

WELCOME TO UHCL WORKFLOW – Appeal Committee

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

1. Open Now. As the Appeal Committee, you will receive an email (shown below) to submit materials. This initiates the P&T process. You will click the **Open Now** box and be taken to the Digital Measures sign in screen.

Dear Carmen Conley,

The **promotion and tenure** materials for **Sandra Cisneros** are now available and due on **Friday, May 1, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task.

Open Now

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
Digital Measures by Watermark Logo

Your university uses Digital Measures by Watermark to manage this process.
[Learn more about Watermark on our website.](#)

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

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



UHCL Digital Measures Sign In Home Sign In

University of Houston Clear Lake

UHCL Digital Measures Sign In

Digital Measures Sign In

Sign in to Digital Measures

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 | ? | [Notification] | [User] | Digital Measures by Watermark

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
Sandra Cisneros	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 | ? | [Notification] | [User] | Digital Measures by Watermark

< **Step 10. Appeal Committee Step - Due May 1, 2020 @ 11:59 PM** [Download] [Cancel] [Actions]

▼ **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.xxxx if the file is too large. You may simply click Delete File to remove it.

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 top navigation bar of the University of Houston Clear Lake system, including 'Activities', 'Reports', 'Workflow', and 'Tools'. Below the navigation bar is the 'Workflow Tasks' section. Under the 'Inbox' heading, there is a table with the following data:

Name	Step	Subject	Due Date
Sandra Cisneros	Step 10. Appeal Committee	Sandra Cisneros	May 1, 2020 @ 11:59 PM

A red arrow points to the name 'Sandra Cisneros' in the table.

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' page. At the top right, there is an 'Actions' dropdown menu with the following options: 'Save Draft', 'Submit to Step 11. President', and 'Send Back to Previous Step'. Below the menu, there is a section for 'Step 9. Faculty Appeal Decision Step - Sandra Cisneros' with a file upload area. The file '9.1 Cisneros Faculty Appeal Decision.docx (18.06 KB)' is shown. Below that, there is a section for 'Appeal Recommendation to the President (Save File as 10.1_XXX)' with a file upload area. The file '10.1 Cisneros Appeal Recommendation to the President.docx (18.06 KB)' is shown. A red arrow points to the 'Submit to Step 11. President' option 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.

Name	Step	Subject	Due Date
Sandra Cisneros	Step 11, President	Sandra Cisneros	May 2, 2020 @ 11:59 PM

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

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 11, President	Sandra Cisneros	May 2, 2020 @ 11:59 PM	

This box will appear asking to confirm the action. Click Recall if you wish to recall the submission.

