

WELCOME TO UHCL WORKFLOW – PRC Member

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 Now. As a member in the PRC Review step, you will receive an email (shown below) to submit materials.

Dear Carmen Conley,

The **promotion and tenure** materials for **Sandra Cisneros** are now available. Your review is needed to facilitate the committee response which is due on **Saturday, May 2, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task. If you have questions about the requirements for your review, please contact your supervisor.

Open Now

Digital Measures
by Watermark™

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.

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** [Download] [Cancel] [Actions]

▼ Step 1. Faculty Step - Sandra Cisneros Submitted April 29, 2020 by 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.

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

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.

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.

University of Houston Clear Lake | Activities | Reports | **Workflow** | Tools | ? | [User Icon] | Digital Measures by Watermark

Workflow Tasks

▼ **Inbox**

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 appcaiton will reflect the recommendations. You will not be allowed to make your individual comments, edits, nor uploads.

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← **Step 3. PRC Review Step - Due May 2, 2020 @ 11:59 PM** [Cancel] [Actions]

2-3a Cisneros External Review Letters.docx (18.15 KB) | 2-3b Cisneros External Review Letters.docx (18.01 KB)

This Committee's Response Saved Draft by Nikola Tesla

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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