

WELCOME TO UHCL WORKFLOW – PRC Member

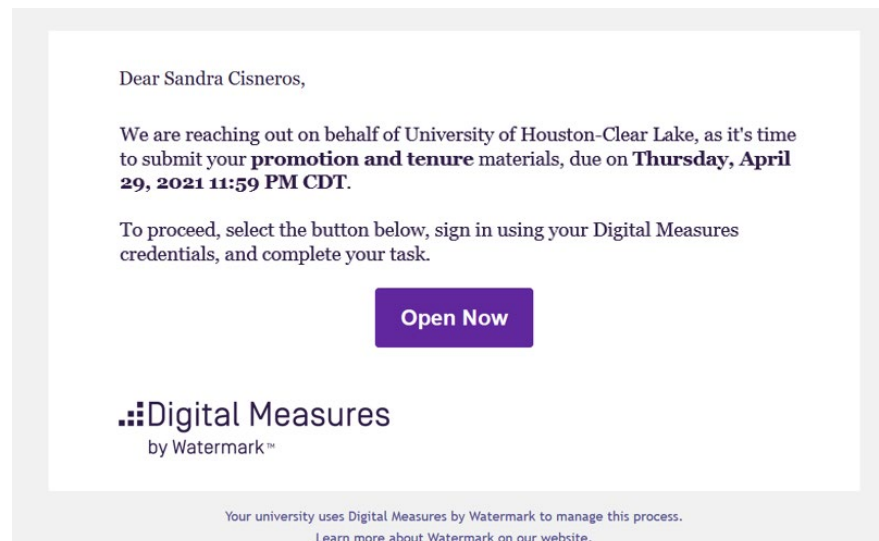
Updated 5/11/23

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

- 1. Open Workflow System** – As a member in 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)




Enter password

[Sign in](#)

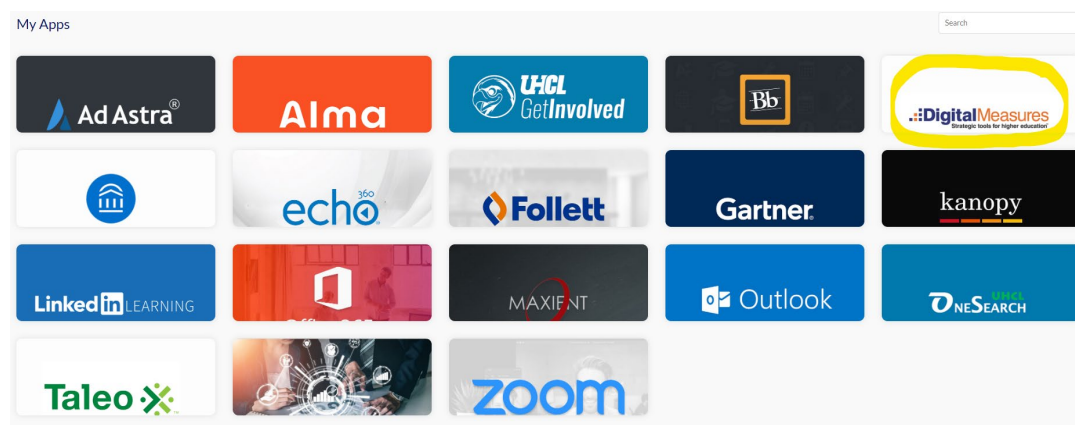
[First Time User](#) | [Forgot Password](#)

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

Choose an authentication method

 Duo Push RECOMMENDED	Send Me a Push
 Call Me	Call Me
 Passcode	Enter a Passcode

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.

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 and discuss candidate with PRC committee outside of the Workflow system.

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

Submitted April 29, 2020 by Sandra Cisneros

Step 1. Faculty Step - Sandra Cisneros

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE | [Instructions to Faculty](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

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 Committee Response.** Here you will be able to view the committee's response once the PRC chair uploads the recommendation document and provides a response for the three sections (Teaching, Research, and Service). The PRC chair is listed at the right side of the screen and is **the only person allowed to upload/enter information**.

Note: The PRC Chair will move the candidate file to next step once the feedback is entered in Workflow

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

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

External Review Letters (Save files as 2_3a_XXX, 2_3b_YYY, etc.) | 2_3a_Cisneros External Review Letters.docx (18.15 KB) | 2_3b_Cisneros External Review Letters.docx (18.01 KB)

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)

Teaching

Research

Service

Saved Draft by Nikola Tesla

6. **Mark as Reviewed for Chair.** Once you have reviewed the P&T faculty application form, you will now click on the Action button located at the top right corner and select Mark as Reviewed for Chair.

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

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

External Review Letters (Save files as 2_3a_XXX, 2_3b_YYY, etc.) | 2_3a_Cisneros External Review Letters.docx (18.15 KB) | 2_3b_Cisneros External Review Letters.docx (18.01 KB)

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)

Teaching

Research

Service

Mark as Reviewed for Chair

Saved Draft by Nikola Tesla

- 7. Workflow Inbox.** After reviewed, you will be directed to the Inbox section of the Workflow Tasks. The application will remain here until the PRC Chair has moved the application forward to the next step.

The screenshot shows the 'Workflow Tasks' section of the application. At the top, there is a navigation bar with 'Activities', 'Reports', 'Workflow' (selected), and 'Tools'. Below this, the 'Workflow Tasks' section is titled 'Inbox'. A table lists tasks with columns: Name, Step, Subject, and Due Date. The first task is for 'Sandra Cisneros' at 'Step 3. PRC Review', due on 'May 2, 2020 @ 11:59 PM'. Red arrows point to the 'Workflow' menu item, the 'Name' column header, the 'Step' column header, and the 'Due Date' column header.

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

Once the PRC Chair uploads the committees response, the candidate's application will reflect the recommendations. **You will not be allowed to make your individual comments, edits, nor uploads.**

The screenshot shows the 'Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM' interface. It includes a header with navigation links and a 'This Committee's Response' section. The response text states: 'UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE' and 'Comments: Committee members are in agreement to move candidate forward.' Below this, there is a 'Committee Recommendation' section with a file upload button and a list of approval options: Teaching, Research, and Service, each with an 'Approve' button. The interface also shows a 'Saved Draft by Nikola Tesla' status.

This Committee's Response

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE

Comments: Committee members are in agreement to move candidate forward.

Committee Recommendation (Save file as 3_1_XXX)

3_1_Cisneros Committee Recommendation.docx (18.11 KB)

Teaching Approve

Research Approved

Service Approve

Saved Draft by Nikola Tesla