



Tenure and Promotion Workflow

Instructions for the
Review Committee
Members

Training brought to you by:
The Office of Academic
Administration

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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

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.

The screenshot shows the DigitalMeasures web application interface. At the top is a green navigation bar with the UNT logo (University of North Texas) on the left, and navigation links for 'Activities', 'Reports', and 'Workflow' in the center. On the right side of the bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar labeled 'Search All Activities...' with 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, and Education - Renowned Teachers. 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, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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Activities Reports Workflow ? [Notifications] [User Profile] **DigitalMeasures**

Search All Activities... [Search Icon]

Rapid Reports PasteBoard

[Review a guide](#) to manage your activities.

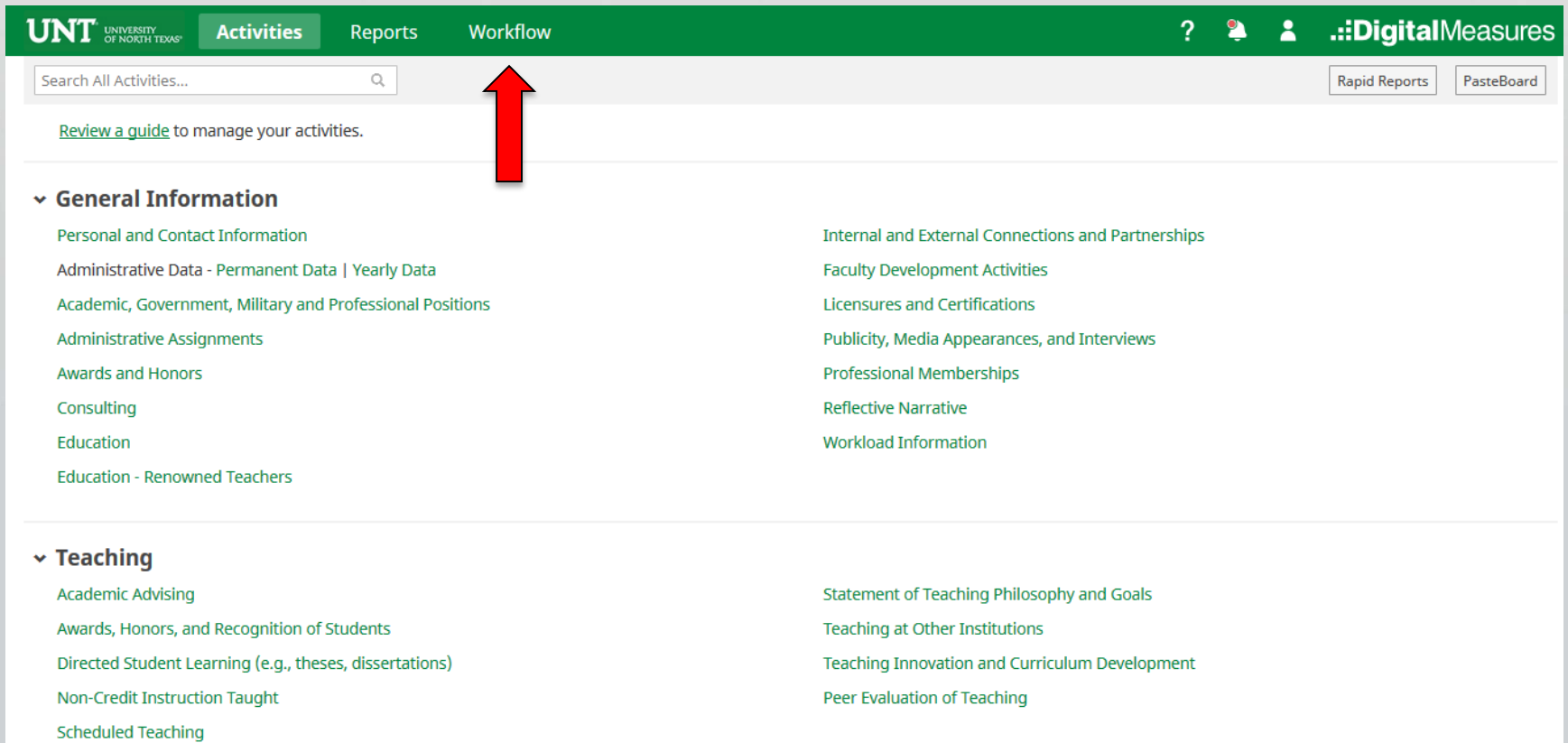
▼ **General Information**

- 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

From your FIS profile, click on the Workflow tab.



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Activities Reports Workflow

Search All Activities...

[Review a guide](#) to manage your activities.

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Teaching

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Rapid Reports PasteBoard

DigitalMeasures

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


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Activities ▾ Reports Workflow Tools ▾ ? 🔔 👤 ::Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name ▾	Step	Subject	Due Date
2019-2020 Tenure and Promotion Training - URC Chair	URC Chair Uploads Recommendation To The UA	Rebecca How	October 15, 2019 @ 11:59 PM
2019-2020 Tenure and Promotion Training - URC Chair	URC Chair Uploads Recommendation To The UA	Hope Johnson	October 15, 2019 @ 11:59 PM



Please review the candidate's dossier. Coordinate with the review committee chair to provide your input regarding the candidate.


▼ Candidate Submission 1 Step - Rebecca How Submitted April 8, 2019
by Rebecca How

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)


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 it.


Upload your preferred CV:

Preferred CV:  Customized CV.pdf (32.86 KB)

Upload your self-evaluation personal narrative:

Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.):  Self Evaluation, Personal Narrative.pdf (33.99 KB)

Upload your unit tenure and promotion criteria:

Unit tenure and promotion criteria:  Unit Tenure and Prom Criteria.docx (11.24 KB)

Upload unit-specific supporting documentation to be emailed to external reviewers:

Unit-specific supporting documents for external reviewers:

Please click “Close” after the review is completed.

Clicking the “Close” button notifies the Committee Chair that you have reviewed the candidate’s dossier.

The screenshot shows the UNT University of North Texas Workflow interface. The top navigation bar includes 'Activities', 'Reports', 'Workflow' (selected), and 'Tools'. The main header displays 'URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM' with 'Download' and 'Close' buttons. A red arrow points to the 'Close' button. Below the header, the candidate submission is identified as 'Candidate Submission I Step - Rebecca How', submitted on October 15, 2019, by Rebecca How. Links for 'Instructions to Faculty', 'UNT Policy 06.004', and 'Flowchart and Accreditation Key' are provided. A note instructs users to 'Select "Save" until you are sure your submission form is complete.' and states the maximum file size is 1GB. Three documents are listed for upload: 'Preferred CV' (Customized CV.pdf, 32.86 KB), 'Self-evaluation personal narrative' (Self Evaluation, Personal Narrative.pdf, 33.99 KB), and 'Unit tenure and promotion criteria' (Unit Tenure and Prom Criteria.docx, 11.24 KB). A section for 'Upload unit-specific supporting documentation to be emailed to external reviewers' is also visible.



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

**Faculty.Info@unt.edu
940.369.6108**