

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

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.

Dear Sandra Cisneros,
Your promotion and tenure materials are now available for review. Your response is due on Tuesday, April 21, 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
Juigital 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.

Faculty Staff Sign In	Use Faculty Staff Sign In button to log into the system.	
UHCL Digital Measures Sign In 🛛 希 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 your name in the first column, you will be taken to the application form screen.

University of Houston Clear Lake Activities - Reports Workfl	ow		?	۵	*	.::Digital Measures by Watermark*
Workflow Tasks						
~ Inbox						
Name	Step	Subject			[Due Date
Sandra Cisneros	Step 5. Faculty Candidate Rebuttal	Me			A	April 21, 2020 @ 11:59 PM
1	1					1

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 <u>Step 6, page 5</u> 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.

University of Houston 🖬 Clear Lake Activities 🔻 Reports	Workflow	? 🌲	:Digital Measures by Watermark™
Step 5. Faculty Candidate Rebuttal Ste	ep - Due April 21, 2020 @ 11:59 PM		Lage Actions ▼
♥ Step 1. Faculty Step - Sandra Cisneros			Submitted April 20, 2020 by Sandra Cisneros
UHCL APPLICATION FORM FOR PROMOTION	AND/OR TENURE Instructions to F	aculty UHCL P & T Policy Flo	wchart 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) 1.4c Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)	1.4b Cisneros Annual Evalu	uation Fall 2019.docx (18.04
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.

University of Houston 🖬 Clear Lake Activities 🔻 Reports	Workflow	? 🌢	2	.::Digital Measures by Waterm	ark≊
< Step 5. Faculty Candidate Rebuttal Ste	ep <u>-</u> Due April 21, 2020 @ 11:59 PM		*	X Cancel Actions V	
		💾 Save Draft			
		A Submit to S	Step 6. D	ean Review	
🛩 Step 4. Department Chair Review Step - Sandra Cisneros		😮 Withdraw i	my Pron	notion document	
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				

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

Are you	sure you want to Sub	omit to Step 6. Dear	n Review?
xx	No	Yes	
		1	_

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	•
1	1		1	

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

University of Houston 🖾 Clear Lake	Activities 🔻	Reports	Workflow			?	٨	*	.::Digital Meas	UTES by Watermark*
Workflow Tasks										
∽ Inbox										
Name			Step		Subject				Due Date	
≺ History										
Name			Current Step	Subject		Last Modifi	ied			Actions
Sandra Cisneros			Step 2. Post External Reviewer Letters	Me		April 20, 20)20			Recall
										Downloa

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.

University of Houston 🗟 Clear Lake Activities 🔻 Reports	Workflow	? 🐥 💄 .::Digital Measures by Watermark 🐃
< Step 5. Faculty Candidate Rebuttal Ste	ep - Due April 23, 2020 @ 11:59 PM	L Cancel Actions ▼
		🗎 Save Draft
		Submit to Step 6. Dean Review
👽 Step 4. Department Chair Review Step - Sandra Cisneros		Withdraw my Promotion document
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)		mit of 1 file

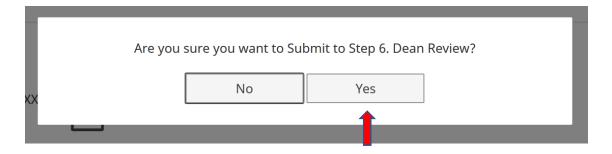
i. **Workflow Inbox.** UPTC Chair will be directed to Workflow Inbox. Choose desired faculty candidate to complete process.

University of Houston 2 Clear Lake Activities ▼ Reports Workflo	w		? (:Digital Measures by Watermark™
Workflow Tasks				
~ Inbox				
Name	Step	Subject		Due Date
Sandra Cisneros	Step 5. Faculty Candidate Rebuttal	Ме		April 23, 2020 @ 11:59 PM
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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.

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< Step 5. Faculty Candidate Rebuttal Ste	p - Due April 23, 2020 @ 11:59 PM	★ Cancel Actions ▼
		🗎 Save Draft
Step 4. Department Chair Review Step - Sandra Cisneros		Submit to Step 6. Dean Review
Department Chair Review (Save File as 4.1_XXX)	4.1 Cisneros Department Chair Review.docx (18.14 KB)	O Withdraw my Promotion document
Teaching and Educational Activities Recommendation	Approve	
Research, Scholarly or Artistic Activities Recommendation	Approve	
Service Activities Recommendation	Approve	
andidate Rebuttal/Additional Information Document (Optional. Save File as 5.1_XXX)	You have reached the li 5.1 Cisneros Rebuttal.docx (18.03 KB) Delete File	mit of 1 file

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.

Current Step	Subject	Last Modified	Actions
Withdraw	Me	April 21, 2020	•
1		1	
6 of 9		1/12/2021	L
	Withdraw	Withdraw Me	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			? 4	• *	.::Digital	Measures by	Watermark *
Workflow Tasks	;									
∽ Inbox										
Name			Step		Subject			Due Date		
≺ History										
Name			Current Step	Subject		Last Modified	l			Actions
Sandra Cisneros			Step 2. Post External Reviewer Letters	Me		April 20, 2020				Recall
										Downloa

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	

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.

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< Step 5. Faculty Candidate Rebuttal S	tep ₋ Due April 23, 2020 @ 11:59 PM	Letter Cancel Actions -
		🗎 Save Draft
		Submit to Step 6. Dean Review
Step 4. Department Chair Review Step - Sandra Cisneros		Withdraw my Promotion document
Department Chair Review (Save File as 4.1_X)	X) 4.1 Cisneros Department Chair Review.docx (18.14 KB)	
Teaching and Educational Activities Recommendati	on Approve	
Research, Scholarly or Artistic Activities Recommendati	on Approve	
Service Activities Recommendati	on Approve	
ndidate Rebuttal/Additional Information Document (Option Save File as 5.1_X)		k to upload
Safe the as ships		

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 u docun This action canr	nent?
Cancel	ОК

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	•
1	1		1	

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

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