

## WELCOME TO UHCL WORKFLOW – Faculty Rebuttal

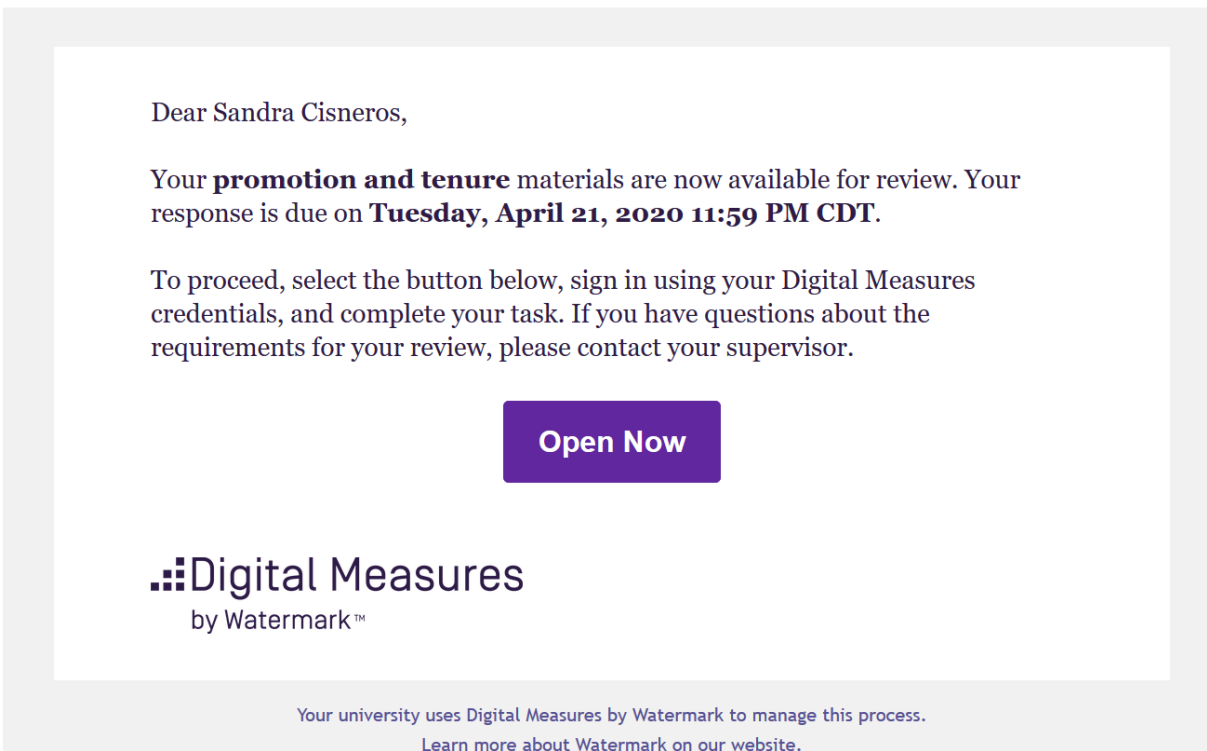
The following steps will guide you through Step 5 in the Promotion and Tenure process using the Workflow system.

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](mailto:workflow@uhcl.edu)

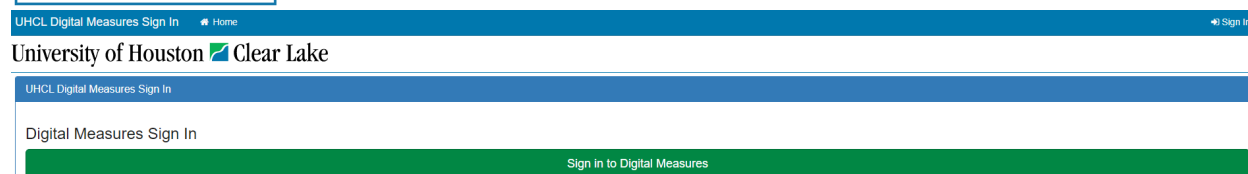
**1. Open Now.** As the Promotion and Tenure faculty member, you will receive an email (shown below) to submit materials. You will click the **Open Now** box and be taken to the Digital Measures sign in screen.



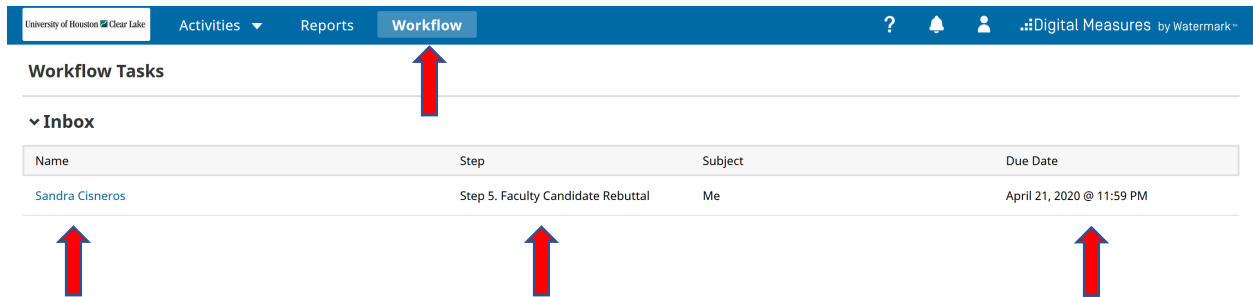
**2. Sign in.** Sign in through the [Promotion and Tenure](#) website using your UHCL credentials.

**Faculty Staff Sign In**

Use Faculty Staff Sign In button to log into the system.



**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.



**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, page 3](#).

Please continue to [Step 6, 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, page 8](#).

## 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.

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

< Step 5. Faculty Candidate Rebuttal Step - Due April 21, 2020 @ 11:59 PM   [Download Icon]   [Cancel]   Actions

Save Draft

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)   [Drop files here or click to upload](#)

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

Are you sure you want to Submit to Step 6. Dean Review?

No   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	

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

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### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
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▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 2. Post External Reviewer Letters	Me	April 20, 2020	<div><div>Recall</div><div>Download</div></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

## 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.

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

Save Draft   Cancel   Actions

Save Draft

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)

You have reached the limit of 1 file

5.1 Cisneros Rebuttal.docx (18.03 KB)

Delete File

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

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Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	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	▼

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

University of Houston Clear Lake

Activities ▾ Reports Workflow ? Digital Measures by Watermark

### Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
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▼ History

Name	Current Step	Subject	Last Modified	Actions
<a href="#">Sandra Cisneros</a>	Step 2. Post External Reviewer Letters	Me	April 20, 2020	 Recall Download

**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?

## 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.

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

< Step 5. Faculty Candidate Rebuttal Step - Due April 23, 2020 @ 11:59 PM   [Download Icon]   [Cancel]   Actions

Save Draft

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)   Drop files here or click to upload

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

Are you sure you want to **withdraw my promotion document?**

This action cannot be undone.

Cancel   OK



- 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
<a href="#">Sandra Cisneros</a>	Withdraw	Me	April 21, 2020	▼



**\*\*The recall option is not available. You can download your document for your records\*\***

▼ History

Name	Current Step	Subject	Last Modified	Actions
<a href="#">Sandra Cisneros</a>	Withdraw	Me	April 21, 2020	▼

Download

