

## WELCOME TO UHCL WORKFLOW – Dean Review

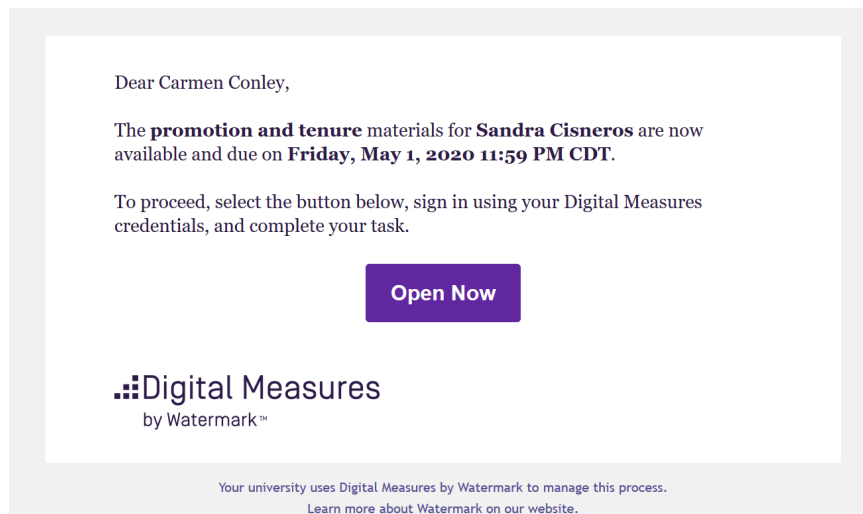
*Updated 5/11/23*

The following steps will guide you through Step 6 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](mailto:workflow@uhcl.edu)

- 1. Open Workflow System** – As a Dean, 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)

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Enter password




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**Sign in**

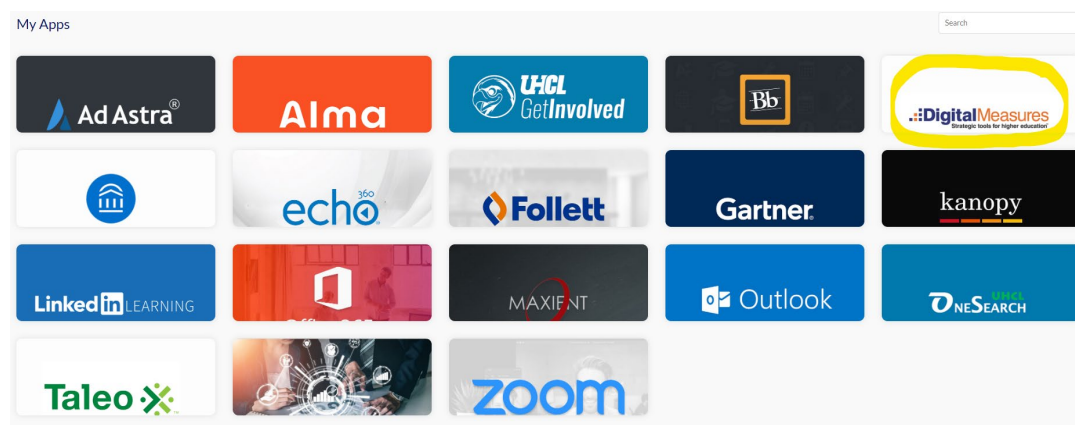
[First Time User](#) | [Forgot Password](#)

**Authenticate your credentials using DUO** – Authenticate your credentials via text, phone call, or passcode (shown below)

Choose an authentication method

 Duo Push <b>RECOMMENDED</b>	<b>Send Me a Push</b>
 Call Me	<b>Call Me</b>
 Passcode	<b>Enter a Passcode</b>

**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** ←

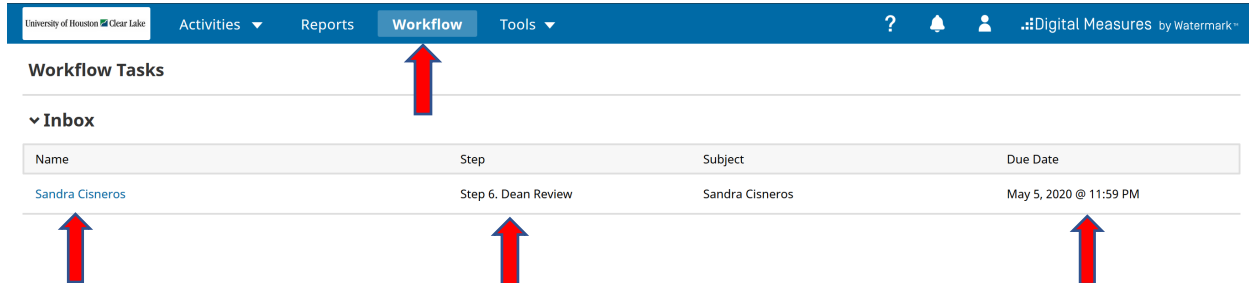
**Policy**

- [Promotion and Tenure Policy](#)

**Additional Documents**

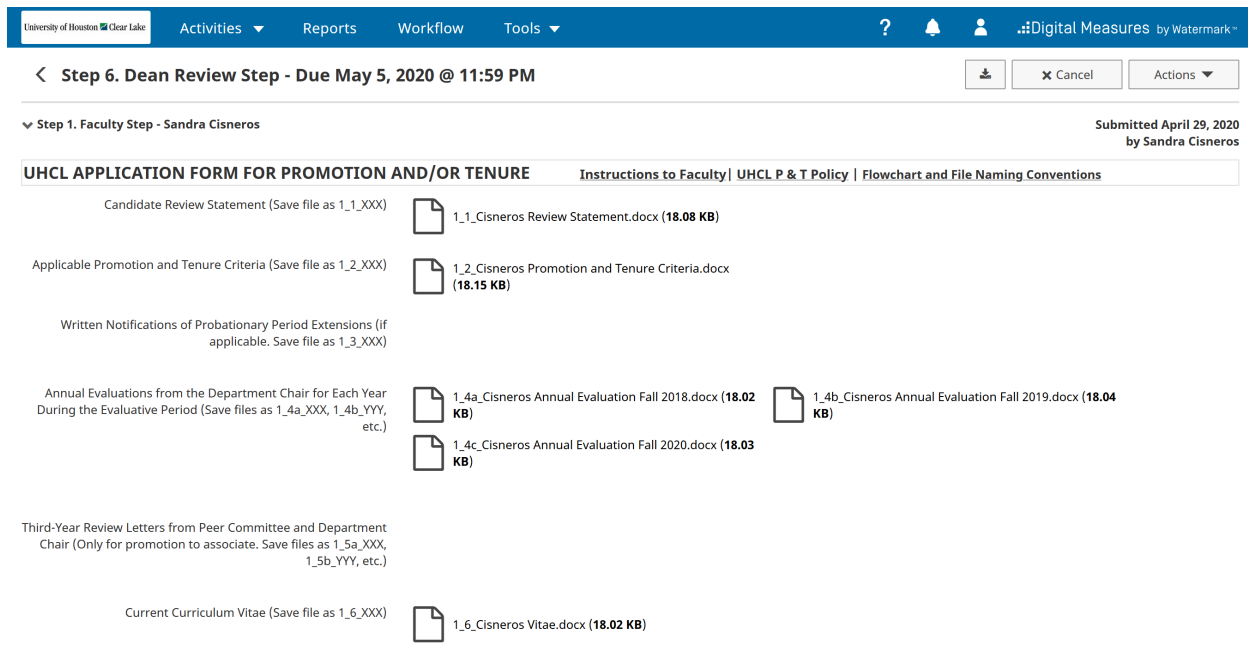
Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

- 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.



Name	Step	Subject	Due Date
Sandra Cisneros	Step 6. Dean Review	Sandra Cisneros	May 5, 2020 @ 11:59 PM


- Review faculty file.** Please review P&T faculty application form and scroll to the Dean Review section.




**Step 6. Dean Review Step - Due May 5, 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. **Dean Review.** Please upload Dean review 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. Name your files using the [naming convention](#) within Workflow. 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 (PDF Portfolios aren't compatible within the Workflow system)

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

< Step 6. Dean Review Step - Due May 5, 2020 @ 11:59 PM   [Upload]   [Cancel]   [Actions]

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

• Dean Review (Save file as 6\_1\_XXX)   Drop files here or click to upload

• Teaching and Educational Activities Recommendation   [Dropdown]

• Research, Scholarship or Artistic Activities Recommendation   [Dropdown]

• Service Activities Recommendation   [Dropdown]

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 6. Dean Review Step - Due May 5, 2020 @ 11:59 PM   [Upload]   [Cancel]   [Actions]

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

• Dean Review (Save file as 6\_1\_XXX)   You have reached the limit of 1 file

6\_1\_Cisneros Dean Review.docx (18.04 KB)   Delete File

• Teaching and Educational Activities Recommendation   Approve

• Research, Scholarship or Artistic Activities Recommendation   Approve

• Service Activities Recommendation   Approve

[Save Draft]   Submit to Step 7. 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 click on the P&T faculty candidate name. You can continue working on the applications until the due date.

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**Workflow Tasks**

▼ **Inbox**

Name	Step	Subject	Due Date
Sandra Cisneros	Step 6. Dean Review	Sandra Cisneros	May 5, 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 Step 7. Faculty Candidate Rebuttal.

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Step 6. Faculty Candidate Rebuttal Step - Sandra Cisneros

← **Step 6. Dean Review Step - Due May 5, 2020 @ 11:59 PM**     Cancel   Actions ▼

Save Draft

✓ Submit to Step 7. 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](#)

• Dean Review (Save file as 6\_1\_XXX)

You have reached the limit of 1 file

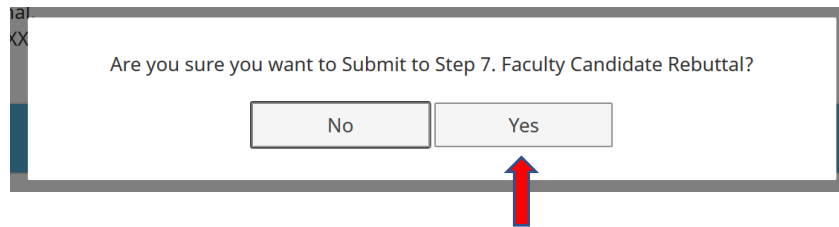
6\_1\_Cisneros Dean Review.docx (18.04 KB)   Delete File

• Teaching and Educational Activities Recommendation   Approve

• Research, Scholarship or Artistic Activities Recommendation   Approve

• Service Activities Recommendation   Approve

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


A confirmation dialog box with a title bar. The text inside asks, "Are you sure you want to Submit to Step 7. Faculty Candidate Rebuttal?". Below the text are two buttons: "No" and "Yes". A red arrow points to the "Yes" button.

Are you sure you want to Submit to Step 7. Faculty Candidate Rebuttal?

No Yes

**10. 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>	Step 7. Faculty Candidate Rebuttal	Sandra Cisneros	May 6, 2020	▼

Three red arrows point to the first, second, and third columns of the History table.

**Note:** Please email [workflow@uhcl.edu](mailto: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.