

Non-tenured Promotion Workflow

Instructions for the Unit 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.

UNT UNIVERSITY Activities Reports	Workflow	? 🗳 👗 .::DigitalMeasure	
Search All Activities Q		Rapid Reports PasteBoard	
<u>Review a guide</u> to manage your activities.			
✓ General Information			
Personal and Contact Information		Internal and External Connections and Partnerships	
Administrative Data - Permanent Data Yearly Data		Faculty Development Activities	
Academic, Government, Military and Professional Pos	sitions	Licensures and Certifications	
Administrative Assignments		Publicity, Media Appearances, and Interviews	
Awards and Honors		Professional Memberships	
Consulting		Reflective Narrative	
Education Workload Information		Workload Information	
Education - Renowned Teachers			
✓ Teaching			
Academic Advising		Statement of Teaching Philosophy and Goals	
Awards, Honors, and Recognition of Students		Teaching at Other Institutions	
Directed Student Learning (e.g., theses, dissertations	5)	Teaching Innovation and Curriculum Development	
Non-Credit Instruction Taught		Peer Evaluation of Teaching	
Scheduled Teaching			





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

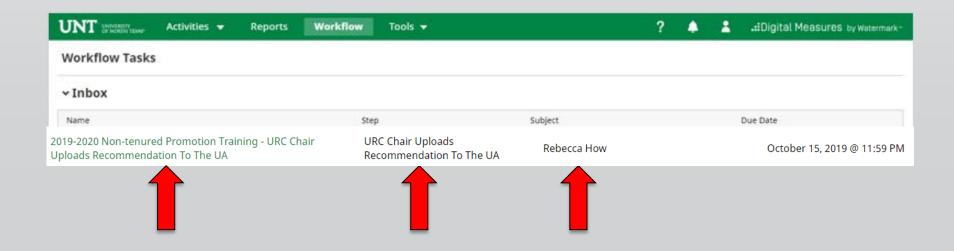
UNT ^{[®] UNIVERSITY OF NORTH TEXAS[®] Activities Reports}	s Workflow	? 🏝 👗 .::DigitalMeasures					
Search All Activities Q		Rapid Reports PasteBoard					
<u>Review a guide</u> to manage your activities.							
✓ General Information	-						
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Directed Student Learning (e.g., theses, dissertations) Te		Teaching Innovation and Curriculum Development					
Non-Credit Instruction Taught Peer Evaluation of Teaching							

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Scheduled Teaching



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







Please review the candidate's dossier.

UNT UNIVERSITY Activities - Reports We	orkflow Tools v	? 🐥 💄 .::Digital Measures by Watermark -
< URC Chair Uploads Recommendation To T	he UA Step - Due October 15, 2019 @ 11:59 PM	▲ ★ ► Route ▼
❤ Candidate Submission Step - Rebecca How		Submitted April 22, 2019 by Rebecca How
	Instructions to Candio	date UNT Policy 06.005 Flowchart and Acronym Key
Please select "Save" until you are sure your sub	mission 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 06.005, this narrative is restricted to 750 words.):	Self Evaluation, Personal Narrative.pdf (33.99 KB)	
Upload your unit promotion criteria:		
Unit promotion criteria:	Unit Tenure and Prom Criteria (1).docx (11.24 KB)	
Upload your annual reviews for years in current rank. For example, if you have been a senior lecturer for the past 5 years, please upload your annual review for each of these years.		
Annual review results:	Annual Results.docx (11.14 KB)	
Upload any unit-specific supporting documentation (optional):		
Unit-specific supporting documentation:		





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.

UNT UNIVERSITY Activities - Reports W	orkflow Tools 🗸	?	L .::Digital Measures by Watermark™
< URC Chair Uploads Recommendation To 1	he UA Step - Due October 15, 2019	ք 11:59 PM	▲ X Prove Route ▼
+ committee menuers			Unreviewed
Instr	uctions to URC Chair Instructions to C	ommittee Members UNT Po	licy 06.005 Flowchart and Acronym Key
Please select the unit review committee's promotion recommen	lation from the drop-down below:		
• Recommendation of the unit review committee:	▼		
Please enter the unit review committee vote for this promotion	iction. Voting options include yea, nay and abstair	(0 votes must be recorded):	
• Yea votes			
• Nay votes			
• Abstention votes			
Upload the unit review committee's recommendation letter. Co	nmittee member signatures are not required but p	ease include committee member nan	nes on the recommendation letter:
• Recommendation letter:		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 (optional):			
Additional documentation:		Drop files here or click to upload	
		<u>Drop mes nere of ellek to uplobu</u>	





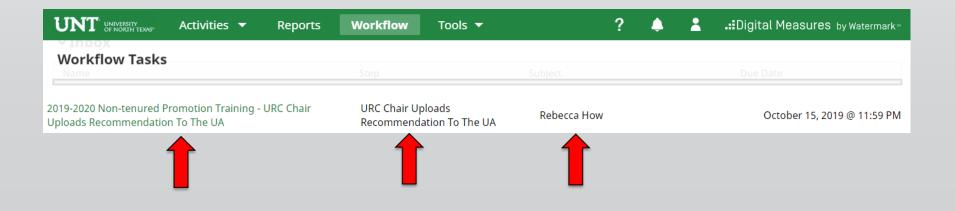
Please press the Save button at the top right. This will take you back to your Workflow Inbox.

UNT UNIVERSITY Activities - Reports	vorkflow Tools ▼	? 🐥 💄 .::Digital Measures by Watermark-	
CURC Chair Uploads Recommendation To	The UA Step - Due October 15, 2019 @ 11:59 PM	▲ × ► Route ▼ 0/1 Reviewed	
Inst	ructions to URC Chair Instructions to Committee Membe	ers UNT Policy 06.005 Flowchart and Acronym Key	
Please select the unit review committee's promotion recommendation from the drop-down below:			
• Recommendation of the unit review committee:	Affirmative		
Please enter the unit review committee vote for this promotion	action. Voting options include yea, nay and abstain (0 votes must be recor	rded):	
* Yea votes	9		
* Nay votes	0		
• Abstention votes	0		
Upload the unit review committee's recommendation letter.	mmittee member signatures are not required but please include committe	ee member names on the recommendation letter:	
• Recommendation letter:	<u>Drop files here or cli</u>	ick to upload	
	Recommendation Letter.docx (11.22 KB)		
Upload dissenting opinion (if applicable):	·	······································	
Dissenting opinion (before uploading a dissenting opinion, please note the dissenter must sign the dissenting opinion):	,	ick to upload	
Upload additional documentation (optional):			
Additional documentation:	,	ick to upload	





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.

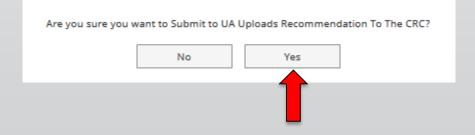
Click Route, then Submit to send your submission to the next step.

UNT UNIVERSITY Activities - Reports	Workflow Tools 🔻	? 🌲 💄 📲 Digital Measures by Watermark	
 URC Chair Uploads Recommendation To 	o The UA Step - Due October 15, 2019 @ 11:59 PM	L X A Save Route ▼	
Instructions to Unit Review Committee Chair Send Back FIS Team Adds Committee Membership			
Please select the unit review committee's recommendation from the drop-down below:			
* Recommendation of the unit review committee:	Affirmative	Step 2	
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	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 bere or clici	r to upload	
Drop files here or click to upload Recommendation Letter.docx (11.22 KB) Im 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 clici	<u>c 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 clici	s to upload	
Upload additional documentation (if applicable):			
Additional documentation:	Drop files here or clici	s 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.







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Please contact the FIS Team for additional information or assistance:

Faculty.Info@unt.edu 940.369.6108