



Tenure and Promotion Workflow

Instructions for the Unit Review Committee Chair

UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Training brought to you by:
The Office of Academic
Administration

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 University of North Texas logo on the left, and '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 'DigitalMeasures' logo. 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

? [Notification Icon] [User Icon] **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.

The screenshot displays the UNT DigitalMeasures interface. At the top, there is a green navigation bar with the UNT logo on the left and the text "Activities", "Reports", and "Workflow" in the center. The "Workflow" tab is highlighted. To the right of the navigation 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..." and two buttons: "Rapid Reports" and "PasteBoard". A red arrow points to the "Workflow" tab. Below the navigation bar, there 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 sub-items.

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
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- 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

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

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.


▼ 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 upload the unit review committee's recommendation, any accompanying documentation, and input the unit review committee's vote.

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.

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Activities Reports Workflow Tools

URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM

[Instructions to Unit Review Committee Chair](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Please select the unit review committee's recommendation from the drop-down below:

* Recommendation of the unit review committee:

Please enter the unit review committee vote for this tenure and promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

* Yea votes:

* Nay votes:

* Abstention votes:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the external reviewer's corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

* Recommendation letter:

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

Upload the faculty's response to the negative unit review committee's recommendation (if applicable):

Faculty response to negative unit review committee recommendation:

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

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

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

Upload additional documentation (if applicable):

Additional documentation:

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

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

UNT UNIVERSITY OF NORTH TEXAS
Activities Reports Workflow Tools ? [User Icon] ::Digital Measures by Watermark

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Unit Review Committee Chair](#) | [UNT Policy 06.004](#) | [Flowchart and Acronym Key](#)

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee:

Please enter the unit review committee vote for this tenure and promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):


Yea votes:

Nay votes:

Abstention votes:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the external reviewer's corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

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

 Recommendation Letter.docx (11.22 KB)
[Delete File](#)

Upload the faculty's response to the negative unit review committee's recommendation (if applicable):

Faculty response to negative unit review committee recommendation: [Drop files here or click to upload](#)

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion): [Drop files here or click to upload](#)

Upload additional documentation (if applicable):

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

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

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 Wilkinson	October 15, 2019 @ 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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports **Workflow** Tools ? [User Icon] Digital Measures by Watermark

< URCh Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Unit Review Committee Chair](#)

Submit to UA Uploads Recommendation To The UA Chair Step 1
Send Back to FIS Team Adds Committee Membership

Step 2

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee:

Please enter the unit review committee vote for this tenure and promotion action. Voting options include yea, nay and abstain (0 votes must be recorded):

Yea votes:

Nay votes:

Abstention votes:

Upload the unit review committee's recommendation letter. Recommendation letters should not include external reviewer names or institutions. If you would like to refer to a reviewer's comment in the recommendation letter, please use the external reviewer's corresponding number on the VPAA-172 not their name or institution. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter:

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

Recommendation Letter.docx (11.22 KB) Delete File

Upload the faculty's response to the negative unit review committee's recommendation (if applicable):

Faculty response to negative unit review committee recommendation:

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

Upload dissenting opinion (if applicable):

Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):

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

Upload additional documentation (if applicable):

Additional documentation:

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

You will be prompted to confirm submission.

Are you sure you want to Submit to UA Uploads Recommendation To The CRC?



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:**

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