

WELCOME TO UHCL WORKFLOW – Post External Review Letters

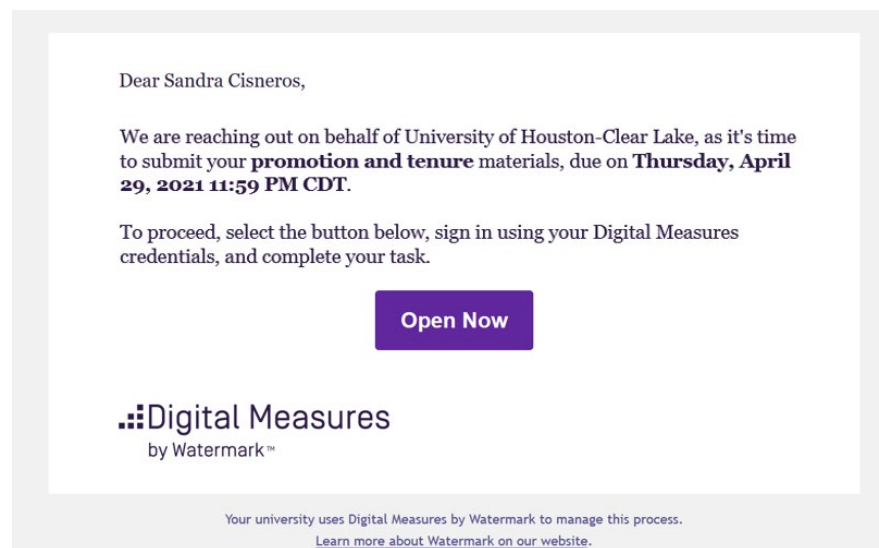
Updated 5/11/2023

The following steps will guide you through Step 2 in the Promotion and Tenure process using the Workflow system.

Note: If you are using a MAC, please use the FIREFOX browser. If you are using a Windows-based computer, please use the CHROME browser.

For questions, please contact workflow@uhcl.edu

- 1. Open Workflow System** – As the individual that is entering external letters, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials. Click the Open Now box to be taken to the Digital Measures sign in screen.



- 2. Sign In** – Sign in using your UHCL Credentials.



Enter username (without @uhcl.edu)

Enter password

[Sign in](#)

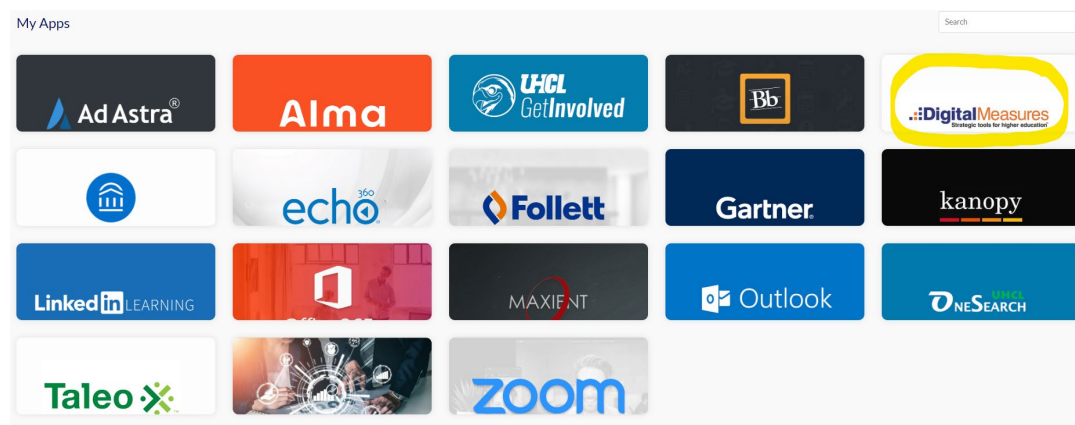
[First Time User](#) | [Forgot Password](#)

Authenticate your credentials using DUO – Authenticate your credentials via text, phone call, or passcode (shown below)

Choose an authentication method

 Duo Push RECOMMENDED	Send Me a Push
 Call Me	Call Me
 Passcode	Enter a Passcode

Select the Digital Measures App (shown below)



OR Sign in directly through the [Promotion and Tenure](#) website, without using your email.

Promotion and Tenure

The University of Houston–Clear Lake promotion and tenure process is an electronic process using Digital Measure Workflow System.

[Faculty Staff Sign In](#) ←

Policy

- [Promotion and Tenure Policy](#)

Additional Documents

Provost Communications ▼

Faculty Resources ▼

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

3. **Open Application** - Once in Digital Measures, under the Workflow Tab, the below screen will appear with the applicant's name under Subject column. When you click on the P&T Schedule in the first column, you will be taken to the application form screen.

Name	Step	Subject	Due Date
Test1-2021-22 Schedule	Step 2: Post External Review Letters	Testuser Workflow	May 12, 2021 @ 11:59 PM

4. **External Reviewers Section:** The P&T faculty application form is displayed. Please scroll down to move to the Post External Reviewer Letters section **or** simply Click on the down arrow on Step1. Faculty Step as shown below, to jump to the external reviewer's section.

Submitted June 14, 2021 by Testuser Workflow

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE [Instructions For Step1](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

Candidate Review Statement (Save file as 1_1_XXX)	1_1_Candidate Review statement.pdf (183.71 KB)
Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)	1_2_Candidate Applicable Promotion and Tenure Criteria.docx (11.68 KB)
Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX)	1_3_Candidate Probationary Period Extensions - Copy.pdf (183.71 KB)
Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.)	1_4a_Candidate Annual Evaluations from the Department Chair.pdf (183.71 KB)

5. **Upload letters.** Please upload external review invitation letters, external review summary bios, and external review letters and any comments you have, as shown below. Before uploading, rename the files as per the [file naming convention](#).

Note: PDF Portfolios aren't compatible with the Workflow system. 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.

Step 2. Post External Review Letters Step - Due

Step 1. Faculty Step - Testuser Workflow

Submitted June 14, 2021 by Testuser Workflow

[Instructions For Step 2](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

External Reviewer Invitation Letter (Save files as 2_1a_XXX, 2_1b_YYY, etc.)

Drop files here or click to upload

External Reviewer Summary Bios (Save file as 2_2_XXX)

Drop files here or click to upload

External Review Letters (Save file as 2_3a_XXX, 2_3b_YYY, etc.)

Drop files here or click to upload

Comments (Optional)

Rich text editor toolbar: B, I, U, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Clear, etc.

6. **Save Draft.** If you have not uploaded all the files and would like to save the work done so far, you can use the save draft option. Click on the Action button on the top right corner and choose Save Draft, as shown below.

University of Houston - Clear Lake

Activities Reports Workflow Tools

Step 2. Post External Reviewer Letters Step - Due May 1, 2020 @ 11:59 PM

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE

Instructions | UHCL P & T Policy

Save Draft

Submit to Step 3, PRC Review

Send Back to Previous Step

External Reviewer Invitation Letters (Save files as 2_1a_XXX, 2_1b_YYY, etc.)

Drop files here or click to upload

2_1a_Cisneros External Reviewer Invitation Letters.docx (18.13 KB)

Delete File

2_1b_... (18.03 KB)

Delete File

External Reviewer Summary Bios (Save file as 2_2_XXX)

You have reached the limit of 1 file

2_2_Cisneros External Reviewer Summary Bios.docx (18.16 KB)

Delete File

External Review Letters (Save files as 2_3a_XXX, 2_3b_YYY, etc.)

Drop files here or click to upload

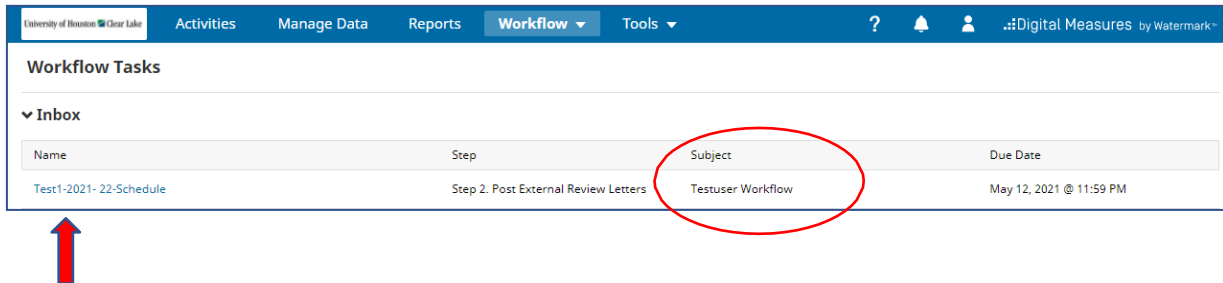
2_3a_Cisneros External Review Letters.docx (18.15 KB)

Delete File

2_3b_Cisneros External Review Letters.docx (18.01 KB)

Delete File

7. **Getting back to Step 2- Post External Review Letters Step.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the schedule with the applicant's name as the subject, to continue uploading.



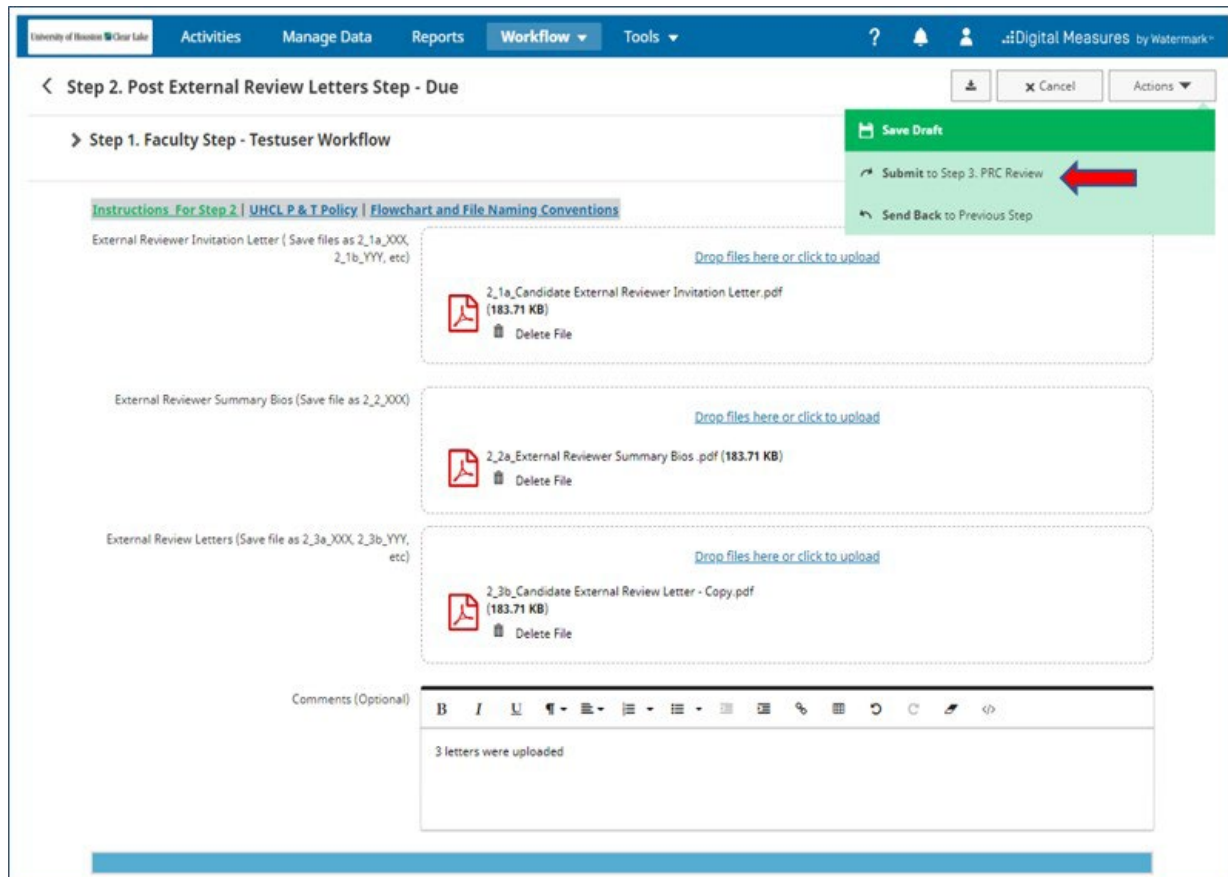
University of Houston-Clear Lake | Activities | Manage Data | Reports | Workflow | Tools | ? | [User Icon] | Digital Measures by Watermark

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Test1-2021- 22-Schedule	Step 2. Post External Review Letters	Testuser Workflow	May 12, 2021 @ 11:59 PM

8. **Submit.** When you have completed the uploads and are ready to submit, click on the Action button located at the top right corner and select Submit to Step 3. PRC Review



University of Houston-Clear Lake | Activities | Manage Data | Reports | Workflow | Tools | ? | [User Icon] | Digital Measures by Watermark

< Step 2. Post External Review Letters Step - Due

> Step 1. Faculty Step - Testuser Workflow

[Instructions For Step 2](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

External Reviewer Invitation Letter (Save files as 2_1a_XXX, 2_1b_YYY, etc)

Drop files here or click to upload

2,1a_Candidate External Reviewer Invitation Letter.pdf (183.71 KB)

Delete File

External Reviewer Summary Bios (Save file as 2_2_XXX)

Drop files here or click to upload

2,2a_External Reviewer Summary Bios .pdf (183.71 KB)

Delete File

External Review Letters (Save file as 2_3a_XXX, 2_3b_YYY, etc)

Drop files here or click to upload

2,3b_Candidate External Review Letter - Copy.pdf (183.71 KB)

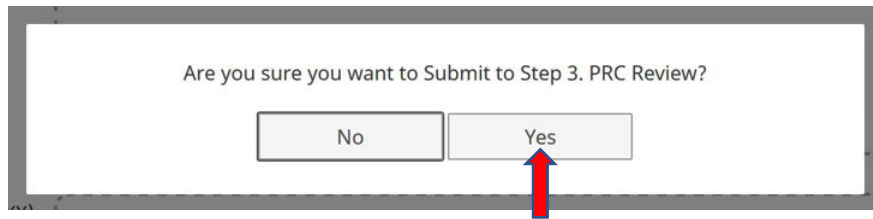
Delete File

Comments (Optional)

3 letters were uploaded

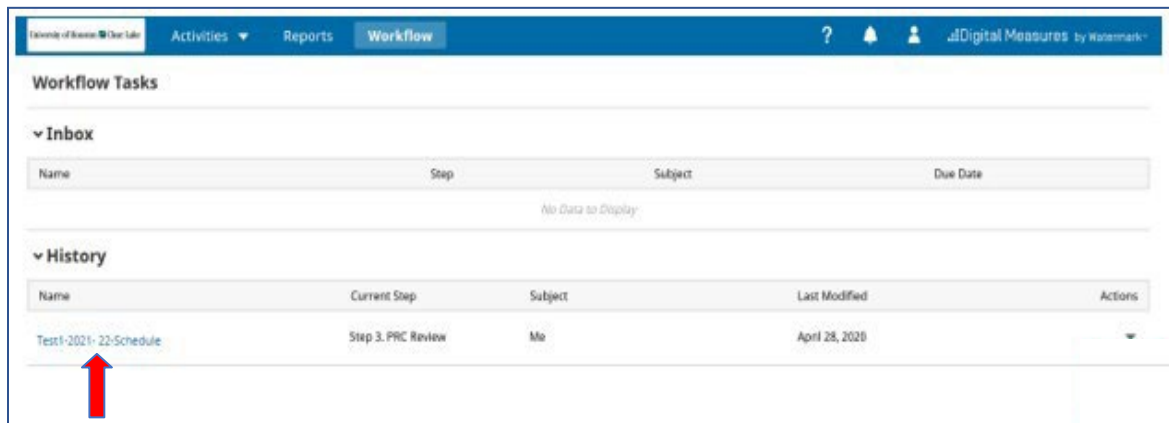
Save Draft | Submit to Step 3: PRC Review | Send Back to Previous Step

9. **Submit Confirmation.** When you are asked to confirm your submittal, click Yes.



A confirmation dialog box with a white background and a grey border. The text inside asks, "Are you sure you want to Submit to Step 3. PRC Review?". Below the text are two buttons: "No" and "Yes". A red arrow points to the "Yes" button.

10. **History.** After confirmation, the candidate application will be shown under the History section of the Workflow Tasks.



A screenshot of the "Workflow Tasks" interface. The top navigation bar includes "University of Houston - Clear Lake", "Activities", "Reports", and "Workflow". The "Workflow" section is active. Below the navigation bar, there are two expandable sections: "Inbox" and "History". The "History" section is expanded, showing a table with the following data:

Name	Current Step	Subject	Last Modified	Actions
Test1-2021- 22-Schedule	Step 3. PRC Review	Me	April 28, 2020	

A red arrow points to the "Test1-2021- 22-Schedule" entry in the History table.

Note: Please email workflow@uhcl.edu if you have submitted something in error prior to submission deadline and it will be determined if the materials are able to be returned to you.