

## WELCOME TO UHCL WORKFLOW – PRC Review Chair

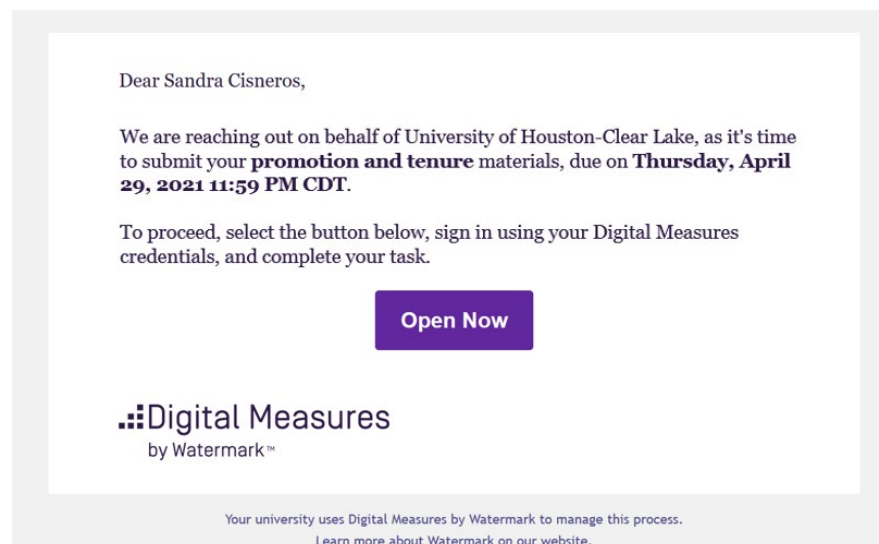
**Updated 5/11/2023**

The following steps will guide you through Step 3 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 individual who is chairing the PRC Review step, 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**

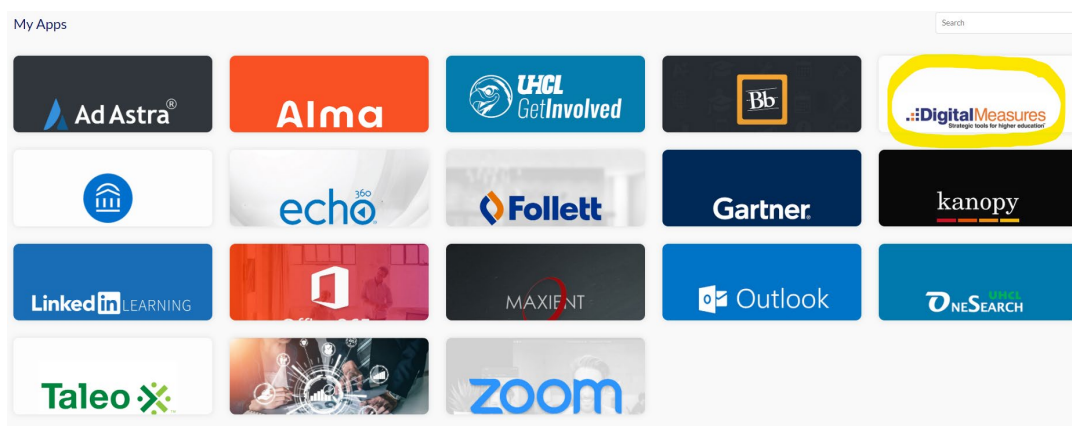
[First Time User](#) | [Forgot Password](#)

**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>	<a href="#">Send Me a Push</a>
 Call Me	<a href="#">Call Me</a>
 Passcode	<a href="#">Enter a Passcode</a>

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



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

**Promotion and Tenure**

Provost Communications

Faculty Resources

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

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

[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
Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	Step 3. PRC Review	Sandra Cisneros	May 2, 2020 @ 11:59 PM

- 4. Review faculty file.** Please review P&T faculty application form.

University of Houston  Clear Lake			
Activities	▼	Reports	Workflow
<div> <div>◀ Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM</div> <div>  <div>✕ Cancel</div> <div>Actions ▼</div> </div> </div>			
▼ Step 1. Faculty Step - Sandra Cisneros			Submitted April 29, 2020 by Sandra Cisneros
<div> <div>UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE</div> <div> <a href="#">Instructions to Faculty</a>   <a href="#">UHCL P &amp; T Policy</a>   <a href="#">Flowchart and File Naming Conventions</a> </div> </div>			
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. **PRC Member Reviews.** Scroll to the PRC review step. Confirm all PRC faculty members have reviewed the P&T faculty application form. Review statuses are listed under the Committee members section.

**Note:** All members must review the documents in Workflow **before** PRC Chair moves candidate file to next step.

University of Houston - Clear Lake | Activities | Reports | Workflow | ? | Digital Measures by Watermark

< Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM | Cancel | Actions

Committee Members

Member	Status
Nikola Tesla (chair)	Unreviewed
Carmen Conley	Last Reviewed April 29, 2020

1/2 Reviewed

This Committee's Response

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE | Instructions | UHCL P & T Policy | Flowchart and File Naming Conventions

Comments

Committee Recommendation (Save file as 3\_1\_XXX)

Drop files here or click to upload

Teaching

Research

Service

6. **Committee's Response.** Upload committee recommendation letter **once all members have reviewed** the P&T faculty application form. Be sure to have all sections with a red asterisk filled out before leaving the page.

**Note:** All member responses must be entered **before** PRC Chair moves candidate file to next step

University of Houston - Clear Lake | Activities | Reports | Workflow | ? | Digital Measures by Watermark

< Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM | Cancel | Actions

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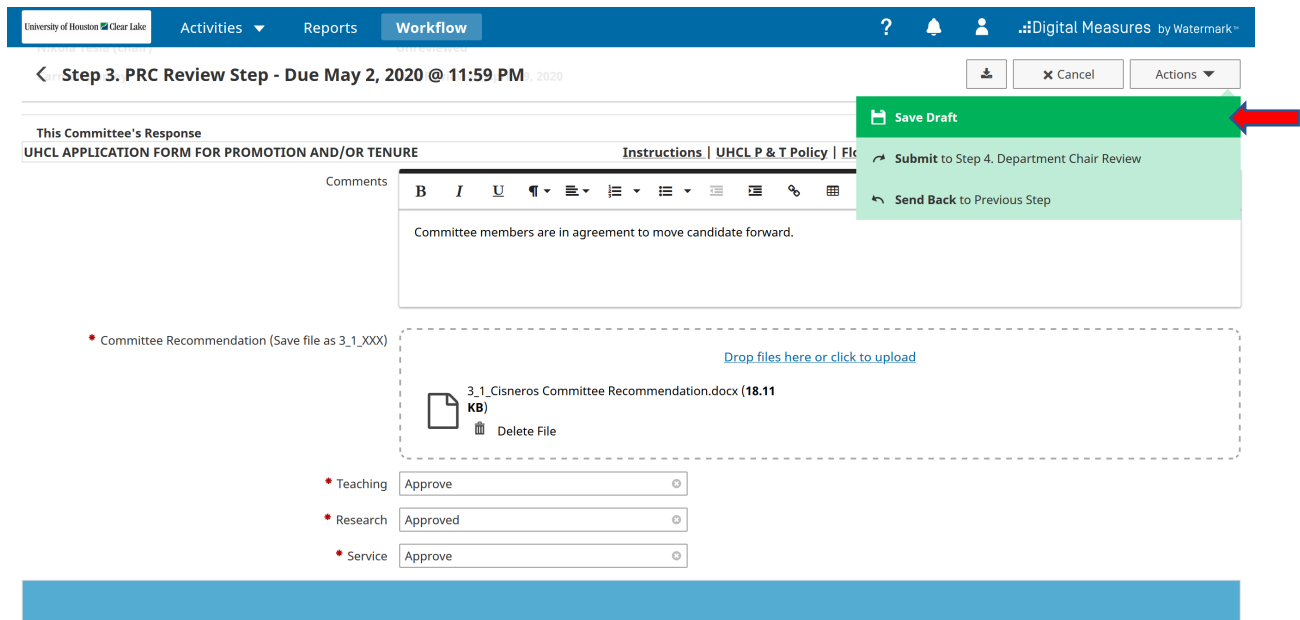
Drop files here or click to upload

Teaching

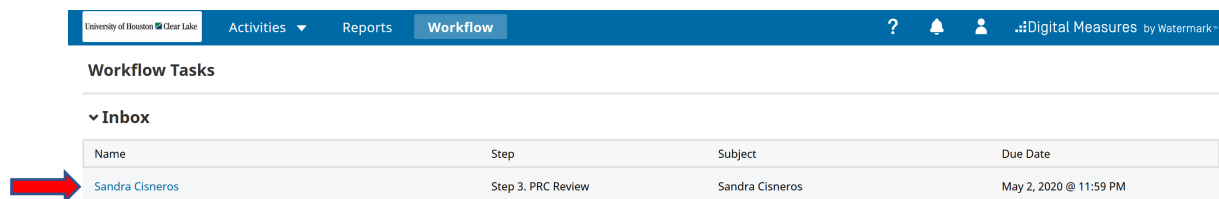
Research

Service

**7. Save Draft.** After uploading document 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.

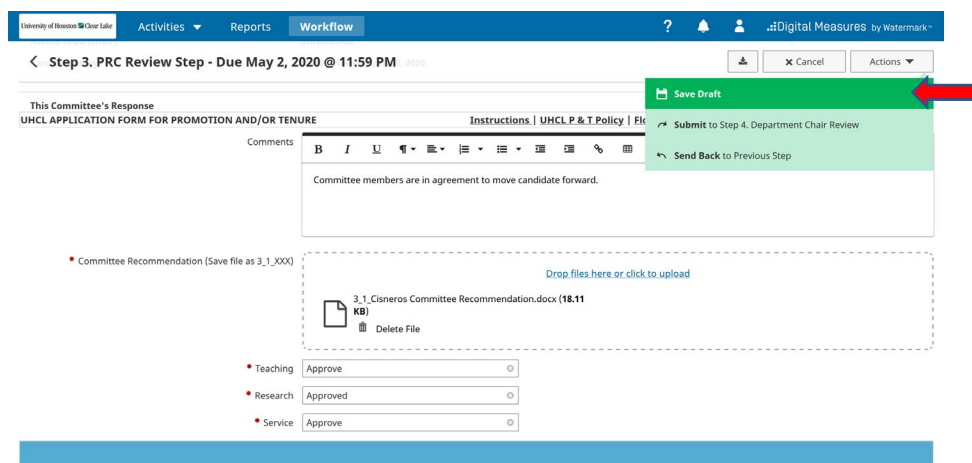


**8. Getting Ready to Submit.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the candidate name.

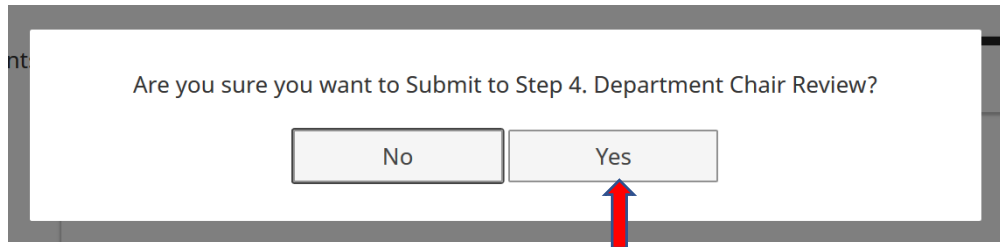


Name	Step	Subject	Due Date
Sandra Cisneros	Step 3. PRC Review	Sandra Cisneros	May 2, 2020 @ 11:59 PM

**9. Submit.** Please review the appropriate documentation was uploaded and appropriate fields were selected. After reviewing, you will now click on the Action button located at the top right corner and select Submit to Step 4. Department Chair Review.



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

A confirmation dialog box with a white background and a gray border. The text inside reads "Are you sure you want to Submit to Step 4. Department Chair Review?". Below the text are two buttons: "No" on the left and "Yes" on the right. A red arrow points upwards to the "Yes" button.

Are you sure you want to Submit to Step 4. Department Chair Review?

No Yes

**11. History.** After confirmation, the candidate application will show in the History section of the Workflow Tasks.

University of Houston

Clear Lake

Activities

▼

Reports

Workflow

?

..Digital Measures by Watermark™

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
No Data to Display			

▼ History

Name	Current Step	Subject	Last Modified	Actions
<a href="#">Sandra Cisneros</a>	Step 4. Department Chair Review	Sandra Cisneros	April 29, 2020	▼

**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.