

## WELCOME TO UHCL WORKFLOW – Appeal Committee

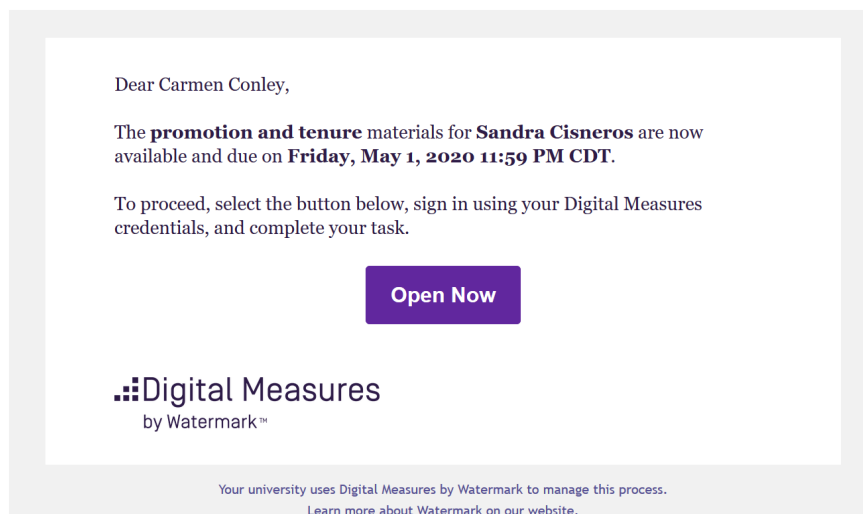
*Updated 5/12/2023*

The following steps will guide you through Step 10 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](mailto:workflow@uhcl.edu)

1. **Open Workflow System** – As the Appeal Committee, 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.



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



Enter username (without @uhcl.edu)

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Enter password




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**Sign in**

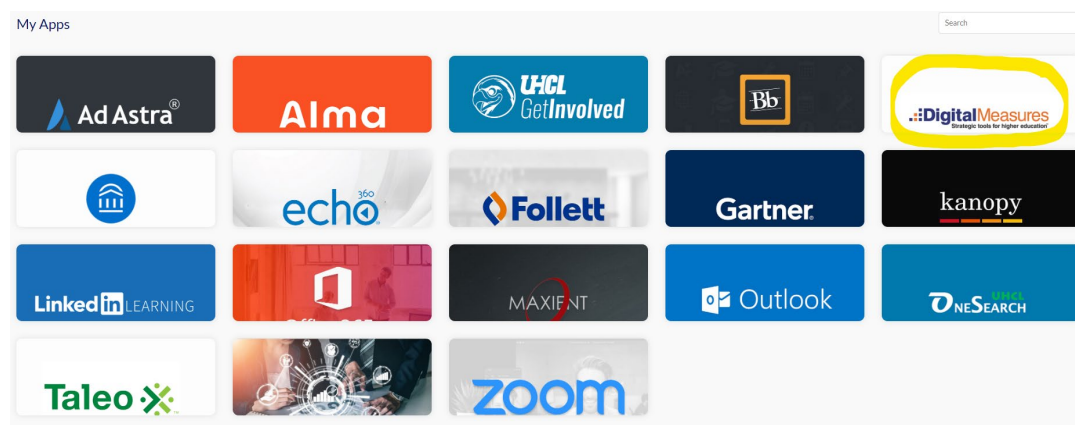
[First Time User](#) | [Forgot Password](#)

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

Choose an authentication method

 Duo Push <b>RECOMMENDED</b>	<b>Send Me a Push</b>
 Call Me	<b>Call Me</b>
 Passcode	<b>Enter a Passcode</b>

**Select the Digital Measures App** (shown below)



**OR Sign in directly** through the [Promotion and Tenure](#) website, without using your email.

**Promotion and Tenure**

The University of Houston–Clear Lake promotion and tenure process is an electronic process using Digital Measure Workflow System.

**Provost Communications** ▼

**Faculty Resources** ▼

**Program Review**

**Adjunct Faculty Form**

**Annual Fee Approval Timeline**

**Faculty Staff Sign In** ←


**Policy**

- [Promotion and Tenure Policy](#)


**Additional Documents**

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	Tools
Workflow Tasks			
Inbox			
Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	Step 10. Appeal Committee	Sandra Cisneros	May 1, 2020 @ 11:59 PM

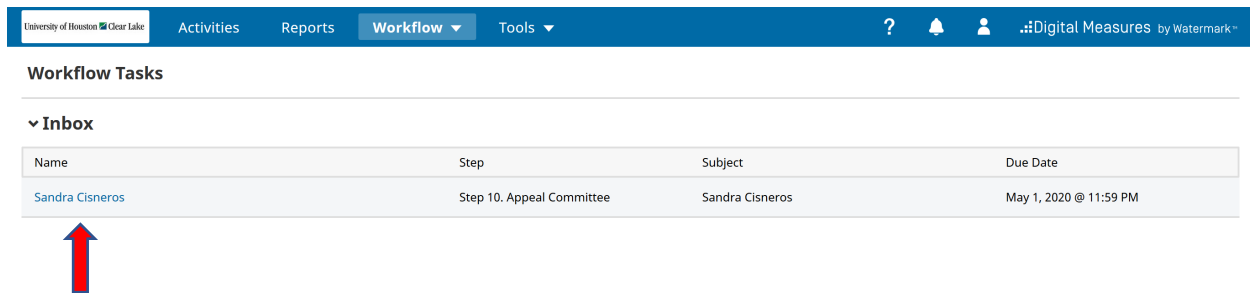
4. **Review faculty file.** Please review P&T faculty application form and scroll to Appeal Committee section.

University of Houston  Clear Lake					
Activities	Reports	Workflow	Tools		
Step 10. Appeal Committee Step - Due May 1, 2020 @ 11:59 PM					
Step 1. Faculty Step - Sandra Cisneros			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)				

- 5. Upload Recommendation.** Please upload document in the required field. Note: Portfolio PDFs aren't compatible with FIS Workflow. 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 (**PDF Portfolios aren't compatible with the Workflow system**).

- 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.

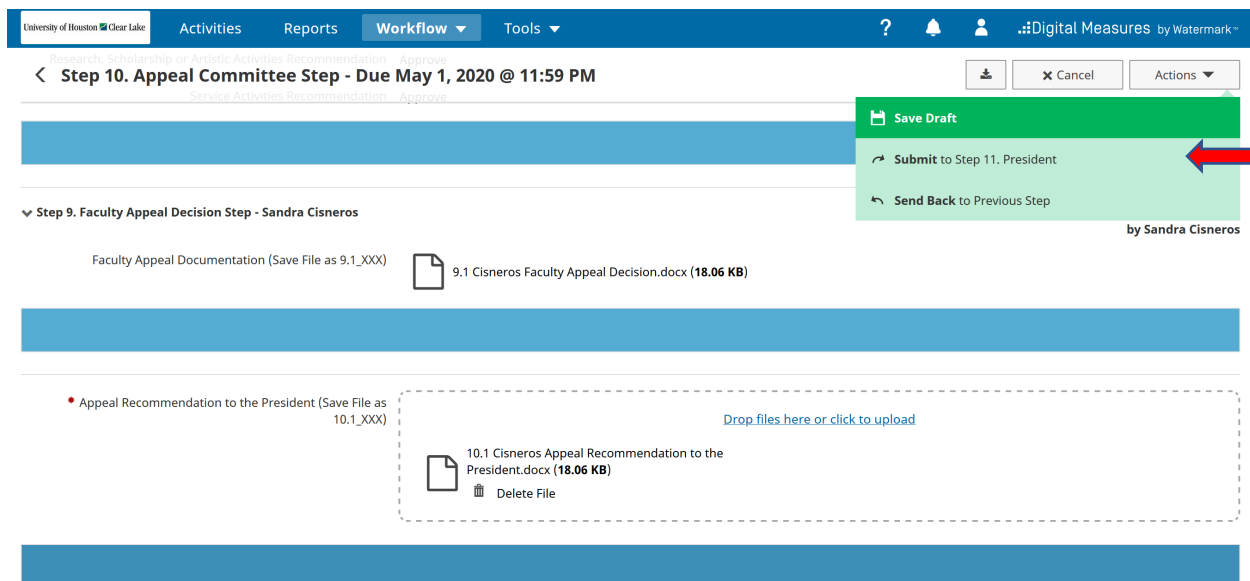
- 7. Getting Ready to Submit.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the P&T faculty candidate name.



The screenshot shows the 'Workflow Tasks' section of the application. At the top, there is a navigation bar with 'University of Houston Clear Lake', 'Activities', 'Reports', 'Workflow' (selected), and 'Tools'. On the right, there are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar, the 'Workflow Tasks' section is titled 'Inbox'. It contains a table with the following columns: Name, Step, Subject, and Due Date. The table has one row: Name: Sandra Cisneros, Step: Step 10. Appeal Committee, Subject: Sandra Cisneros, Due Date: May 1, 2020 @ 11:59 PM. A red arrow points to the 'Sandra Cisneros' link in the Name column.

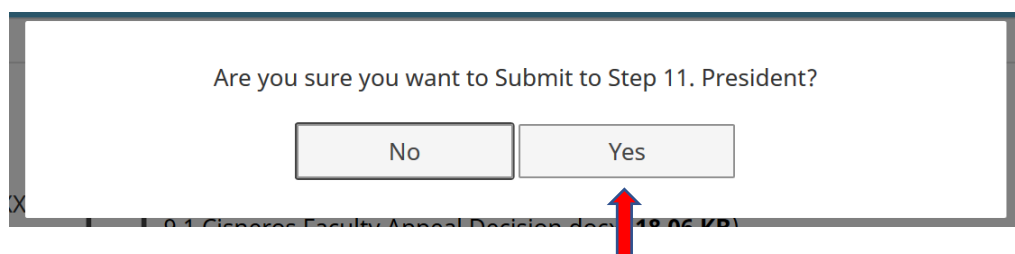
Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	Step 10. Appeal Committee	Sandra Cisneros	May 1, 2020 @ 11:59 PM

- 8. Submit.** Scroll to the Appeal Recommendation 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 11. President.






The screenshot shows the 'Step 10. Appeal Committee Step - Due May 1, 2020 @ 11:59 PM' interface. At the top, there is a navigation bar with 'University of Houston Clear Lake', 'Activities', 'Reports', 'Workflow' (selected), and 'Tools'. On the right, there are icons for help, notifications, and user profile, along with the text 'Digital Measures by Watermark'. Below the navigation bar, the 'Step 10. Appeal Committee Step' is displayed. It includes a 'Save Draft' button, a 'Cancel' button, and an 'Actions' dropdown menu. The 'Actions' menu is open, showing three options: 'Save Draft', 'Submit to Step 11. President' (highlighted with a red arrow), and 'Send Back to Previous Step'. Below the actions, there is a section for 'Step 9. Faculty Appeal Decision Step - Sandra Cisneros'. It shows a document titled '9.1 Cisneros Faculty Appeal Decision.docx (18.06 KB)' with a 'Delete File' button. Below this, there is a section for 'Appeal Recommendation to the President (Save File as 10.1\_XXX)' with a 'Drop files here or click to upload' area. A document titled '10.1 Cisneros Appeal Recommendation to the President.docx (18.06 KB)' is shown with a 'Delete File' button. A red arrow points to the 'Submit to Step 11. President' action in the 'Actions' menu.



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



The screenshot shows a confirmation dialog box with the text 'Are you sure you want to Submit to Step 11. President?'. Below the text are two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button.

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

University of Houston  Clear Lake				Activities	Reports	Workflow ▼	Tools ▼	?			..:Digital Measures by Watermark<
Workflow Tasks											
▼ Inbox											
Name				Step		Subject			Due Date		
<a href="#">Sandra Cisneros</a>				Step 11. President		Sandra Cisneros			May 2, 2020 @ 11:59 PM		



**Note:** Please email [workflow@uhcl.edu](mailto: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.