

WELCOME TO UHCL WORKFLOW – Faculty Rebuttal

Updated 5/11/2023

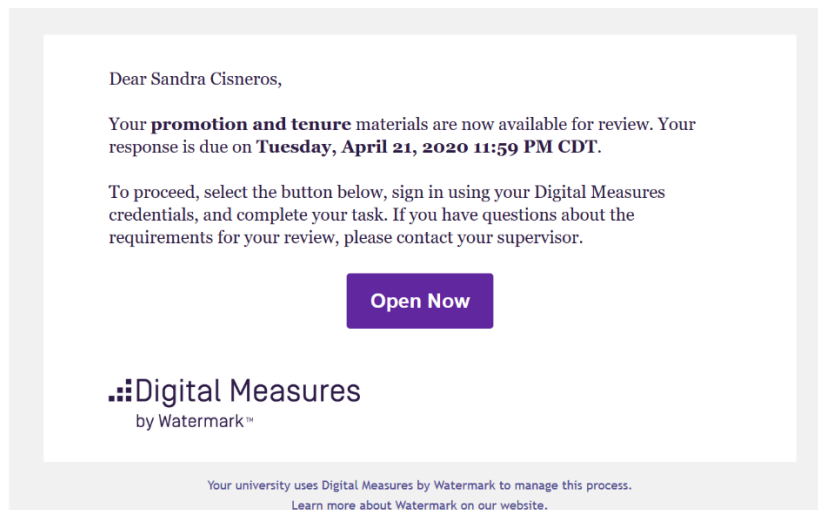
The following steps will guide you through Step 5 in the Promotion and Tenure process using the Workflow system.

At this step faculty has the option to upload a candidate rebuttal document, move the file forward without comment, or withdraw from the promotion and tenure process. The following steps will provide guidance on how proceed with each of the options.

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 candidate for Promotion and Tenure and as a reviewer, 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

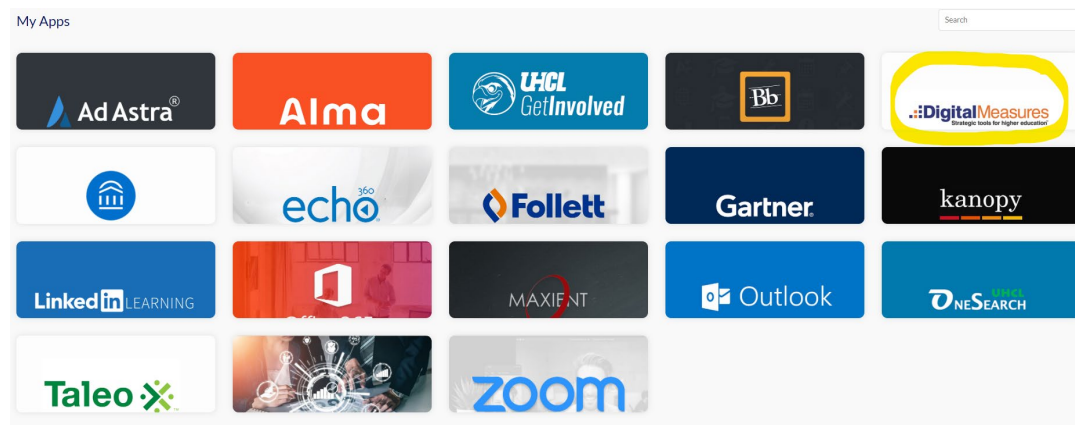
[First Time User](#) | [Forgot Password](#)

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.

[Faculty Staff Sign In](#) ←

Policy

- [Promotion and Tenure Policy](#)

Additional Documents

Provost Communications ▼

Faculty Resources ▼

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

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 your name in the first column, you will be taken to the application form screen.

University of Houston - Clear Lake Activities ▾ Reports Workflow ? ..:Digital Measures by Watermark™			
Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
Sandra Cisneros	Step 5. Faculty Candidate Rebuttal	Me	April 21, 2020 @ 11:59 PM

4. **Review Your File.** Review your faculty file. Please review P&T faculty application form and scroll to the Faculty Candidate Rebuttal section.

If you **do not wish** to provide a rebuttal document, please continue to **Step 5- Move Forward, page 4.**

Please continue to **Step 6- Rebuttal, page 5** if you wish to upload a rebuttal letter before sending your file to the Dean.

To **withdraw** from the Promotion and Tenure Process, please continue to **Step 7- Withdraw, page 7.**

University of Houston - Clear Lake Activities ▾ Reports Workflow ? ..:Digital Measures by Watermark™			
← Step 5. Faculty Candidate Rebuttal Step - Due April 21, 2020 @ 11:59 PM <div> <input type="button" value="Cancel"/> <input type="button" value="Actions ▾"/> </div>			
▼ Step 1. Faculty Step - Sandra Cisneros			Submitted April 20, 2020 by Sandra Cisneros
UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE		Instructions to Faculty UHCL P & T Policy Flowchart and Acronym Key	
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)	

Submit to Dean **without** Rebuttal

5. **Move Forward.** After reviewing your file, scroll to the Candidate Rebuttal section. Click the Action button and Submit to 6. Dean Review. File will move forward.

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

- ii) **History.** After confirmation, your P&T application will show the History section of the Workflow Tasks.

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 6. Dean Review	Me	April 21, 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.

Submit to Dean for Rebuttal

6. **Rebuttal.** After reviewing your file, scroll to the Candidate Rebuttal section. Upload your Rebuttal letter in the space provided. Once you uploaded your 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.

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

< Step 5. Faculty Candidate Rebuttal Step - Due April 23, 2020 @ 11:59 PM

Save Draft (highlighted with red arrow)

Submit to Step 6: Dean Review

Withdraw my Promotion document

Step 4. Department Chair Review Step - Sandra Cisneros

Department Chair Review (Save File as 4.1_XXX) | 4.1 Cisneros Department Chair Review.docx (18.14 KB)

Teaching and Educational Activities Recommendation | Approve

Research, Scholarly or Artistic Activities Recommendation | Approve

Service Activities Recommendation | Approve

Candidate Rebuttal/Additional Information Document (Optional. Save File as 5.1_XXX)

5.1 Cisneros Rebuttal.docx (18.03 KB) | Delete File

You have reached the limit of 1 file (highlighted with red arrow)

- i. **Workflow Inbox.** UPTC Chair will be directed to Workflow Inbox. Choose desired faculty candidate to complete process.

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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros (highlighted with red arrow)	Step 5. Faculty Candidate Rebuttal	Me	April 23, 2020 @ 11:59 PM

- ii. **Submit.** Scroll to the Faculty Candidate Rebuttal section and please review the appropriate document was uploaded. After review you will now click on the Action button located at the top right corner and select Submit to Step 6. Dean Review.

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

- iv. **History.** After confirmation, your P&T application will show the History section of the Workflow Tasks.

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Withdraw	Me	April 21, 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.

Promotion and Tenure **Withdrawal**

7. **Withdrawal.** After reviewing your file, scroll to the Candidate Rebuttal section. If you choose to withdraw your Promotion and Tenure process click the Action button. A pull-down option will appear, where you will then click the Withdraw my Promotion document.

The screenshot shows the University of Houston-Clear Lake workflow interface. The top navigation bar includes 'University of Houston - Clear Lake', 'Activities', 'Reports', and 'Workflow'. The main header indicates the current step: 'Step 5. Faculty Candidate Rebuttal Step - Due April 23, 2020 @ 11:59 PM'. Below this, there is a section for 'Step 4. Department Chair Review Step - Sandra Cisneros'. This section contains a document upload area with a file named '4.1 Cisneros Department Chair Review.docx (18.14 KB)'. Below the document, there are three recommendation sections: 'Teaching and Educational Activities Recommendation', 'Research, Scholarly or Artistic Activities Recommendation', and 'Service Activities Recommendation', each with an 'Approve' button. At the bottom, there is a 'Candidate Rebuttal/Additional Information Document (Optional)' section with a dashed box for file upload and a link 'Drop files here or click to upload'. On the right side, there is an 'Actions' dropdown menu with options: 'Save Draft', 'Submit to Step 6. Dean Review', and 'Withdraw my Promotion document'. A red arrow points to the 'Withdraw my Promotion document' option.


- i. **Confirm Withdrawal.** You will be asked to confirm your withdrawal. Select OK if you wish to proceed. Note: This action cannot be undone.

The confirmation dialog box asks: 'Are you sure you want to **withdraw my promotion document?** This action cannot be undone.' It has two buttons: 'Cancel' and 'OK'. A red arrow points to the 'OK' button.

- ii. **History.** After confirmation, your P&T application will show the History section of the Workflow Tasks.

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Withdraw	Me	April 21, 2020	▼



****You can download your document for your records****

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Withdraw	Me	April 21, 2020	 Download

