



Midterm and Mandatory 4th Review

Instructions for the Unit Administrator

UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

Training is brought to you by:
The Office of Academic Administration

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.

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Activities Reports Workflow

Search All Activities... Q

Rapid Reports PasteBoard

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

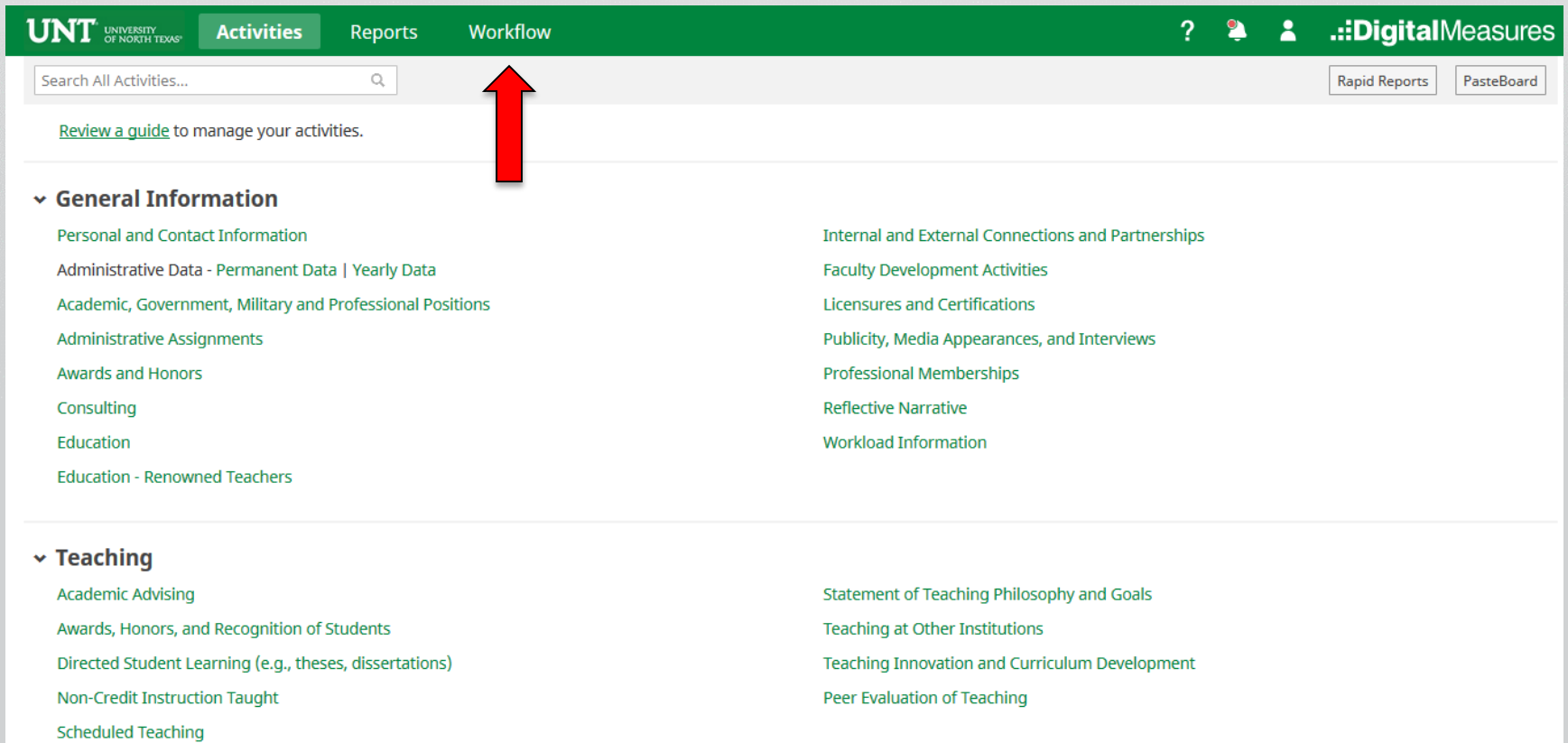
▼ **General Information**

- 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

To access your T & P workflow, please login to your FIS profile via my.unt.edu



The screenshot displays the top navigation bar of the UNT DigitalMeasures system. The 'Workflow' tab is highlighted in green and has a red arrow pointing to it. Below the navigation bar, there is a search bar for activities, a 'Review a guide' link, and two buttons: 'Rapid Reports' and 'PasteBoard'. The main content area is divided into two sections: 'General Information' and 'Teaching', each with a list of sub-items.

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

Search All Activities...

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Locate the name of the subject you would like to provide information for and select the corresponding link.

Name	Step	Subject	Due Date
2019-2020 Midterm Review Training - Unit Administrator	UA Uploads Recommendation To The CRC	Rebecca How	November 15, 2019 @ 11:59 PM

Please review the candidate's dossier.

Candidate Submission Step - Rebecca How

UA Uploads Recommendation To The CRC Step - Due November 15, 2019 @ 11:59 PM

[Download] [Close] [Save] [Route]

[Instructions to Candidate](#) | [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 your annual reviews and reappointment reviews for years 1 and 2. If your unit administrator combined annual and reappointment reviews into one document, please upload the combined document to the annual review field below:

Annual review results:  Annual Results.docx (11.14 KB)

Reappointment review results:

Upload evidence of mentoring and support:

Evidence of mentoring and support:  Evidence of Mentoring and Support.docx (11.25 KB)

Upload any unit-specific supporting documentation (optional):

Unit-specific supporting documentation:

Please upload your recommendation, any accompanying documentation, and input the eligible faculty vote (if applicable).

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.

< UA Uploads Recommendation To The CRC Step - Due November 15, 2019 @ 11:59 PM 📄 ✕ 💾 Save Route ▾

[Instructions to Unit Administrator](#) | [UNT Policy.06.004](#) | [Flowchart and Acronym Key](#)

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

* Recommendation of the UA:

Upload the unit administrator's recommendation letter:

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

Upload the faculty's response to a negative unit administrator's recommendation (if applicable):

Faculty's response to negative unit administrator recommendation: [Drop files here or click to upload](#)

Please enter eligible faculty vote for this reappointment action. Voting options include yea, nay, and abstain (0 votes must be recorded):

Eligible faculty vote:

* Yea votes - 3rd year

* Nay votes - 3rd year





* Abstention votes - 3rd year

Upload additional documentation (optional):

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.

← UA Uploads Recommendation To The CRC Step - Due November 15, 2019 @ 11:59 PM

   Save  Route ▾

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



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Upload the unit administrator's recommendation letter:

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 Recommendation Letter.docx (11.22 KB)
 Delete File

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Upload additional documentation (optional):

Additional documentation:

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

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

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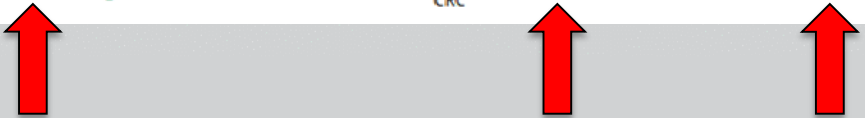
Activities ▾ Reports Workflow Tools ▾

? 🔔 👤 Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Midterm Review Training - Unit Administrator	UA Uploads Recommendation To The CRC	Rebecca How	November 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.

← UA Uploads Recommendation To The CRC Step - Due November 15, 2019 @ 11:59 PM

[Instructions to Unit Administrator](#)



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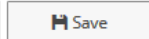
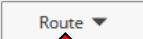
Upload additional documentation (optional):



Additional documentation:

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

Step 1 (indicated by a red arrow pointing to the 'Route' button)

Step 2 (indicated by a red arrow pointing to the 'Submit to CRC Chair Uploads Recommendation To The Dean' button)

Buttons:    

Dropdown menu options:  Submit to CRC Chair Uploads Recommendation To The Dean,  Send Back to Previous Step

You will be prompted to confirm submission.

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



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:**

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