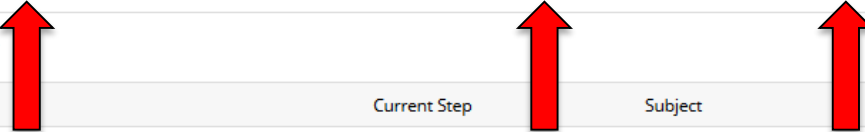
Training brought to you by:
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.

Click on the "Workflow" tab.

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

Do not press the "*Route*" button until you have refreshed the report and verified all items are correct.

Your Annual Report – VPAA 160 report is generated for you.
Please upload any supplemental documentation required by
your department and click Save.

Note: Portfolio PDFs aren't compatible with FIS Workflow. Supplemental documentation file names should reflect the contents of the document. 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.

Do not press the "*Route*" button at this step.

Please press the "Save" button at the top right and you will return to the Workflow Inbox for a final review.

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

Do not press the "*Route*" button until you have verified all items are correct.

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

You must click Refresh before you route.
Click "Route", then "Submit" to send your submission to the Personnel Action Committee.

You will be prompted to confirm submission.

Are you sure you want to Submit to PAC Recommendation?

No   Yes

Upon submission all items will immediately be available to the Personnel Action Committee.

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You will be notified by email if the
Personnel Action Committee requests additional
or corrected information.

The email may come directly from the committee
chair, your department chair or from the email
address below.

From: Digital Measures <workflow@digitalmeasures.com>

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Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu
940.369-6108