



Midterm and Mandatory 4th Review

Instructions for the
Review Committee
Members

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UNIVERSITY
OF NORTH TEXAS[®]

EST. 1890

Training brought to you by:
The Office of Academic Administration

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 DigitalMeasures web application interface. At the top is a green navigation bar with the UNT logo (University of North Texas) on the left, and 'Activities', 'Reports', and 'Workflow' in the center. 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 labeled 'Search All Activities...' with a magnifying glass icon. To the right of the search bar are two buttons: 'Rapid Reports' and 'PasteBoard'. Below the search bar 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. The 'General Information' section includes: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, and Education - Renowned Teachers. The 'Teaching' section includes: Academic Advising, Awards, Honors, and Recognition of Students, Directed Student Learning (e.g., theses, dissertations), Non-Credit Instruction Taught, Scheduled Teaching, Internal and External Connections and Partnerships, Faculty Development Activities, Licensures and Certifications, Publicity, Media Appearances, and Interviews, Professional Memberships, Reflective Narrative, and Workload Information.

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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

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 is a search bar for activities, a 'Rapid Reports' button, and a 'PasteBoard' button. 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...

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

General Information

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Teaching

- Academic Advising
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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 Tools ▾ ? 🔔 👤 ::Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
2019-2020 Midterm Review Training - CRC	CRC Chair Uploads Recommendation To The Dean	Rebecca How	December 15, 2019 @ 11:59 PM



Please review the candidate's dossier. Coordinate with the review committee chair to provide your input regarding the candidate.

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Activities ▾ Reports Workflow ▾ Tools ▾

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Candidate Submission Step - Rebecca How

◀ CRC Chair Uploads Recommendation To The Dean Step - Due December 15, 2019 @ 11:59 PM


Download Close

[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 click "Close" after the review is completed.
Clicking the "Close" button notifies the Committee Chair that you have reviewed the candidate's dossier.

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

Candidate Submission Step - Rebecca How

◀ CRC Chair Uploads Recommendation To The Dean Step - Due December 15, 2019 @ 11:59 PM


Download Close

[Instructions to Candidate](#) | [UNT Policy 06.004](#) | [Flowchart and Accession Key](#)


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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:

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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:



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

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