



Non-tenured Promotion Workflow

Instructions for the Unit
Review Committee Chair

UNT[®]

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 navigation links for '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.

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' menu item is highlighted in green and has a red arrow pointing to it. Below the navigation bar, there is a search bar for activities, a 'Review a guide' link, and buttons for 'Rapid Reports' and 'PasteBoard'. 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

- 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

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

Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion Training - URC Chair Uploads Recommendation To The UA	URC Chair Uploads Recommendation To The UA	Rebecca How	October 15, 2019 @ 11:59 PM

Please review the candidate's dossier.

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

◀ **URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM** [Download] [Close] [Save] [Route ▾]


▼ Candidate Submission Step - Rebecca How Submitted April 22, 2019
by Rebecca How

[Instructions to Candidate](#) | [UNT Policy 06.005](#) | [Flowchart and Acronym Key](#)


Please 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.xxxx" 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 OF NORTH TEXAS | Activities | Reports | **Workflow** | Tools | ? | Digital Measures by Watermark™

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM | Save | Route

Committee Members | 0/1 Reviewed

Hope Wilkinson | Unreviewed

[Instructions to URC Chair](#) | [Instructions to Committee Members](#) | [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:

Please enter the unit 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

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names 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](#)

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™

< URC Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

Committee Members

Hope Wilkinson [Reviewed] Unreviewed

[Instructions to URC Chair](#) | [Instructions to Committee Members](#) | [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:

Please enter the unit 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

Upload the unit review committee's recommendation letter. Committee member signatures are not required but please include committee member names on the recommendation letter:

Recommendation letter:

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

 Recommendation Letter.docx (11.22 KB) [Delete File](#)

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](#)

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

Name	Step	Subject	Due Date
2019-2020 Non-tenured Promotion Training - URC Chair Uploads Recommendation To The UA	URC Chair Uploads Recommendation To The UA	Rebecca How	October 15, 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

< URCh Chair Uploads Recommendation To The UA Step - Due October 15, 2019 @ 11:59 PM [Download] [Close] [Save] [Route]

[Instructions to Unit Review Committee Chair](#)

Submit to UA Uploads Recommendation To The UA Chair Step 1
Send Back to FIS Team Adds Committee Membership

Step 2

Please select the unit review committee's recommendation from the drop-down below:

Recommendation of the unit review committee:

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:

Nay votes:

Abstention votes:

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 here or click to upload](#)

Recommendation Letter.docx (11.22 KB)
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 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 (if applicable):

Additional documentation:

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

You will be prompted to confirm submission.

Are you sure you want to Submit to UA Uploads Recommendation To The CRC?



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**