

WELCOME TO UHCL WORKFLOW – P&T Faculty Candidate

The following steps will guide you through 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 Promotion and Tenure faculty member, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials. This initiates the P&T process. Click the **Open Now** box to be taken to the Digital Measures sign in screen.

Dear Sandra Cisneros,
We are reaching out on behalf of University of Houston-Clear Lake, as it's time to submit your promotion and tenure materials, due on Thursday, April 29, 2021 11:59 PM CDT .
To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task.
Open Now
Distribut Management
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.

UHCL Digital Measures Sign In 🛛 # Home	+0 Sign In
University of Houston 🗹 Clear Lake	
UHCL Digital Measures Sign In	
Digital Measures Sign In	
Sign in to Digital Measures	

You can even 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. Open Application - Once in Workflow, the following screen will appear. When you **click on your name** in the first column, you will be taken to the application form screen.

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Workflow Tasks	1				
~ Inbox	•				
Name	Step	Subject		Due Date	
Sandra Cisneros	Step 1. Faculty	Me		April 30, 2020 @ 11:59 PM	
•	•	-		•	

4. Upload documents. Here you will upload a variety of documents. All sections with a **red asterisk** are **mandatory**. Remember to follow the <u>File naming convention</u>.

Note: Do not upload Portfolio PDFs files. The maximum file size is 1GB. You will receive an error message, Unable to upload file.xxxxx if the file is too large. You may simply click Delete File to remove it.

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< Step 1. Fac	culty Step - D	ue April 2	29, 2021 @ 11:59 PM			*	🗙 Cancel	Actions 🔻
UHCL APPLICATIO	ON FORM FOR P	ROMOTIO	N AND/OR TENURE	Instructions to Faculty UHCL P & T Policy	Flowchart and	l File Nam	ng Conventions	
Candidate Review	w Statement (Save file	as 1_1_XXX)		Drop files here or click to u	<u>ipload</u>			
• Applicable Promotio	n and Tenure Criteria	(Save file as 1_2_XXX)		Drop files here or click to u	<u>ipload</u>			
Written Notifications of f	Probationary Period E applicable. Save file	xtensions (if e as 1_3_XXX)		Drop files here or click to u	<u>ipload</u>			
 Annual Evaluations fro Year During the Evaluat 	om the Department C tive Period (Save files 1_	hair for Each as 1_4a_XXX, 4b_YYY, etc.)		Drop files here or click to u	<u>ipload</u>			
Third-Year Review Department Chair (Only	Letters from Peer Coi y for promotion to as: files as 1_5a_XXX, 1_	nmittee and sociate. Save 5b_YYY, etc.)		Drop files here or click to u	<u>ipload</u>			
• Current Curri	iculum Vitae (Save file	: as 1_6_XXX)		Drop files here or click to u	<u>ıpload</u>			
• Candidate's P&T Narr	ative (lesser of 7500 w limit. Save	ord or 15-page file as 1_7_XXX)		Drop files here or click to	upload			
Appendix Material Ta	ble of Contents (Save	file as 1_8_XXX)		Drop files here or click to	upload			
Apper 1_9ageneral[numi	ndix Material A: Gener ber of document]_[de document]) Ex:1_9a	al (Save files as scriptive title of sgeneral01_XXX		Drop files here or click to	upload			
Append 1_9bteaching[numi	dix Material B: Teachir ber of document]_[de document]) Ex.1_9bi	ng (Save files as scriptive title of seaching01_XXX		Drop files here or click to	upload			
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Appenc 1_9dservice[num	dix Material D: Researd ber of document]_[de document]) Ex. 1_9	:h (Save files as scriptive title of dservice01_XXX		Drop files here or click to	<u>upload</u>			

5. Save Draft. Once you have completed the application, 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.

University of Houston 🛛 Clear Lake Activities 🔻 Reports	Workflow ? 🌲 📲 Digital Measures by Watermark				
Step 1. Faculty Step - Due April 30, 2020	D @ 11:59 PM ▲ Cancel Actions ▼				
UHCL APPLICATION FORM FOR PROMOTION	AND/OR TENURE Instructions to Faculty UHCL P & T Policy				
 Candidate Review Statement (Save file as 1_1_XXX) 	Submit to Step 2. Post External Reviewer Letters You have reached the line or rowe				
	1_1_Cisneros Review Statement.docx (18.08 KB) Delete File				
• Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)	You have reached the limit of 1 file				
	1.2_Cisneros Promotion and Tenure Criteria.docx (18.15 KB) 前 Delete File				
Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX)	Drop files here or click to upload				
 Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.) 	Drop files here or click to upload				
	1_4a_Cisneros Annual Evaluation Fall 2018.docx (18.02 KB) Delete File				
	1_4c_Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)				

6. Getting Ready to Submit. After you save your draft, you will be taken to the Workflow Inbox, where you will again click on your name. You can continue working on your application until the due date.

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Workflow Tasks					
~ Inbox					
Name	Step	Subject			Due Date
Sandra Cisneros	Step 1. Faculty	Me			April 30, 2020 @ 11:59 PM
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7. Submit. In the P&T application form, you will now click on the Action button located at the top right corner and select Submit to 2. Post External Review Letter.

University of Houston Clear Lake Activities Reports	Workflow	?	۵	2	.::Digital Mea	SUFES by Watermark™
Step 1. Faculty Step - Due April 30, 2020) @ 11:59 PM			*	× Cancel	Actions 🔻
UHCL APPLICATION FORM FOR PROMOTION	AND/OR TENURE Instructions to Faculty UHCL P & T Policy	💾 Sav	ve Draf	t		
Candidate Review Statement (Save file as 1_1_XXX)	You have reached the li	a Sul	bmit to	Step 2. P	ost External Review	er Letters
• Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)	1_1_Cisneros Review Statement.docx (18.08 KB)	mit of 1 fil	e			
Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX)	Drop files here or click	to upload				······································

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

	ND/OR TENUR	E	Instructions t	o Faculty UHCL	P & T Policy
1.1_XXX)					
					of 1 file
	Are you sure you	want to Submit to S	tep 2. Post External	Reviewer Letters?	
		Ne	Vaa]	
		INO	Yes		
			_		

9. History. After confirmation, your P&T application will be seen in the History section of the Workflow Tasks.

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Workflow Tasks					
∽ Inbox					
Name		Step	Subject		Due Date
			No Data to Display		
∼ History					
Name		Current Step	Subject	Last Modified	Actions
Sandra Cisneros		Step 2. Post External Reviewer Letters	Me	April 29, 2020	•
1		1			
Workflow-P&T	Faculty Inst	tructions V3.0	5/7/2021		Page 5 of 6

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

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Workflow Tasks				
~ Inbox				
Name	Step	Subject	Due Date	
		No Data to Display		
∽ History				
Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 2. Post External Reviewer Letters	Me	April 29, 2020	Decell
				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	