

Tenure and Promotion Workflow

Instructions for the Unit Review Committee

Chair

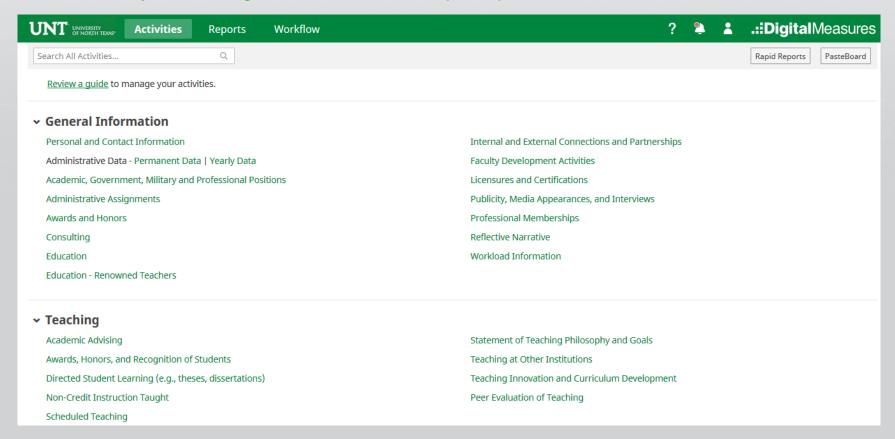
Training brought to you by:
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EST. 1890

For Capability Purposes:

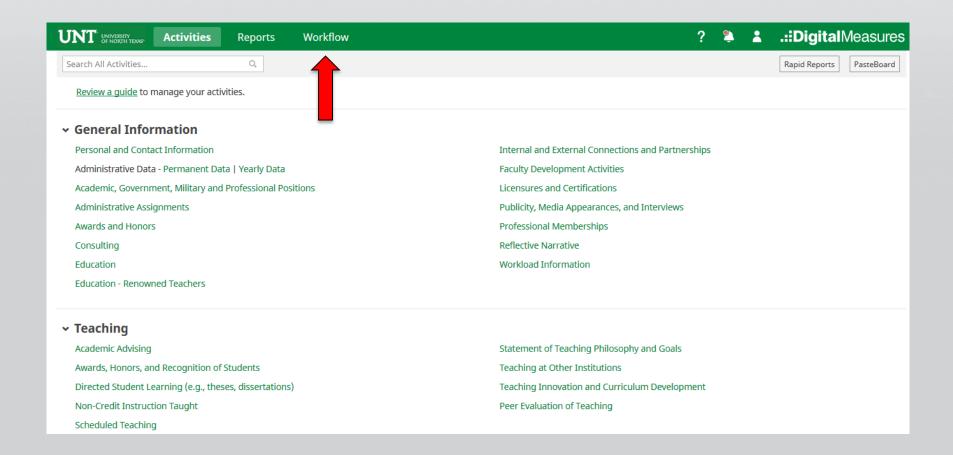
If you are using a MAC, please use the FIREFOX browser.

If you are using a Windows-based computer, please use the CHROME browser.



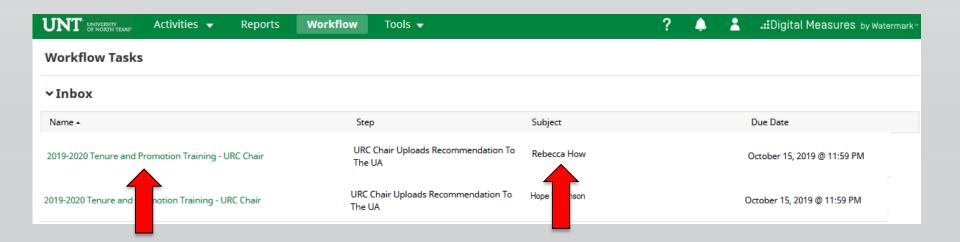


From your FIS profile, click on the Workflow tab.





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





Please review the candidate's dossier.

→ Candidate Submission I 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.xxxxxx" 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:			



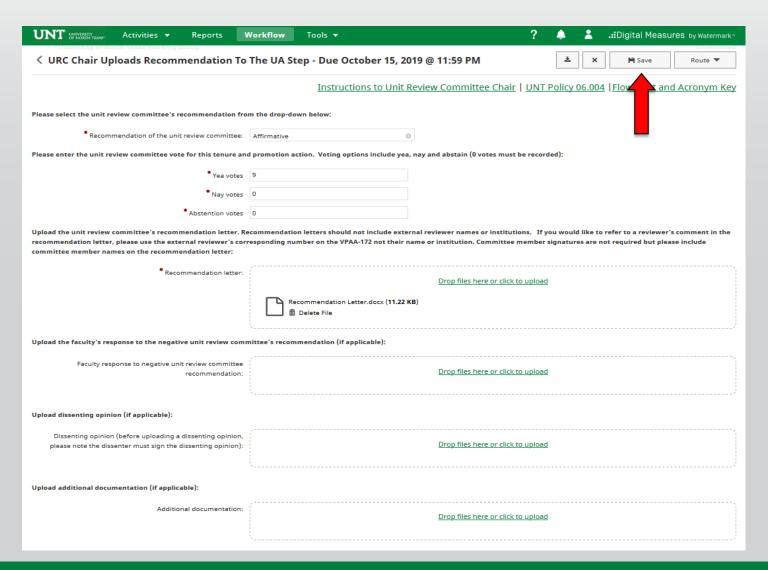
Please upload the unit review committee's recommendation, any accompanying documentation, and input the unit review committee's vote.

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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⟨ 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:	Affirmative			
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	9			
• Nay votes				
* Abstention votes	0			
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	Flick to unload		
	Recommendation Letter.docx (11.22 KB)	inch to upload		
	☐ 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 o	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	rlick to upload		
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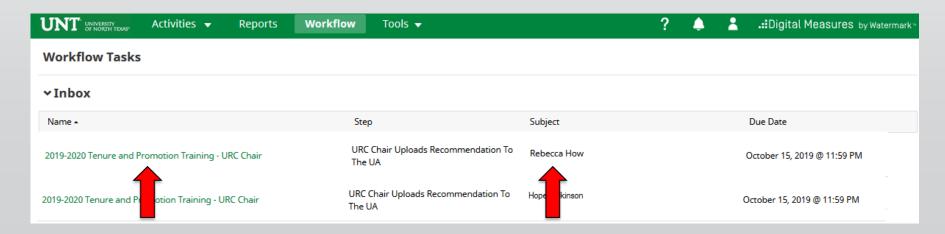


Please press the Save button at the top right. This will take you back to your Workflow Inbox.





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



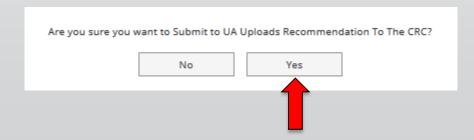


Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents. Click Route, then Submit to send your submission to the payt step.

Click Noute, their Submit to seria your submission to the flext step.				
UNT UNIVERSITY Activities ▼ Reports	Workflow Tools ▼	? 🔔 💄 .::Digital Measures by Watermark:		
URC Chair Uploads Recommendation To	The UA Step - Due October 15, 2019 @ 11:59 PM	X		
	Instructions to Unit Review Committee Chair	Submit to UA Uploads Recommendation To The IC Send Back of FIS Team Adds Committee Membership		
Please select the unit review committee's recommendation from	om the drop-down below:	Step1		
* Recommendation of the unit review committee:	Affirmative	Step 2		
Please enter the unit review committee vote for this tenure ar	d promotion action. Voting options include yea, nay and abstain (0 votes must	be recorded):		
*Yea votes	9			
Nay votes	0			
* Abstention votes	0			
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: Recommendation Letter.docx (11.22 KB)	<u>to upload</u>		
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	<u>to upload</u>		
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:	<u>Drop files here or click</u>	to upload		



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

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