

Frequently Asked Questions related to Promotion and Tenure Workflow System

1. Will changes I make in Digital Measure Faculty Activity be automatically changed in Workflow?

No. You will need to create a new file from Digital Measures and then upload it to Workflow.

2. After clicking "Submit" to move a process to the next step, will I be able to edit information I already provided in the form?

If you advance a submission to the next step, you will be able to recall the submission from that step-in order to:

- Correct factual or typographical errors;
- Add a critical piece of information that was missed; or
- Further review a submission that was prematurely advanced to a Faculty Response step. (The subject of a submission cannot use the send-back functionality from a faculty response step, but a submission can be recalled from a faculty response step.)

Be sure to resubmit once you have completed with your edits and do so by the deadline provided in Workflow.

3. What happens when I miss a due date?

The application will not automatically move. It's a soft reminder. It will sit in that particular step and will impact the next individual(s) time allowed to provide a response.

4. What types of files can I upload to Workflow?

Workflow will accept any type of file (docx, PDF, xlsx, mp3, and more) except PDF Portfolio. Files must be maximum 1 GB or less.

5. Can I upload a PDF Portfolio file?

No. Please do not upload PDF Portfolio files as files cannot be viewed on the screen like other file formats.

6. Whom do I contact for help?

If you have questions about the promotion and tenure process, contact your department chair.

If you have technical questions about Workflow, contact workflow@uhcl.edu

If you have login questions, contact UCT support at ext. 2828.

7. What is the Candidate's Review Statement?

A formal request for promotion and/or tenure in the university. This may take the form of a letter to the president. States your current rank and the start date at that rank, and then indicate the action and/or rank (tenure and/or promotion) requested.

8. Where do I find my applicable promotion and tenure criteria?

It's on the P & T Webpage, under additional Documents

<https://www.uhcl.edu/provost/faculty-staff-resources/faculty-resources/promotion-tenure>

9. What are written notifications of probationary period extensions?

If you have been approved for extensions on your P&T clock, provide written notifications from the Provost.

10. What information should I include in my narrative?

In your narrative, you make your case for promotion and/or tenure. Organize your material under the three categories of professorial responsibility: (1) Teaching and Educational Activities, (2) Research, Scholarly, or Artistic Activities, and (3) Service. Your entire narrative may total no more than the lesser of 7,500 words or fifteen pages.

11. What type of material should I include in my appendix?

Provide supporting materials that spotlight your productivity and achievement in the three areas of professorial responsibility: (1) Teaching and Educational Activities, (2) Research, Scholarly, or Artistic Activities, and (3) Service. Examples could be teaching evaluations, course summaries, published research, research summaries, artistic products, and more.