WELCOME TO UHCL WORKFLOW – PRC Review Chair
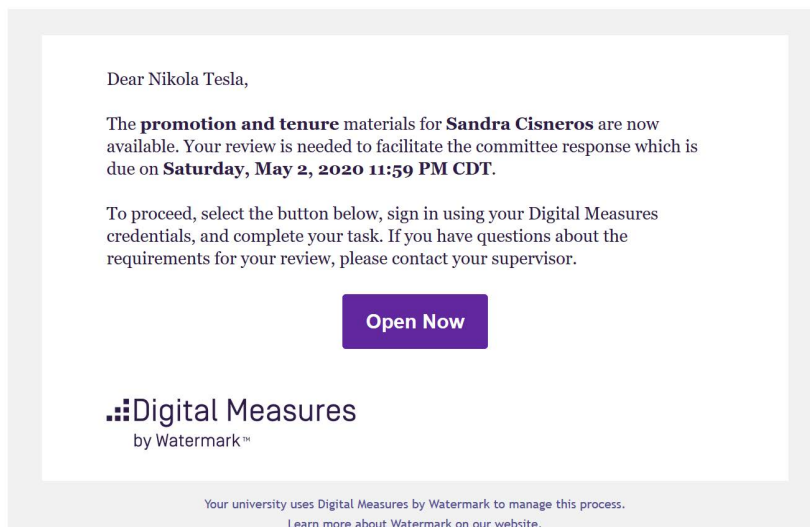
Updated 5/11/2023

The following steps will guide you through Step 3 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 who is chairing the PRC Review step, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials or initiate your review. Click the **Open Now** box to be taken to the Digital Measures sign in screen.

Dear Nikola Tesla,

The **promotion and tenure** materials for **Sandra Cisneros** are now available. Your review is needed to facilitate the committee response which is due on **Saturday, May 2, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task. If you have questions about the requirements for your review, please contact your supervisor.

Open Now

.::Digital Measures
by Watermark™

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

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

Enter username (without @uhcl.edu)

Enter password

Sign in

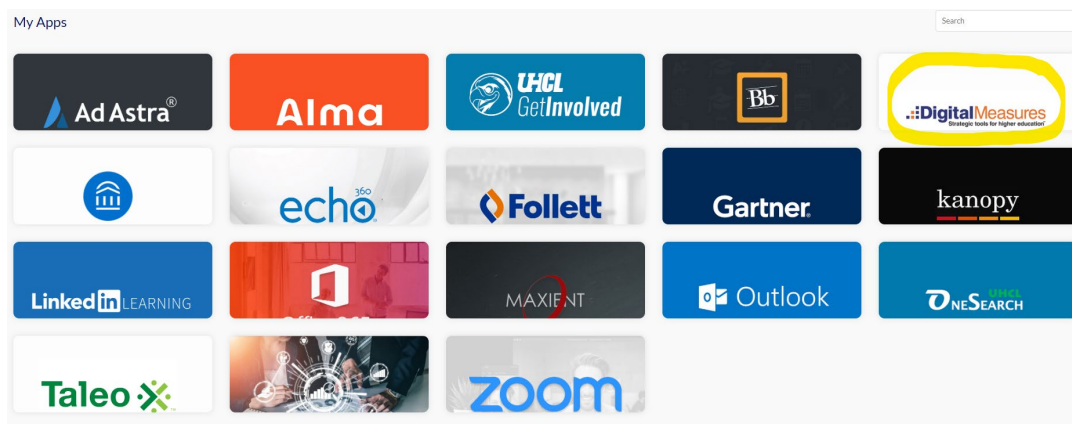First Time User | Forgot Password

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

Select the Digital Measures App (shown below)

OR Sign in directly through the Promotion and Tenure website, without using your email.

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

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** | ? 🔔 👤 ::Digital Measures by Watermark™ |

Workflow Tasks

⌄ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 3. PRC Review	Sandra Cisneros	May 2, 2020 @ 11:59 PM

4. **Review faculty file.** Please review P&T faculty application form.

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

‹ **Step 3. PRC Review Step - Due May 2, 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. **PRC Member Reviews.** Scroll to the PRC review step. Confirm all PRC faculty members have reviewed the P&T faculty application form. Review statuses are listed under the Committee members section.

Note: All members must review the documents in Workflow <mark>before</mark> PRC Chair moves candidate file to next step.

6. **Committee's Response.** Upload committee recommendation letter **once all members have reviewed** the P&T faculty application form. Be sure to have all sections with a red asterisk filled out before leaving the page.

Note: All member responses must be entered <mark>before</mark> PRC Chair moves candidate file to next step
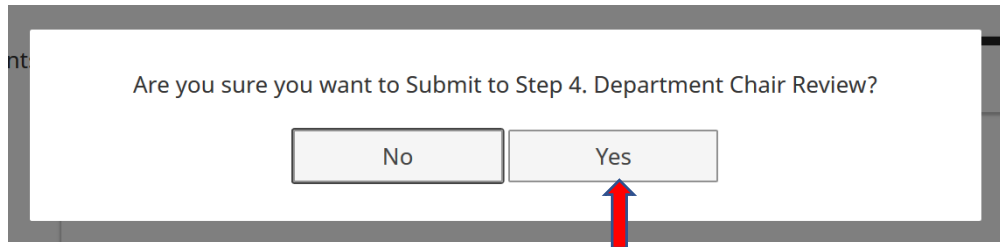
7. **Save Draft.** After uploading document you will submit by clicking the Action button on the top right corner. A pull-down option will appear, where you will then click Save Draft.

8. **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.

9. **Submit**. Please review the appropriate documentation was uploaded and appropriate fields were selected. After reviewing, you will now click on the Action button located at the top right corner and select Submit to Step 4. Department Chair Review.
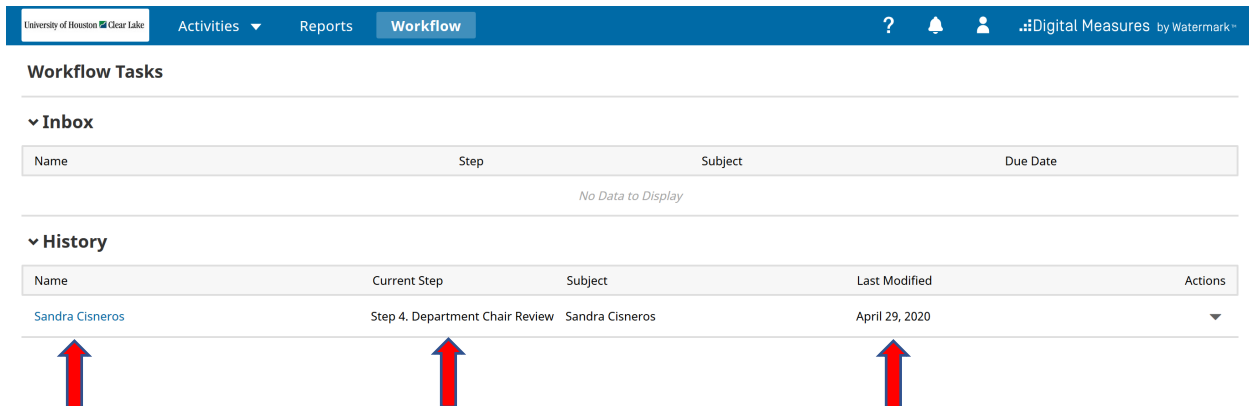
10. **Submit Confirmation.** When you are asked to confirm your submittal, click Yes.

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

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.