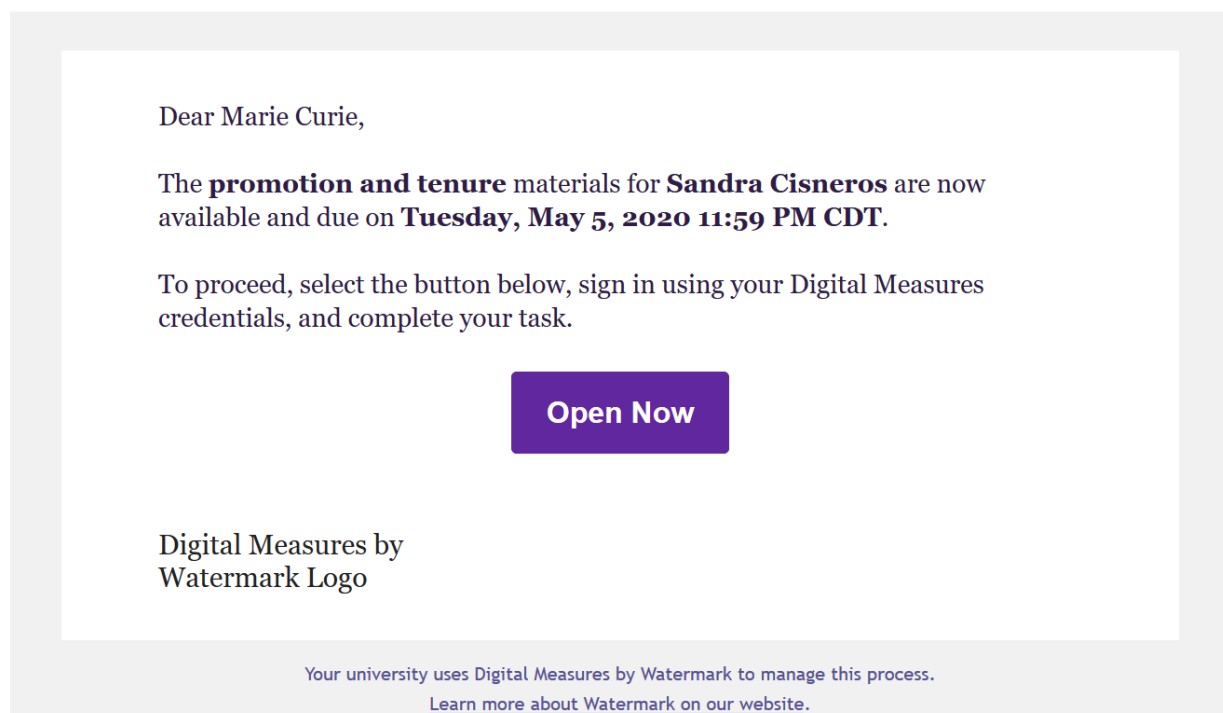## WELCOME TO UHCL WORKFLOW – Dean Review

The following steps will guide you through Step 6 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.

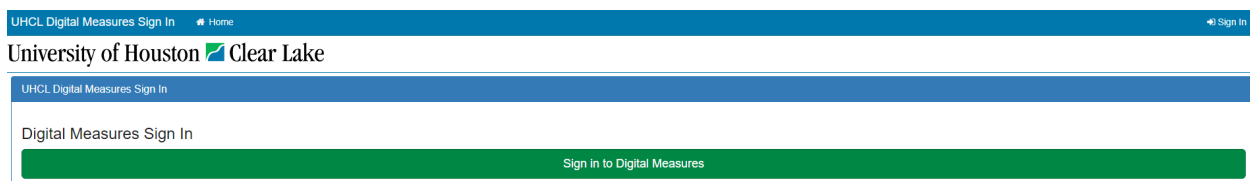For questions, please contact workflow@uhcl.edu

1. Open Now. As the Dean, you will receive an email (shown below) to submit materials.
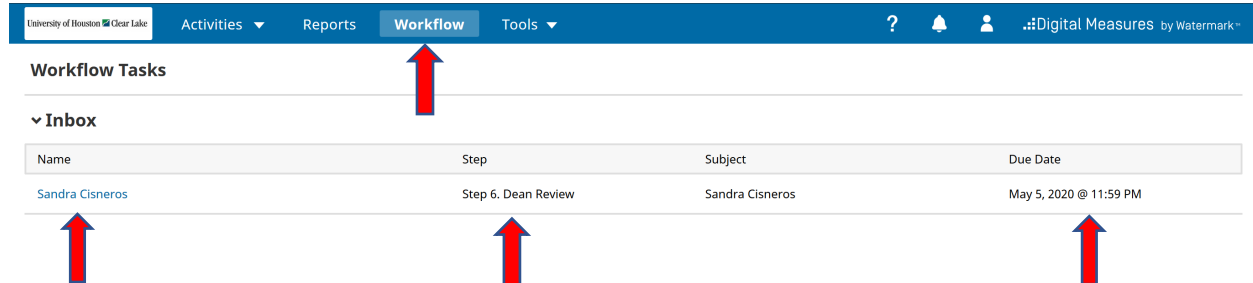
Dear Marie Curie,

The **promotion and tenure** materials for **Sandra Cisneros** are now available and due on **Tuesday, May 5, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task.

Open Now

Digital Measures by Watermark Logo

Your university uses Digital Measures by Watermark to manage this process.
Learn more about Watermark on our website.

2. Sign in. Sign in through the Promotion and Tenure website using your UHCL credentials.

Faculty Staff Sign In   Use Faculty Staff Sign In button to log into the system.

UHCL Digital Measures Sign In   🏠 Home   ➡ Sign In
University of Houston ◢ Clear Lake

UHCL Digital Measures Sign In

Digital Measures Sign In
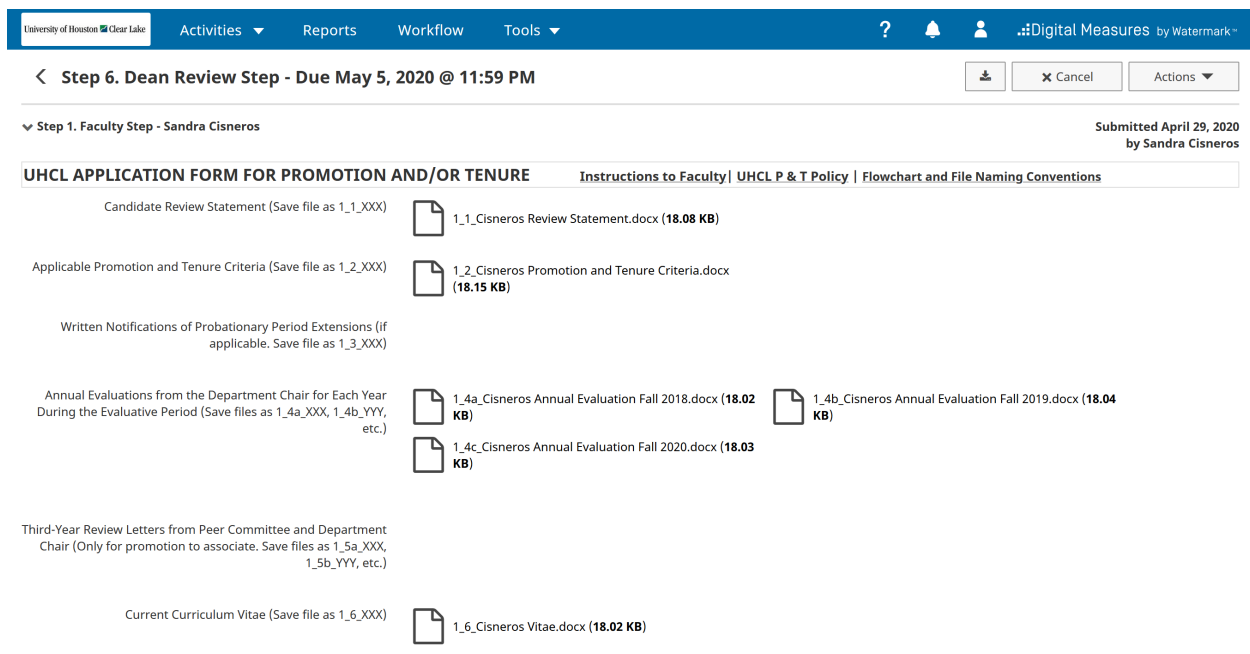
Sign in to Digital Measures

3. Workflow. Click Workflow tab and view Inbox. Once in Workflow, the following screen will appear. When you click on the P&T faculty name in the first column, you will be taken to the application form screen.

University of Houston Clear Lake | Activities ▾ | Reports | **Workflow** | Tools ▾ | ? | 🔔 | 👤 | .::Digital Measures by Watermark™

Workflow Tasks

▾ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 6. Dean Review	Sandra Cisneros	May 5, 2020 @ 11:59 PM

4. Review faculty file. Please review P&T faculty application form and scroll to the Dean Review section.

University of Houston Clear Lake | Activities ▾ | Reports | Workflow | Tools ▾ | ? | 🔔 | 👤 | .::Digital Measures by Watermark™

‹ **Step 6. Dean Review Step - Due May 5, 2020 @ 11:59 PM** | 📥 | ✕ Cancel | Actions ▾

▾ Step 1. Faculty Step - Sandra Cisneros | Submitted April 29, 2020 by Sandra Cisneros

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE | **Instructions to Faculty| UHCL P & T Policy | Flowchart and File Naming Conventions**

Candidate Review Statement (Save file as 1_1_XXX)
📄 1_1_Cisneros Review Statement.docx (**18.08 KB**)

Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)
📄 1_2_Cisneros Promotion and Tenure Criteria.docx (**18.15 KB**)

Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX)

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_Cisneros Annual Evaluation Fall 2018.docx (**18.02 KB**) 📄 1_4b_Cisneros Annual Evaluation Fall 2019.docx (**18.04 KB**)
📄 1_4c_Cisneros Annual Evaluation Fall 2020.docx (**18.03 KB**)

Third-Year Review Letters from Peer Committee and Department Chair (Only for promotion to associate. Save files as 1_5a_XXX, 1_5b_YYY, etc.)

Current Curriculum Vitae (Save file as 1_6_XXX)
📄 1_6_Cisneros Vitae.docx (**18.02 KB**)

5. Dean Review. Please upload Dean review document and select in teaching and educational activities, research, scholarship or artistic activities, and service activities a recommendation in each field box. All sections with a red asterisk are required. Name your files using the naming convention within Workflow. The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. Simply click Delete File to remove it.

6. Save Draft. Once you have completed the uploads, you will submit by clicking the Action button on the top right corner. A pull down option will appear, where you will then click Save Draft.

7. Getting Ready to Submit. After you save your draft, you will be taken to the Workflow Inbox, where you will click on the P&T faculty candidate name. You can continue working on the applications until the due date.

8. Submit at the Due Date. Scroll to the Department Chair Review section and please review the appropriate documentation was uploaded and appropriate fields were selected. After review you will now click on the Action button located at the top right corner and select Submit to Step 7. Faculty Candidate Rebuttal.

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

10. History. After confirmation, your P&T application will show the History section of the Workflow Tasks.

1/12/2021

**If need to recall submission, click the Actions triangle and click recall. Click Recall. **

⌄ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 7. Faculty Candidate Rebuttal	Sandra Cisneros	May 6, 2020	▼
				Recall
				Download

This box will appear asking to confirm the action. Click Recall if you wish to recall the submission.

You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?

[Cancel]   [Recall]