

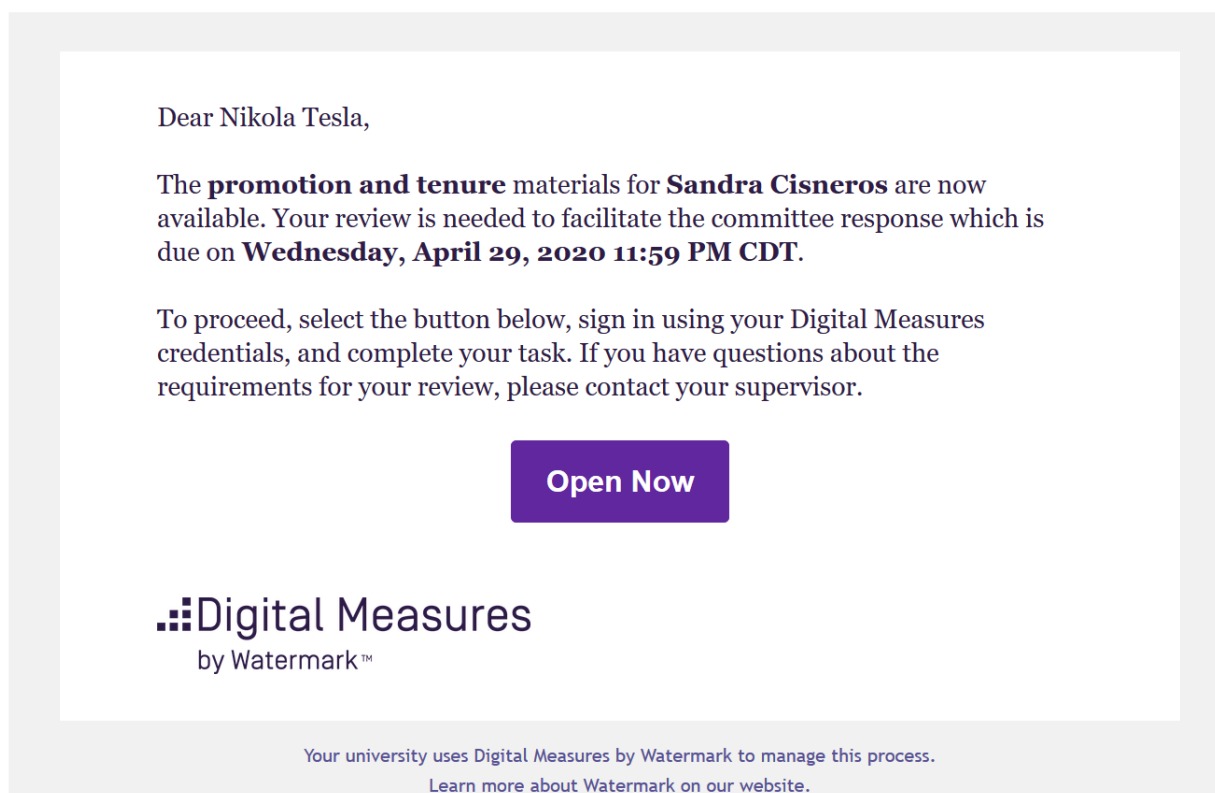
WELCOME TO UHCL WORKFLOW – UPTC Review Chair

The following steps will guide you through Step 8 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

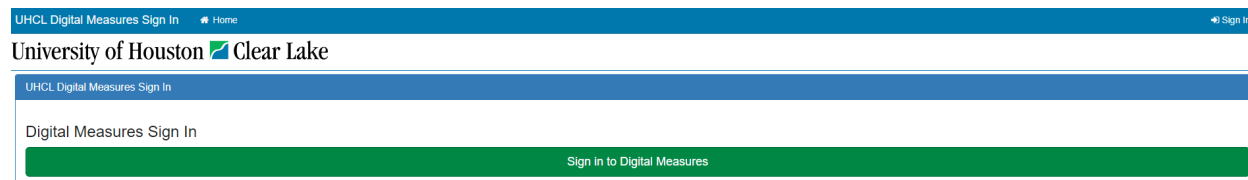
1. Open Now. As the individual who is chairing the UPTC Review step, you will receive an email (shown below) to submit materials.



2. Sign in. Sign in through the [Promotion and Tenure](#) website using your UHCL credentials.

[Faculty Staff Sign In](#)

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



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.

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

4. Review faculty file. Please review P&T faculty application form and scroll to section 8.

Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM

Submitted April 21, 2020 by Sandra Cisneros

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE

[Instructions to Faculty](#) | [UHCL P & T Policy](#) | [Flowchart and Acronym Key](#)

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)

****All member responses must be entered before UPTC Chair moves candidate file to next step****



6. Save Chair Comment. Provide comment (if applicable) and save draft after completion.

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

< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM | [Download Icon] | [Cancel] | [Actions]

Committee Members and Responses

By Member | By Response

Nikola Tesla (chair)

Comments

In agreement with my colleague.

Save Draft

Complete required fields to Submit

Send Back to Previous Step

Carmen Conley

Comments Reviewed candidate file and approve recommendation.

Last Reviewed April 22, 2020

7. Workflow Inbox. UPTC Chair will be directed to Workflow Inbox. Choose desired faculty candidate to complete process.

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

Workflow Tasks

Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

8. Committee's Response. Scroll to the UPTC Review step. Verify your comment was uploaded appropriately. Also, verify all members have reviewed the candidate's application. Finally, upload committee recommendation letter. Be sure to have all section with a red asterisk filled before leaving page.

****All member responses must be entered before UPTC Chair moves candidate file to next step****

University of Houston Clear Lake Activities Reports Workflow ? Digital Measures by Watermark

< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM

Committee Members and Responses 1/2 Reviewed

By Member By Response

Nikola Tesla (chair) Unreviewed

Comments

B I U [formatting icons]

In agreement with my colleague.

Carmen Conley Last Reviewed April 22, 2020

This Committee's Response

Comments

B I U [formatting icons]

UPTC Review (Save File as 8.1_XXX) Drop files here or click to upload

Teaching and Educational Activities Recommendation

Research, Scholarship or Artistic Activities Recommendation

Service Activities Recommendation

9. Save Draft. After uploading document and selecting from the drop-down option. Click Action and Save Draft.

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Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM

📄

Cancel

Actions

> Carmen Conley

Last Reviewed April 22, 2020

This Committee's Response

Comments

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Save Draft

Submit to Step 9. Faculty Appeal Decision

Send Back to Previous Step

• UPTC Review (Save File as 8.1_XXX)

You have reached the limit of 1 file

📄 8.1 Cisneros UPTC Review.docx (18.04 KB)

🗑️ Delete File

• Teaching and Educational Activities Recommendation

Approve

ⓘ

• Research, Scholarship or Artistic Activities Recommendation

Approve


ⓘ

• Service Activities Recommendation

Approve

ⓘ

10. Getting Ready to Submit. After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the candidate name.

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Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

11. Submit. 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 9. Faculty Appeal Decision.

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

< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM | [User Icon] | [Cancel] | Actions

This Committee's Response

Comments

Save Draft

Submit to Step 9. Faculty Appeal Decision

Send Back to Previous Step

UPTC Review (Save File as 8.1_XXX)

You have reached the limit of 1 file

8.1 Cisneros UPTC Review.docx (18.04 KB)

Delete File

Teaching and Educational Activities Recommendation Approve

Research, Scholarship or Artistic Activities Recommendation Approve

Service Activities Recommendation Approve

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

Are you sure you want to Submit to 9. Faculty Appeal Decision?

No Yes

13. History. After confirmation, the candidate application will show in the History section of the Workflow Tasks.

University of Houston Clear Lake Activities ▾ Reports **Workflow** ? ..Digital Measures by Watermark

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
No Data to Display			

▼ **History**

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 9. Faculty Appeal Decision	Sandra Cisneros	April 22, 2020	▼

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

▼ **History**

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 9. Faculty Appeal Decision	Sandra Cisneros	April 22, 2020	<div> Recall Download </div>

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