



# Annual Review Workflow

Instructions for  
Personnel Action  
Review Committee Chair

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UNIVERSITY  
OF NORTH TEXAS<sup>®</sup>

**EST. 1890**

Training brought to you by:  
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.

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Activities Reports Workflow

? [Notifications] [User Profile] 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

Click on the “Workflow” tab.

The screenshot displays the UNT DigitalMeasures web application interface. At the top, a green navigation bar contains the UNT logo, three tabs: 'Activities' (highlighted in green), 'Reports', and 'Workflow' (indicated by a red arrow), and utility icons for help, notifications, and user profile. The main content area features a search bar, a 'Review a guide' link, and two expandable sections: 'General Information' and 'Teaching'. Each section lists various activity categories.

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Activities Reports Workflow ? [Notification] [User]

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

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Activities ▾ Reports Workflow ? 📢 👤 ::DigitalMeasures

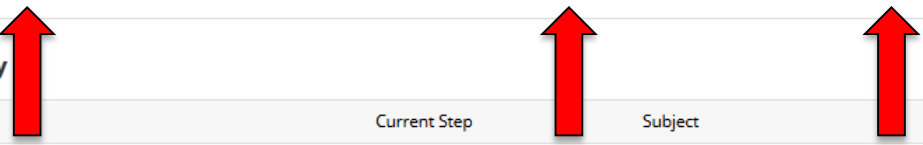
### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Promotion and Tenure Training-Chair Recommendation	Unit Review Committee Recommendation	Michael McPherson	May 24, 2018
2018-2019 Annual Review	PAC Recommendation	Michael McPherson	September 28, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
Annual report refresh test II	FIS Archive	Michael McPherson	September 25, 2018	▼
Annual report refresh test	FIS Archive	Michael McPherson	September 25, 2018	▼



# Please review the documents uploaded by the faculty.

## < PAC Recommendation Step - Due September 27, 2018

   Save  Route 

Faculty Submission Step - Michael McPherson

Submitted September 25, 2018

by Michael McPherson


[Instructions to Faculty](#) | [UNT Policy 06.007](#)

**Please be aware no changes can be made after selecting "Route".**

**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 the oversized file.**

Annual Review Report:

You must click the "Refresh report" icon  to refresh report before selecting "Route".

Annual Review Report:  Last Updated September 25, 2018 at 10:03 AM

Upload supplemental documentation (optional):

Supplemental documentation (optional):

Committee Members

0/3 Reviewed

Rebecca How

Unreviewed

University of North Texas Working Group

Unreviewed

Jianrong Yu

Unreviewed

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

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**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 the oversized file.**

Upload the PAC recommendation and any additional documentation:

PAC recommendation:

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

Additional documentation (optional):

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

Please upload the PAC's recommendation.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow ? [User Icon] DigitalMeasures

< PAC Recommendation Step - Due September 27, 2018 [Upload Icon] [Close Icon] [Save Icon] [Route Icon]

Faculty Submission Step - Michael McPherson Submitted September 25, 2018 by Michael McPherson


[Instructions to Faculty](#) | [UNT Policy 06.007](#)


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Committee Members 0/3 Reviewed

Rebecca How	Unreviewed
University of North Texas Working Group	Unreviewed
Jianrong Yu	Unreviewed

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)



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The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxx" if the file is too large. You may simply click "Delete File" to remove the oversized file.

Upload the PAC recommendation and any additional documentation:

PAC recommendation: You have reached the limit of 1 file

 Recommendation Letter.docx (11.5 KB) 

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

 Supplemental documentation.pdf (34.5 KB) 

Please save after completing the previous steps.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow ? [User Icon] ..DigitalMeasures

< PAC Recommendation Step - Due September 27, 2018 [Download] [Close] [Save] [Route]

Faculty Submission Step - Michael McPherson Submitted September 25, 2018 by Michael McPherson

[Instructions to Faculty](#) | [UNT Policy 06.007](#)

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Annual Review Report:  
You must click the "Refresh report" icon to refresh report before selecting "Route".

Annual Review Report: [PDF Icon] Last Updated September 25, 2018 at 10:03 AM

Upload supplemental documentation (optional):  
Supplemental documentation (optional):

Committee Members

Rebecca How	0/3 Reviewed
University of North Texas Working Group	Unreviewed
Jianrong Yu	Unreviewed

[Instructions to Personnel Affairs Committee](#) | [UNT Policy 06.007](#)

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- PAC recommendation: [File Icon] Recommendation Letter.docx (11.5 KB) [Delete File] You have reached the limit of 1 file
- Additional documentation (optional): [File Icon] Supplemental documentation.pdf (34.5 KB) [Delete File] [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 ? 📢 👤 DigitalMeasures


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▼ Inbox

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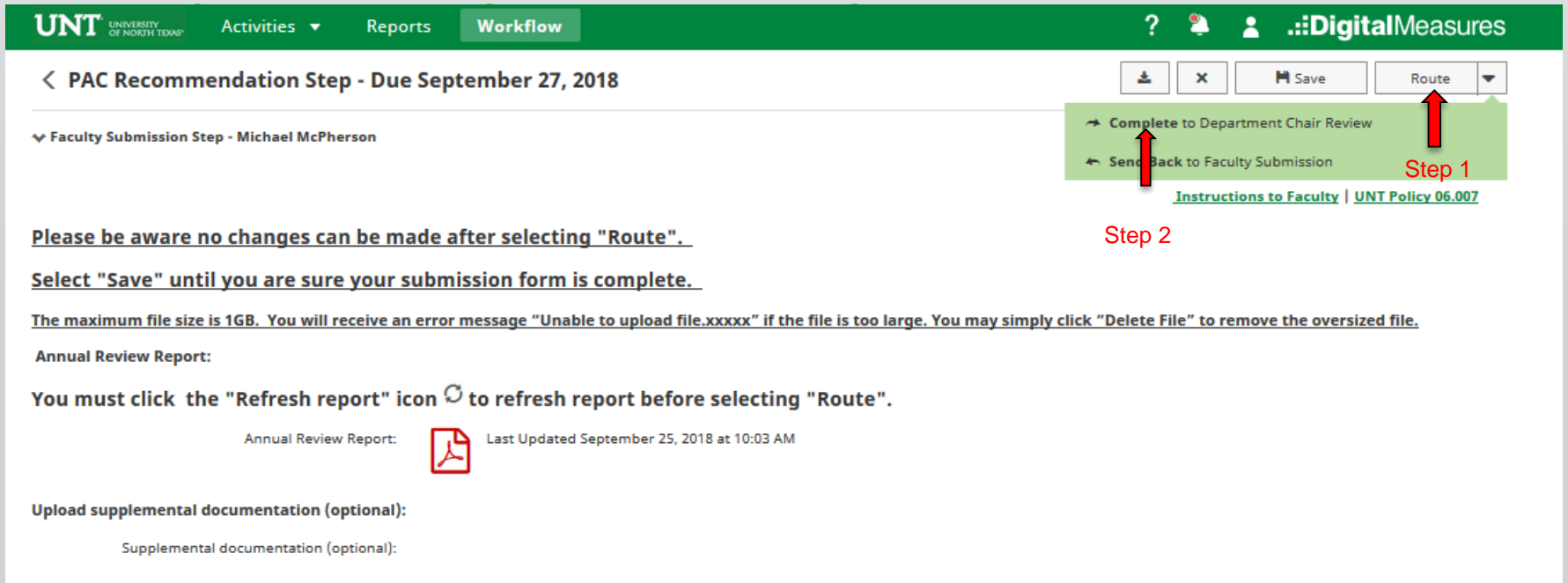
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# Do not press the "Route" button until you have verified all items are correct.

Ensure all the documents have uploaded successfully and the documents that were uploaded are the correct documents.



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Activities ▾ Reports Workflow

? 📧 👤 .:DigitalMeasures

< PAC Recommendation Step - Due September 27, 2018

▾ Faculty Submission Step - Michael McPherson

→ Complete to Department Chair Review  
← Send Back to Faculty Submission

Route

Save

Step 1

Step 2


[Instructions to Faculty](#) | [UNT Policy 06.007](#)


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Upload supplemental documentation (optional):

Supplemental documentation (optional):

Please be aware that clicking “Yes” moves the process to the next step and you will be unable to make additional changes.

Are you sure you want to Complete to Department Chair Review?

No

Yes





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**Please contact the FIS  
Team for additional  
information or  
assistance:**

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