

Non-tenured Promotion Workflow

Instructions for the College Review

Committee Chair

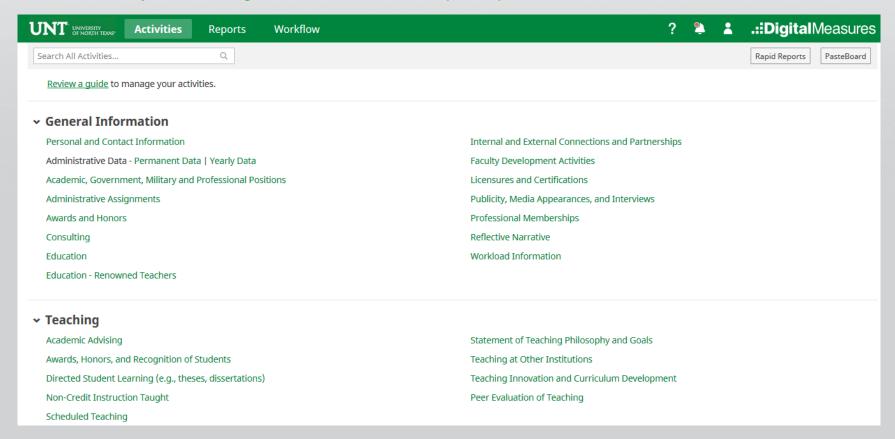
Training brought to you by:
The Office of Academic Administration

EST. 1890

For Capability Purposes:

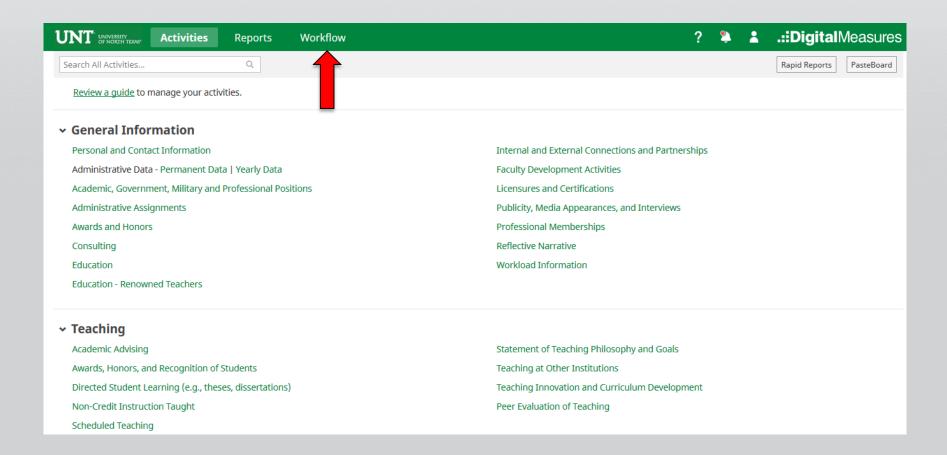
If you are using a MAC, please use the FIREFOX browser.

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



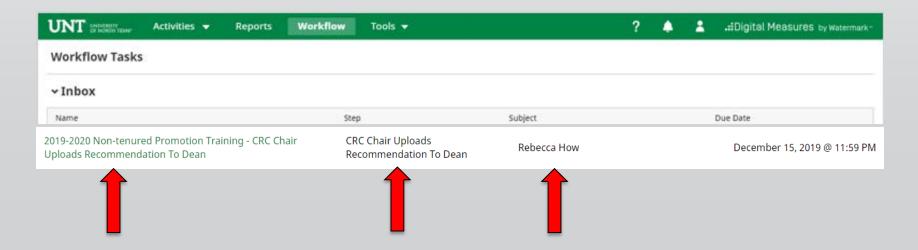


To access your T & P workflow, please login to your FIS profile via my.unt.edu

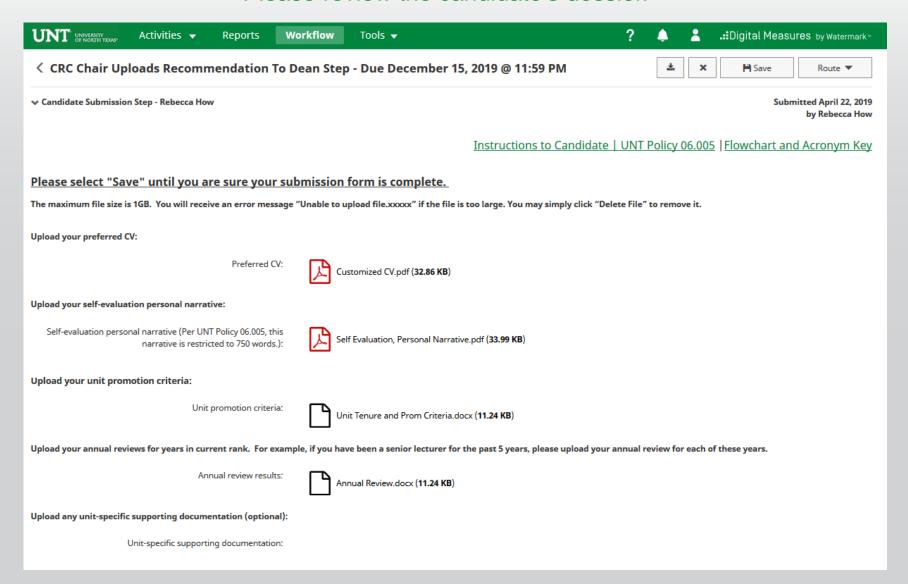




Locate the name of the subject you would like to provide information for and select the corresponding link.



Please review the candidate's dossier.





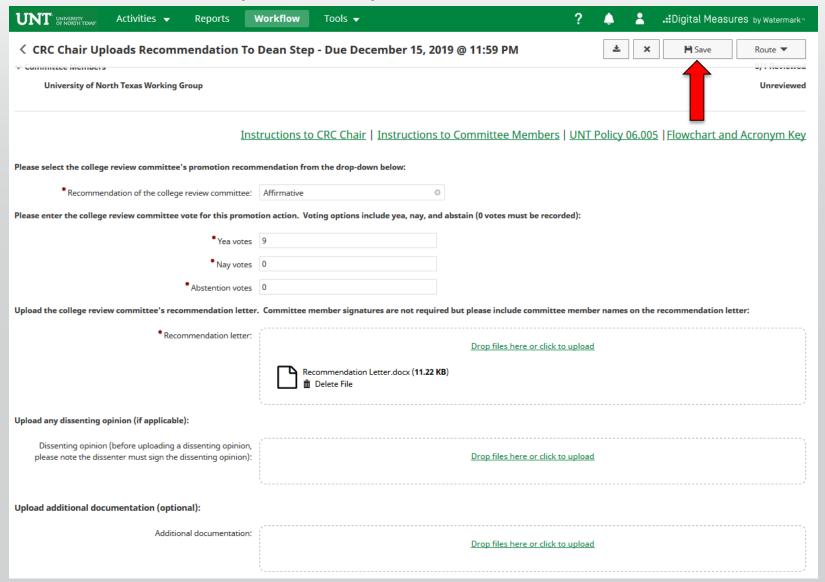
Please upload the college review committee's recommendation, any accompanying documentation, and input the college review committee's vote.

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.

UNT UNIVERSITY OF NORTH TEXAS*	Activities ▼	Reports	Workflow	Tools ▼	?		.::Digital Meası	I res by Watermark™		
⟨ CRC Chair Up ⟨ Committee Members ⟩ CRC Chair Up ⟩ CRC	loads Recomm	nendation T	o Dean Step	o - Due December 15, 20	19 @ 11:59 PM	*	X Save	Route ▼		
University of North Texas Working Group Unreviewed										
		<u>I</u> ı	nstructions to	CRC Chair Instructions	to Committee Members Ul	NT Policy 06.0	005 Flowchart an	d Acronym Key		
Please select the college	University of North Texas Working Group Unreviewed Instructions to CRC Chair Instructions to Committee Members UNT Policy 06.005 Flowchart and Acronym Key asses select the college review committee's promotion recommendation from the drop-down below: *Recommendation of the college review committee: *Yea votes *Nay votes *Abstention votes *Abstention votes Instructions to CRC Chair Instructions to Committee Members UNT Policy 06.005 Flowchart and Acronym Key *Texas are enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded): *Yea votes *Nay votes *Abstention votes Instructions to CRC Chair Instructions to Committee must be recorded): *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but please include committee member names on the recommendation letter: *Texas are not required but pleas									
Recommendation of the college review committee:										
Please enter the college review committee vote for this promotion action. Voting options include yea, nay, and abstain (0 votes must be recorded):										
		*Yea vote	es							
		* Nay vote	25							
		*Abstention vote	es							
Upload the college review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:										
	* Recor	mmendation lette	r: (Drop files here or click to upl	<u>oad</u>				
Upload any dissenting o	ppinion (if applicable):								
	n (before uploading a o				<u>Drop files here or click to upl</u>	oad				
Upload additional doc	umentation (option	nal):								
	Addition	nal documentation	n:		Drop files here or click to upl	oad				

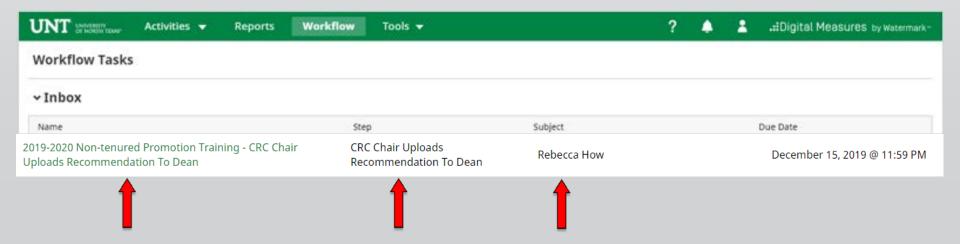


Please press the Save button at the top right. This will take you back to your Workflow Inbox.





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



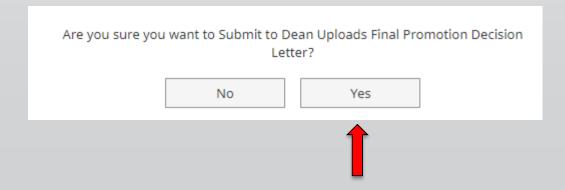


Ensure all the documents have uploaded successfully and that the documents that were uploaded are the correct documents. Click Route, then Submit to send your submission to the next step.

< CRC Chair Uploads Recommendation To	VI	Route ▼			
		Submit to Dean Uploads Final Promotion Decision Lett Send Back to A Uploads Recommendation To The CRC Step 1			
Committee MembersUniversity of North Texas Working Group	Step 2	Step 1 Unreviewe			
Ins	tructions to CRC Chair	Instructions to Committee	Members UNT Policy 06.005 Flowchart a	nd Acronym Ke	
Please select the college review committee's promotion recom	mendation from the drop-do	own below:			
• Recommendation of the college review committee:	Affirmative	0			
Please enter the college review committee vote for this promot	ion action. Voting options i	nclude yea, nay, and abstain (0 votes n	nust be recorded):		
* Yea votes	9				
* Nay votes	0				
* Abstention votes	0				
Upload the college review committee's recommendation letter	. Committee member signa	tures are not required but please inclu	de committee member names on the recommendation l	etter:	
*Recommendation letter:	,	Drop files	nere or click to upload		
	Recommendation	n Letter.docx (11.22 KB)			



You will be prompted to confirm submission.



Clicking Yes will move your 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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