

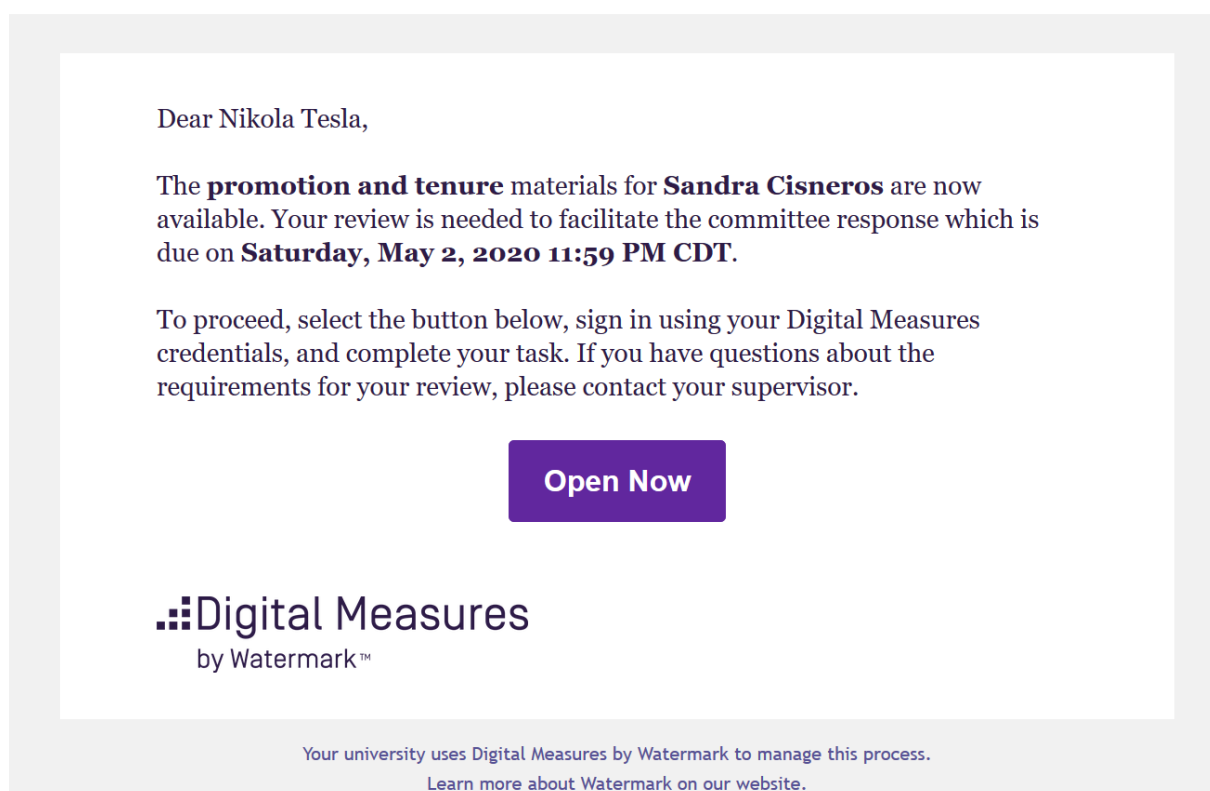
## WELCOME TO UHCL WORKFLOW – PRC Review Chair

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)

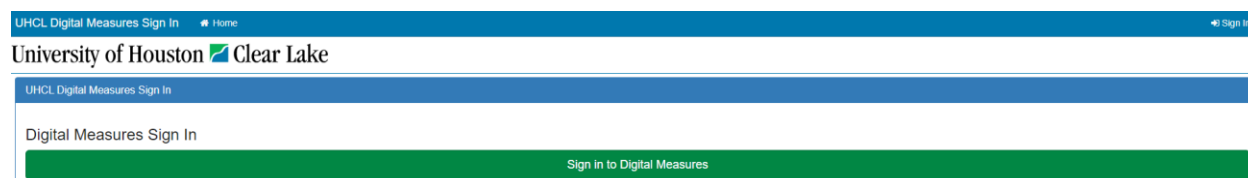
**1. Open Now.** As the individual who is chairing the PRC Review step, you will receive an email (shown below) to submit materials.



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

Faculty Staff Sign In

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	?
Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
Sandra Cisneros	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)	<div> <div>1_1_Cisneros Review Statement.docx (18.08 KB)</div> </div>		
Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)	<div> <div>1_2_Cisneros Promotion and Tenure Criteria.docx (18.15 KB)</div> </div>		
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.)	<div> <div>1_4a_Cisneros Annual Evaluation Fall 2018.docx (18.02 KB)</div> </div>		<div> <div>1_4b_Cisneros Annual Evaluation Fall 2019.docx (18.04 KB)</div> </div>
	<div> <div>1_4c_Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)</div> </div>		
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)	<div> <div>1_6_Cisneros Vitae.docx (18.02 KB)</div> </div>		

**5. PRC Member Reviews.** Scroll to the PRC review step. Confirm all PRC faculty members have reviewed the P&T faculty application form. Review statues are listed under the Committee members section.

**\*\*All member must review the documents in Workflow before PRC Chair moves candidate file to next step\*\***

University of Houston Clear Lake | Activities | Reports | Workflow | ? | Bell icon | User icon | Digital Measures by Watermark

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

Committee Members | 1/2 Reviewed

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

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

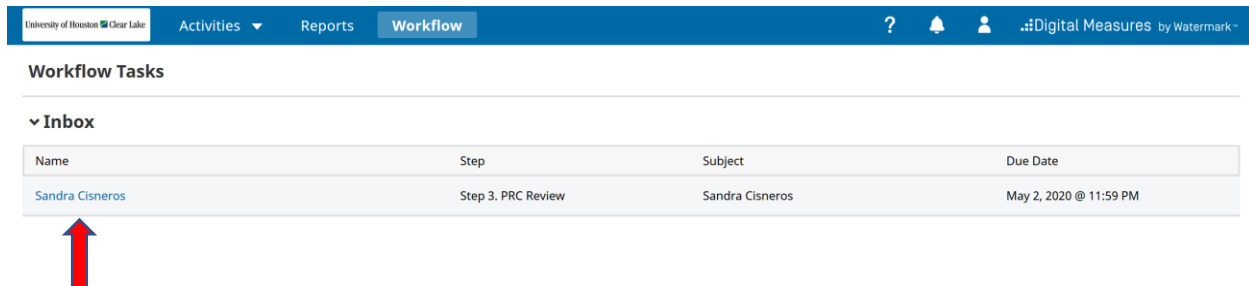
Service

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

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

**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.

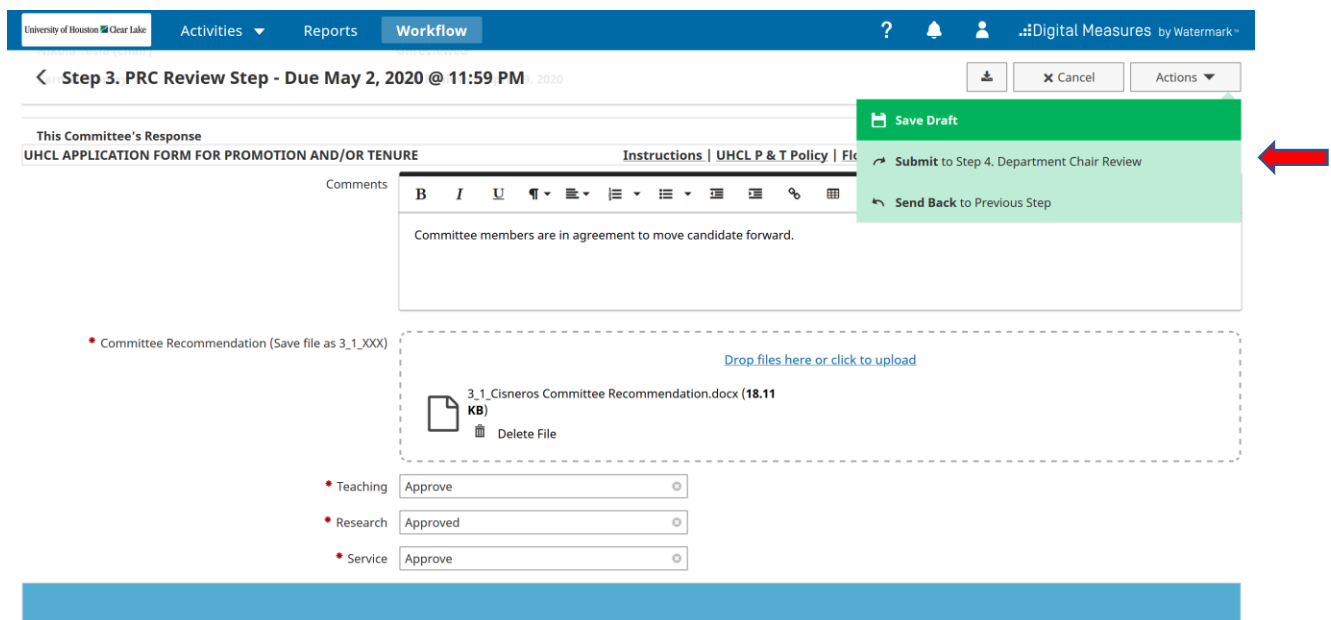


The screenshot shows the 'Workflow Tasks' section of the University of Houston Clear Lake system. The 'Inbox' tab is selected, displaying a table with the following data:

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

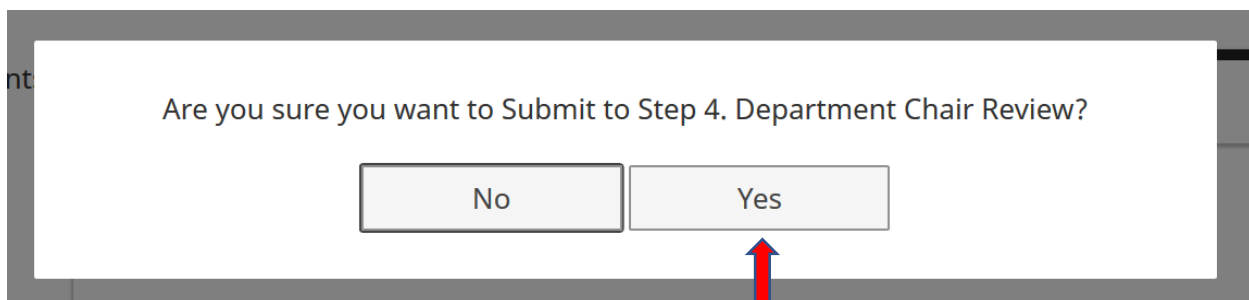
A red arrow points to the candidate name 'Sandra Cisneros' in the table.

**9. Submit.** 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 4. Department Chair Review.



The screenshot shows the 'Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM' form. The 'This Committee's Response' section contains the text: 'Committee members are in agreement to move candidate forward.' Below this, there is a file upload section for 'Committee Recommendation (Save file as 3\_1\_XXX)' with a file named '3\_1\_Cisneros Committee Recommendation.docx (18.11 KB)' uploaded. At the bottom, there are three dropdown menus for 'Teaching', 'Research', and 'Service', all set to 'Approve'. On the right side, a green action menu is open, showing options: 'Save Draft', 'Submit to Step 4. Department Chair Review', and 'Send Back to Previous Step'. A red arrow points to the 'Submit to Step 4. Department Chair Review' option.

**10. 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 4. Department Chair Review?'. Below the text are two buttons: 'No' and 'Yes'. A red arrow points to the 'Yes' button.

**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
Sandra Cisneros	Step 4. Department Chair Review	Sandra Cisneros	April 29, 2020	

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

History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 4. Department Chair Review	Sandra Cisneros	April 29, 2020	<div> Recall Download </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

