

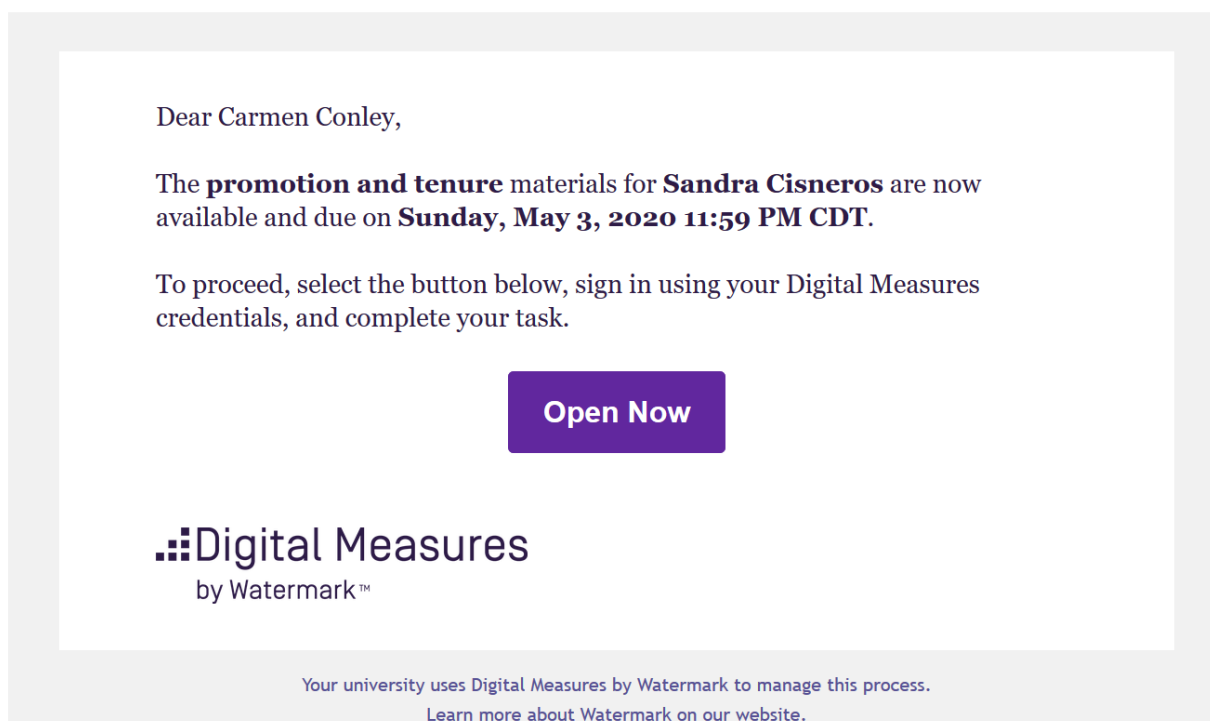
WELCOME TO UHCL WORKFLOW – Department Chair Review

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.

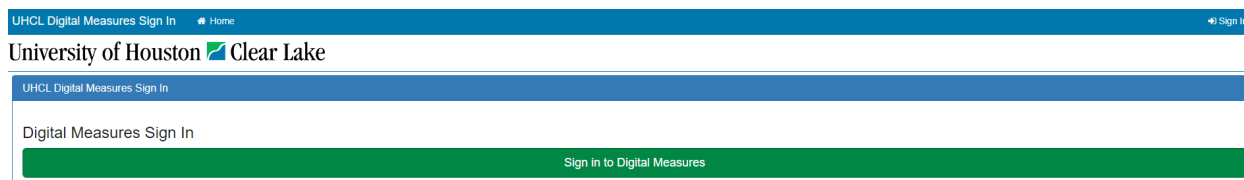
For questions, please contact workflow@uhcl.edu

1. Open Now. As the Department Chair, you will receive an email (shown below) to submit materials.



1. 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.

Faculty Staff Sign In



2. 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.

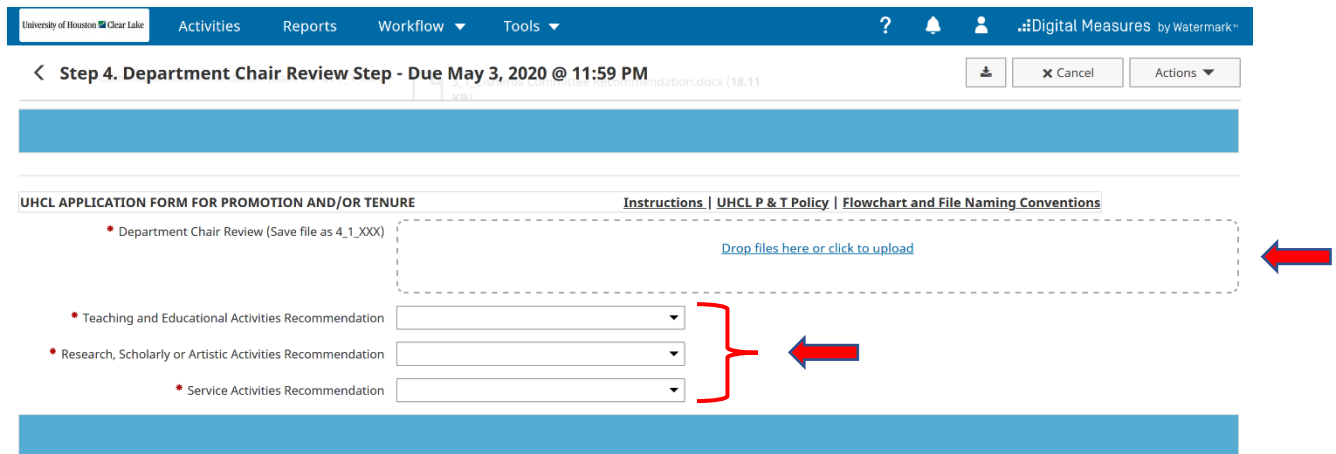
University of Houston Clear Lake			
Activities	Reports	Workflow ▾	Tools ▾
Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
Sandra Cisneros	Step 4. Department Chair Review	Sandra Cisneros	May 3, 2020 @ 11:59 PM

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

University of Houston Clear Lake			
Activities	Reports	Workflow ▾	Tools ▾
<div> <div>◀ Step 4. Department Chair Review Step - Due May 3, 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> Instructions to Faculty UHCL P & T Policy Flowchart and File Naming Conventions </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)		

4. 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: The maximum file size is 1GB. You will receive an error message Unable to upload file.xxxxx if the file is too large. Simply click Delete File to remove it.



University of Houston Clear Lake

Activities Reports Workflow Tools

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)

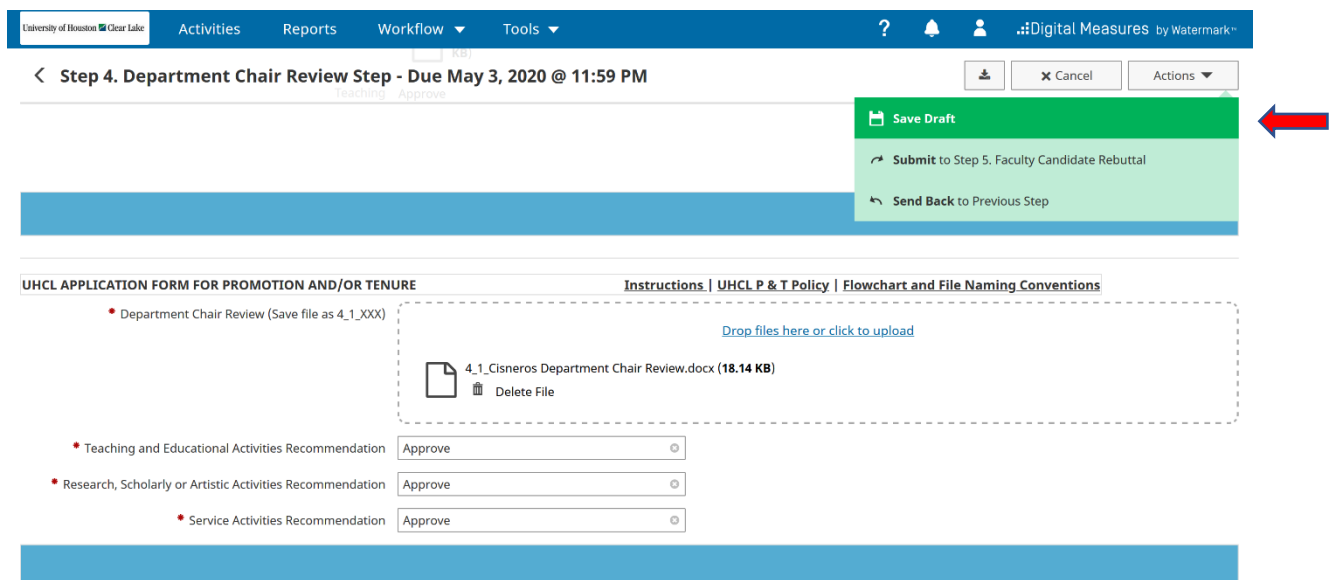
Drop files here or click to upload

• Teaching and Educational Activities Recommendation

• Research, Scholarly or Artistic Activities Recommendation

• Service Activities Recommendation

5. 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.



University of Houston Clear Lake

Activities Reports Workflow Tools

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

Teaching Approve

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

Save Draft

Submit to Step 5: Faculty Candidate Rebuttal

Send Back to Previous Step

6. 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.

University of Houston Clear Lake			
Activities	Reports	Workflow ▾	Tools ▾
? ..Digital Measures by Watermark			
Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
Sandra Cisneros	Step 4. Department Chair Review	Sandra Cisneros	May 3, 2020 @ 11:59 PM

7. 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.

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
Cancel
Actions ▾

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

8. 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

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

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	▼

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

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	<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