



Tenure and Promotion Workflow

Instructions for Candidate Submissions

UNT[®]
UNIVERSITY
OF NORTH TEXAS[®]

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.

The screenshot shows the UNT DigitalMeasures web application interface. At the top, there is a green navigation bar with the UNT logo on the left and navigation links for 'Activities', 'Reports', and 'Workflow'. On the right side of the bar are icons for help, notifications, and user profile, followed by the text 'DigitalMeasures'. Below the navigation bar is a search bar with the placeholder text 'Search All Activities...' and a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar, there is a link: '[Review a guide](#) to manage your activities.' The main content area is divided into two sections: 'General Information' and 'Teaching'. Each section has a list of links to various data points and reports.

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Activities Reports Workflow

Search All Activities... ? DigitalMeasures

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

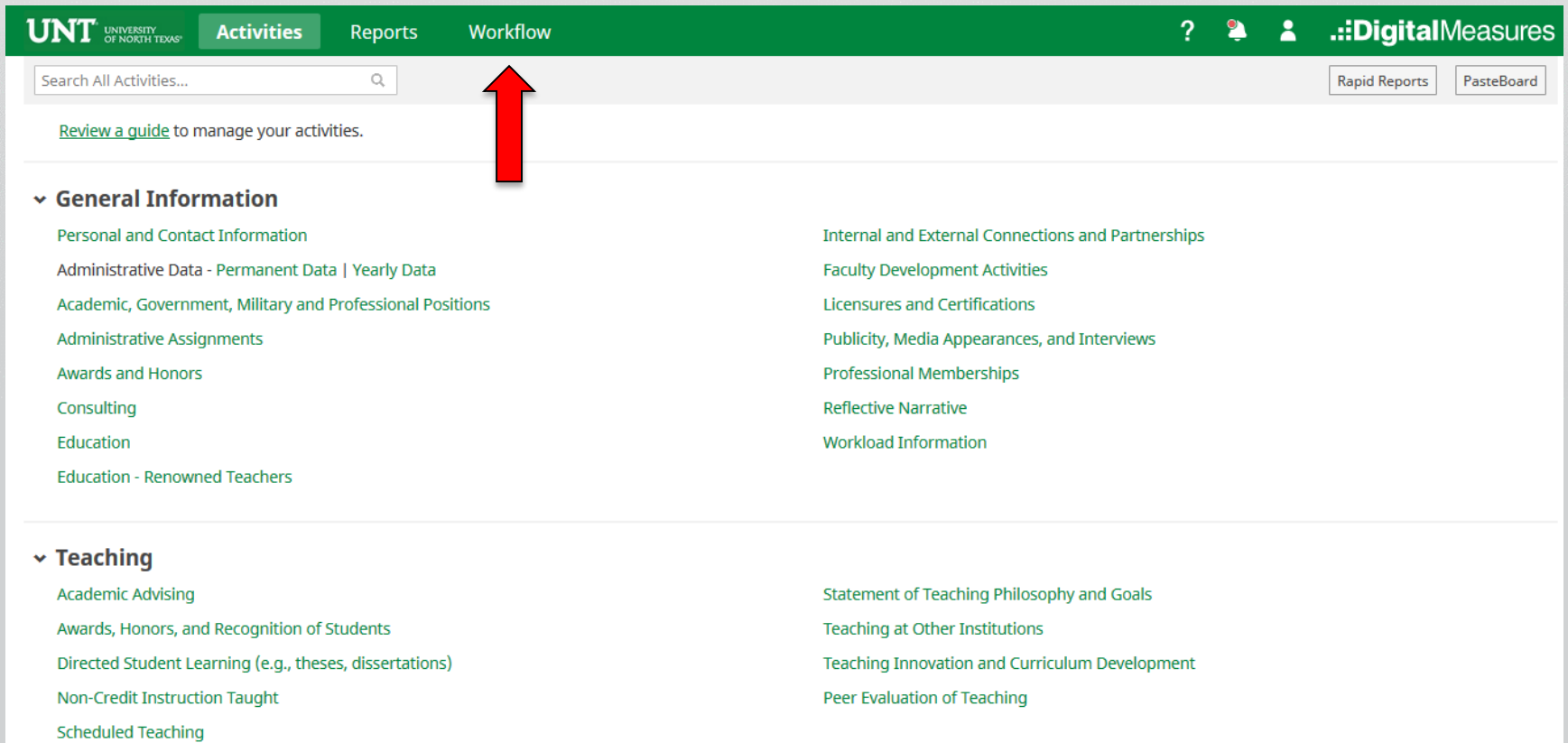
General Information

- 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

From your FIS profile, click on the Workflow tab.



The screenshot displays the UNT DigitalMeasures interface. At the top, a green navigation bar contains the UNT logo, the text "UNIVERSITY OF NORTH TEXAS", and three tabs: "Activities", "Reports", and "Workflow". The "Workflow" tab is highlighted in white. To the right of the tabs are icons for help, notifications, and user profile, followed by the "DigitalMeasures" logo. Below the navigation bar is a search bar labeled "Search All Activities..." and two buttons: "Rapid Reports" and "PasteBoard". A red arrow points to the "Workflow" tab. Below the search bar, there is a link: "Review a guide to manage your activities." The main content area is divided into two sections: "General Information" and "Teaching". Each section has a list of sub-items.

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Activities Reports **Workflow** ?   **DigitalMeasures**

Search All Activities...

[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
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- 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
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- Statement of Teaching Philosophy and Goals
- Teaching at Other Institutions
- Teaching Innovation and Curriculum Development
- Peer Evaluation of Teaching

Instructions for Candidate Submission I (May)

Go to your Workflow Inbox and identify your T&P personnel action.
Click on the link to open the Workflow form.

Name	Step	Subject	Due Date
2019-2020 Tenure and Promotion Training - Faculty	Candidate Submission I	Self	May 30, 2019 @ 11:59 PM

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

Please upload your preferred CV, self-evaluation personal narrative, unit tenure and promotion criteria, and unit-specific supporting documentation (if applicable) and click Save.

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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Activities Reports Workflow Tools

? [User Icon] Digital Measures by Watermark


< Candidate Submission I Step - Due May 30, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[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.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.


Upload your preferred CV:

- * Preferred CV: [Drop files here or click to upload](#)
 Customized CV.pdf (32.86 KB) [Delete File](#)

Upload your self-evaluation personal narrative:

- * Self-evaluation personal narrative (Per UNT Policy 06.004, this narrative is restricted to 750 words.): [Drop files here or click to upload](#)
 Self Evaluation, Personal Narrative.pdf (33.99 KB) [Delete File](#)

Upload your unit tenure and promotion criteria:

- * Unit tenure and promotion criteria: [Drop files here or click to upload](#)
 Unit Tenure and Prom Criteria.docx (11.24 KB) [Delete File](#)

Upload unit-specific supporting documentation to be emailed to external reviewers:

- Unit-specific supporting documents: [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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? [User Icon] ::Digital Measures by Watermark™

< Candidate Submission I Step - Due May 30, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Faculty](#) | [UNT Policy 06.004](#) | [Workflow and Acronym Key](#)

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Upload your unit tenure and promotion criteria:

- Unit tenure and promotion criteria: [Drop files here or click to upload](#)
Unit Tenure and Prom Criteria.docx (11.24 KB) [Delete File]

Upload unit-specific supporting documentation to be emailed to external reviewers:

- Unit-specific supporting documents: [Drop files here or click to upload](#)

Please select your T&P personnel action link for 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 Tenure and Promotion Training - Faculty	Candidate Submission I	Self	May 30, 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.

UNT UNIVERSITY OF NORTH TEXAS Activities Reports Workflow Tools ? Digital Measures by Watermark

< Candidate Submission I Step - Due May 30, 2019 @ 11:59 PM

Save Route

Submit to Workflow Maintenance

Instructions to Faculty | UNT Policy 06.004 | Flowchart and Acronym Key

Step 1

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.

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Drop files here or click to upload

Self Evaluation, Personal Narrative.pdf (33.99 KB)

Delete File

Upload your unit tenure and promotion criteria:

* Unit tenure and promotion criteria:

Drop files here or click to upload

Unit Tenure and Prom Criteria.docx (11.24 KB)

Delete File

Upload unit-specific supporting documentation to be emailed to external reviewers:


Unit-specific supporting documents:

Drop files here or click to upload

Step 2

You will be prompted to confirm submission.

Are you sure you want to Submit to Workflow Maintenance?



Clicking Yes will move your personnel action to the next step.

To Recall your personnel action, please see [Workflow FAQ's](#).

Instructions for Candidate Submission II (August)

Go to your Workflow Inbox and identify your T&P personnel action. Click on the link to open the Workflow form.

The screenshot shows the UNT Workflow Tasks interface. The top navigation bar includes 'Activities', 'Reports', 'Workflow' (selected), and 'Tools'. The 'Workflow Tasks' section is expanded to show the 'Inbox'. A table lists the following task:





Name	Step	Subject	Due Date
2019-2020 Tenure and Promotion Training - Faculty II	Candidate Submission II	Self	August 30, 2019 @ 11:59 PM

A red arrow points to the 'Name' column of the table.

Upload your annual reviews and reappointment reviews for each year you have been on the tenure-track. If your unit administrator combined annual and reappointment reviews into one document, please upload the combined document to the annual review field below. Also, upload evidence of mentoring and support and any unit-specific supporting documentation (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.xxxx 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 Measures by Watermark™

← Candidate Submission II Step - Due August 30, 2019 @ 11:59 PM    Save  Route ▾



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

Upload your annual reviews and reappointment reviews for each year you have been on the tenure-track. 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: [Drop files here or click to upload](#)



 Annual Results.docx (11.14 KB)  Delete File

Reappointment review results: [Drop files here or click to upload](#)

 Reappointmnet Results.docx (11.18 KB)  Delete File



Upload the evidence of mentoring and support:

* Evidence of mentoring and support: [Drop files here or click to upload](#)

 Evidence of Mentoring and Support.docx (11.25 KB)  Delete File

Upload any additional unit-specific supporting documentation (optional):

Unit-specific supporting documentation: [Drop files here or click to upload](#)

 Unit Tenure and Prom Criteria.docx (11.24 KB)  Delete File

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

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Activities ▾ Reports Workflow Tools ▾ ? 📢 👤 ::Digital Measures by Watermark™

< Candidate Submission II Step - Due August 30, 2019 @ 11:59 PM

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

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Annual Results.docx (11.14 KB)
Delete File

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Evidence of Mentoring and Support.docx (11.25 KB)
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Upload any additional unit-specific supporting documentation (optional):

Unit-specific supporting documentation: [Drop files here or click to upload](#)

Unit Tenure and Prom Criteria.docx (11.24 KB)
Delete File

Please select your T&P personnel action link for 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 Tenure and Promotion Training - Faculty II	Candidate Submission II	Self	August 30, 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.

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Activities ▾ Reports Workflow Tools ▾ ? 📢 👤 ..Digital Measures by Watermark™

← Candidate Submission II Step - Due August 30, 2019 @ 11:59 PM

📄 × 📁 Save Route ▾

🔄 Submit to Workflow Maintenance

[Instructions to Faculty](#) | [UNT Policy 002.04](#) | [Flowchart and Acronym Key](#)

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Step 1

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Are you sure you want to Submit to Workflow Maintenance?



Checking Yes will move the personnel action to the next step.

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

**Faculty.Info@unt.edu
940.369-6108**