

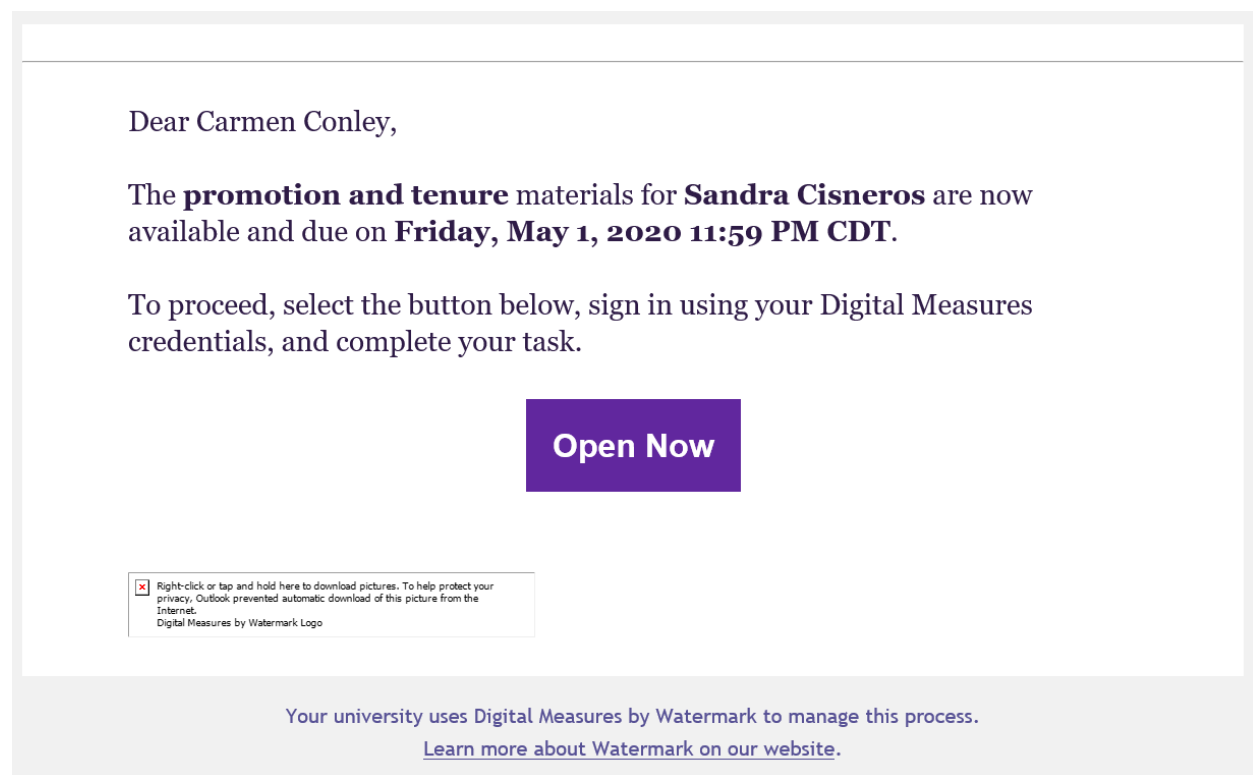
## WELCOME TO UHCL WORKFLOW – Appeal Committee

The following steps will guide you through Step 10 in the Promotion and Tenure process using the Workflow system.

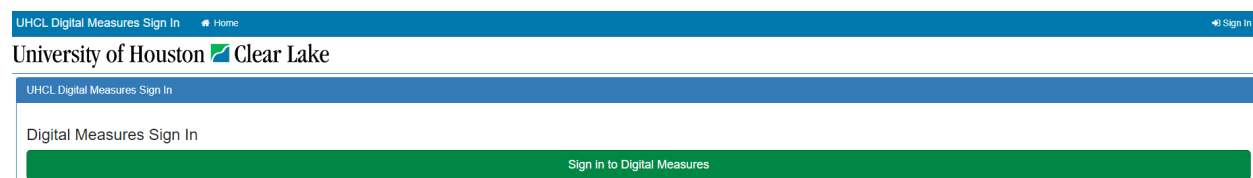
Note: If you are using a MAC, please use the FIREFOX browser. If you are using a Windows-based computer, please use the CHROME browser.

For questions, please contact [workflow@uhcl.edu](mailto: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.



**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.



**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

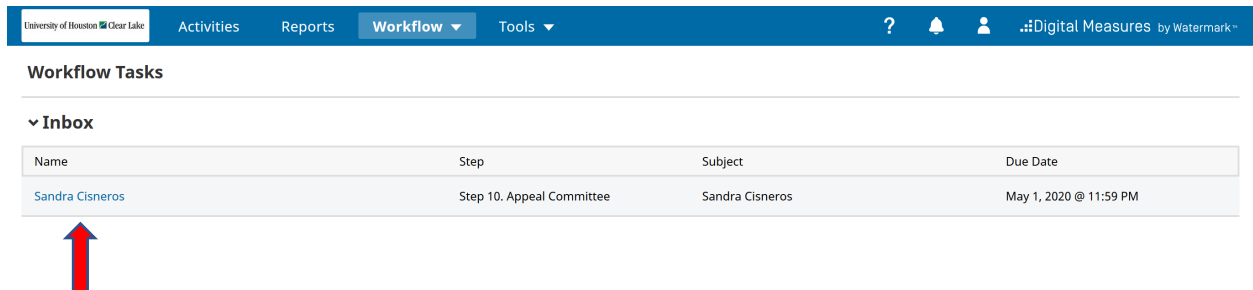
**4. Review faculty file.** Please review P&T faculty application form and scroll to Appeal Committee section.

University of Houston  Clear Lake			
Activities	Reports	Workflow ▾	Tools ▾
<div> <div>&lt; Step 10. Appeal Committee Step - Due May 1, 2020 @ 11:59 PM</div> <div>  Cancel Actions ▾ </div> </div>			
▼ Step 1. Faculty Step - Sandra Cisneros			Submitted April 21, 2020 by Sandra Cisneros
UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE		<a href="#">Instructions to Faculty</a>   <a href="#">UHCL P &amp; T Policy</a>   <a href="#">Flowchart and Acronym Key</a>	
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.

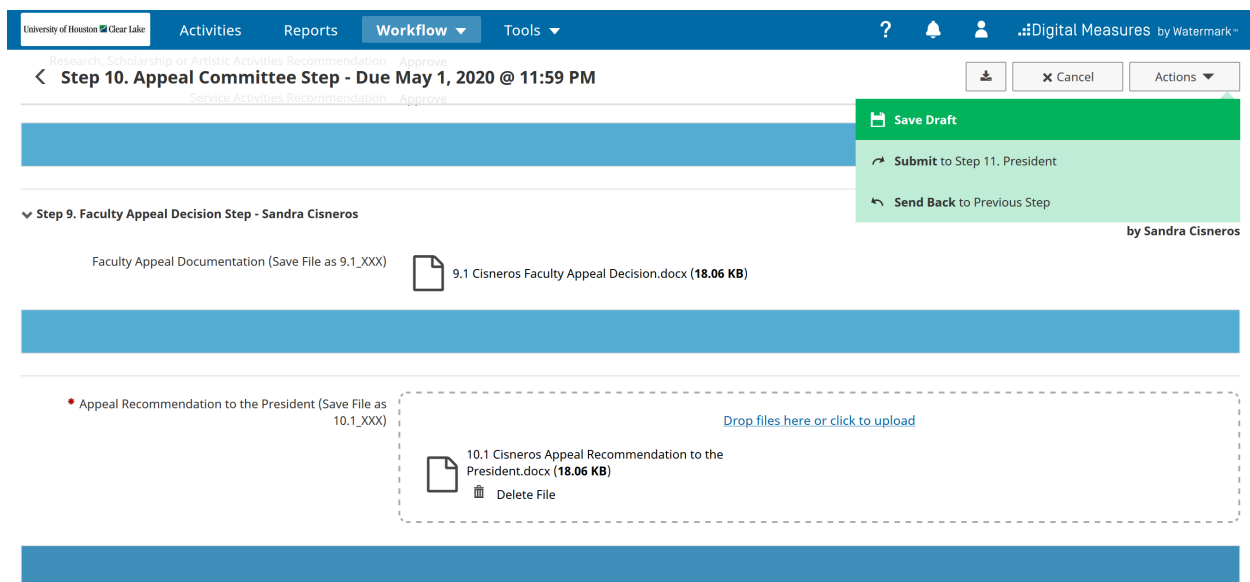
**7. Getting Ready to Submit.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the P&T faculty candidate name.



The screenshot shows the 'Workflow Tasks' section of the University of Houston Clear Lake system. A red arrow points to the 'Sandra Cisneros' link in the 'Name' column of the 'Inbox' table.

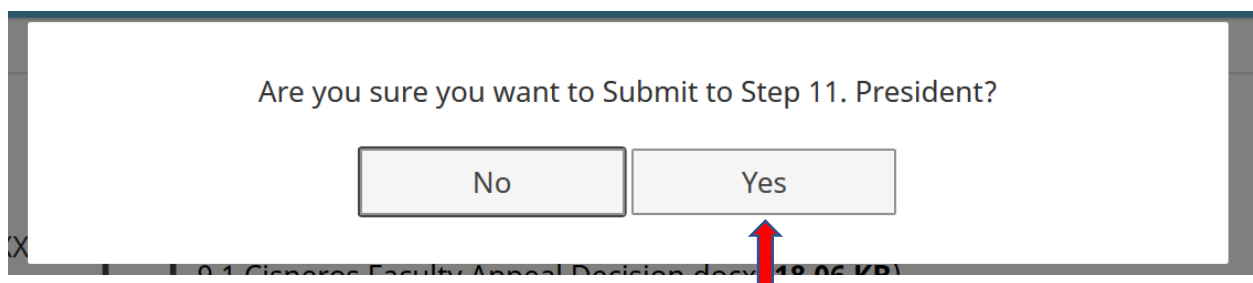
Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	Step 10. Appeal Committee	Sandra Cisneros	May 1, 2020 @ 11:59 PM

**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. A green 'Actions' dropdown menu is open, showing options: 'Save Draft', 'Submit to Step 11. President', and 'Send Back to Previous Step'. The 'Submit to Step 11. President' option is highlighted. Below the menu, the 'Step 9. Faculty Appeal Decision Step - Sandra Cisneros' section shows a file upload area with a file named '9.1 Cisneros Faculty Appeal Decision.docx (18.06 KB)'. The 'Appeal Recommendation to the President' section shows a file upload area with a file named '10.1 Cisneros Appeal Recommendation to the President.docx (18.06 KB)'.

**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?'. There 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			
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. \*\***

University of Houston  Clear Lake


Activities


Reports

Workflow ▾

Tools ▾

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..:Digital Measures by Watermark™

## Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
	Step 11. President		

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 11. President	Sandra Cisneros	May 2, 2020 @ 11:59 PM	<div><div>Recall</div><div>Download</div></div>

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