



Annual Review Workflow

Instructions for Faculty

UNT[®]

UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

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.

The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The header includes the UNT logo, navigation tabs for 'Activities', 'Reports', and 'Workflow', and utility icons for help, notifications, and user profile. A search bar is located below the navigation bar. The main content area is titled 'Workflow' and contains a list of activity categories under two main sections: 'General Information' and 'Teaching'. The 'General Information' section includes categories like 'Personal and Contact Information', 'Administrative 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', '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'. There are also buttons for 'Rapid Reports' and 'PasteBoard' in the top right corner.

UNT UNIVERSITY OF NORTH TEXAS

Activities Reports Workflow

Search All Activities... ? [Notification Icon] [User Icon] DigitalMeasures

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

Rapid Reports PasteBoard

Click on the “Workflow” tab.

The screenshot shows the UNT DigitalMeasures web application. The top navigation bar is green and contains the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and three tabs: "Activities", "Reports", and "Workflow". The "Workflow" tab is highlighted in a lighter green and has a red arrow pointing to it. To the right of the tabs are icons for help, notifications, and user profile, followed by the text "DigitalMeasures". Below the navigation bar is a search bar with the placeholder text "Search All Activities..." and a magnifying glass icon. To the right of the search bar are two buttons: "Rapid Reports" and "PasteBoard". Below the search bar 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, Education - Renowned Teachers, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information. 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, Statement of Teaching Philosophy and Goals, Teaching at Other Institutions, Teaching Innovation and Curriculum Development, and Peer Evaluation of Teaching.

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

UNT UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 ::DigitalMeasures

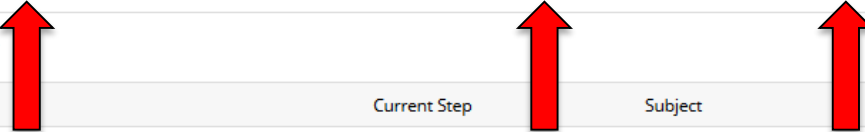
Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Promotion and Tenure Training-Faculty	Faculty Promotion and/or Tenure Submission	Self	June 27, 2018
2018-2019 Annual Review	Faculty Submission	Self	September 27, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
Promotion and Tenure Training-Chair Recommendation	Unit Review Committee Recommendation	Self	June 12, 2018	▼



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.

UNT UNIVERSITY OF NORTH TEXAS Activities ▾ Reports **Workflow** Tools ▾ ? **DigitalMeasures**

← Faculty Submission Step - Due January 15, 2019 Save Route ▾

[Instructions to Faculty](#) | [UNT Policy 06.007](#)

Please be aware no changes can be made after selecting "Route".

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 the oversized file.

Annual Review Report:

You must click the "Refresh report" icon to refresh report before selecting "Route".

Annual Review Report: Last Updated September 27, 2018 at 3:32 PM
 Refresh report

Upload supplemental documentation:

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

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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? DigitalMeasures

< Faculty Submission Step - Due January 15, 2019 Save Route


[Instructions to Faculty](#) | [UNT Policy 06.007](#)



Please be aware no changes can be made after selecting "Route".

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 the oversized file.

Annual Review Report:



You must click the "Refresh report" icon  to refresh report before selecting "Route".

Annual Review Report:  Last Updated September 27, 2018 at 3:32 PM
 Refresh report

Upload supplemental documentation:

Supplemental documentation (optional):

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

 Supplemental documentation.pdf (34.5 KB)
 Delete File

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

UNT UNIVERSITY OF NORTH TEXAS

Activities ▾ Reports Workflow Tools ▾ ? 📧 👤 ::DigitalMeasures


Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Promotion and Tenure Training-Faculty	Faculty Promotion and/or Tenure Submission	Self	June 27, 2018
2018-2019 Annual Review	Faculty Submission	Self	September 27, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
Promotion and Tenure Training-Chair Recommendation	Unit Review Committee Recommendation	Self	June 12, 2018	▼



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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? DigitalMeasures

< Faculty Submission Step - Due January 15, 2019

Submit to PAC Recommendation

Instructions to Faculty | UNT Policy 06.007

Step 2

Step 1

Please be aware no changes can be made after selecting "Route".

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 the oversized file.

Annual Review Report:

You must click the "Refresh report" icon to refresh report before selecting "Route".

Annual Review Report: Last Updated September 27, 2018 at 3:32 PM Refresh report


Upload supplemental documentation:

Supplemental documentation (optional): Drop files here or click to upload

Supplemental documentation.pdf (34.5 KB) Delete File

You will be prompted to confirm submission.

Are you sure you want to Submit to PAC Recommendation?



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

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>



UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

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

**Faculty.Info@unt.edu
940.369-6108**