

WELCOME TO UHCL WORKFLOW – Department Chair Review

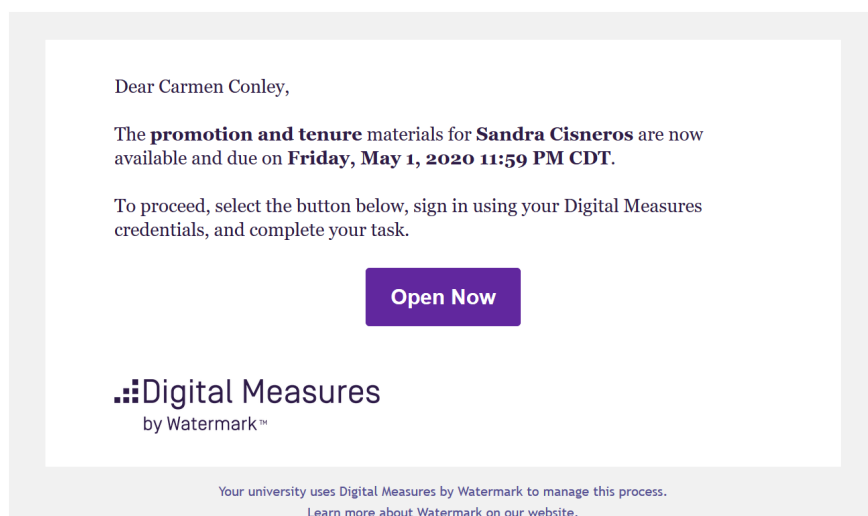
Updated 5/11/2023

The following steps will guide you through Step 4 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 the Department Chair, 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

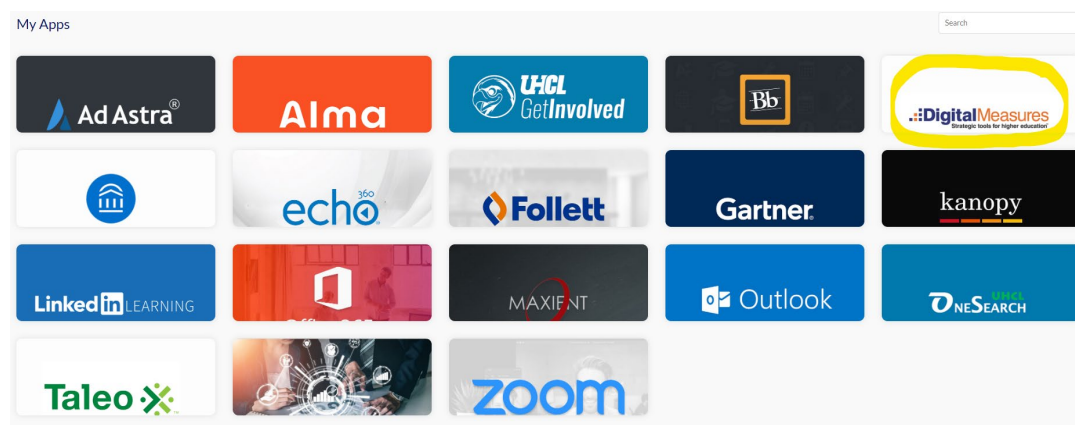
[First Time User](#) | [Forgot Password](#)

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 4. Department Chair Review	Sandra Cisneros	May 3, 2020 @ 11:59 PM

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

Step 4. Department Chair Review Step - Due May 3, 2020 @ 11:59 PM

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. **Department Chair Review.** Please upload Department Chair document and select in teaching and educational activities, research, scholarship or artistic activities, and service activities a recommendation in each field box. All sections with a red asterisk are required.

Note: PDF Portfolios aren't compatible with the Workflow system. The maximum file size is 1GB. You will receive an error message 'Unable to upload file.xxxxx' if the file is too large. You may simply click 'Delete File' to remove it.

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

< Step 4. Department Chair Review Step - Due May 3, 2020 @ 11:59 PM

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

- Department Chair Review (Save file as 4_1_XXX) [Drop files here or click to upload](#)
- Teaching and Educational Activities Recommendation
- Research, Scholarly or Artistic Activities Recommendation
- Service Activities Recommendation

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.

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< Step 4. Department Chair Review Step - Due May 3, 2020 @ 11:59 PM

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

- Department Chair Review (Save file as 4_1_XXX) [Drop files here or click to upload](#)
- Teaching and Educational Activities Recommendation Approve
- Research, Scholarly or Artistic Activities Recommendation Approve
- Service Activities Recommendation Approve

Actions: Save Draft, Submit to Step 5: Faculty Candidate Rebuttal, Send Back to Previous Step

- 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. You can continue working on your application until the due date.

Workflow Tasks			
Inbox			
Name	Step	Subject	Due Date
Sandra Cisneros	Step 4. Department Chair Review	Sandra Cisneros	May 3, 2020 @ 11:59 PM

- 8. Submit at the Due Date.** Scroll to the Department Chair Review 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 5. Faculty Candidate Rebuttal.

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< Step 4. Department Chair Review Step - Due May 3, 2020 @ 11:59 PM

Teaching Approve

Save Draft

Submit to Step 5. Faculty Candidate Rebuttal

Send Back to Previous Step

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE

Instructions | UHCL P & T Policy | Flowchart and File Naming Conventions

Department Chair Review (Save file as 4_1_XXX)

Drop files here or click to upload

4_1_Cisneros Department Chair Review.docx (18.14 KB)

Delete File

Teaching and Educational Activities Recommendation Approve

Research, Scholarly or Artistic Activities Recommendation Approve


Service Activities Recommendation Approve

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

Are you sure you want to Submit to Step 5. Faculty Candidate Rebuttal?

No Yes

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

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
No Data to Display			

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 5. Faculty Candidate Rebuttal	Sandra Cisneros	April 30, 2020	▼



Note: Please email 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.