WELCOME TO UHCL WORKFLOW – Dean Review

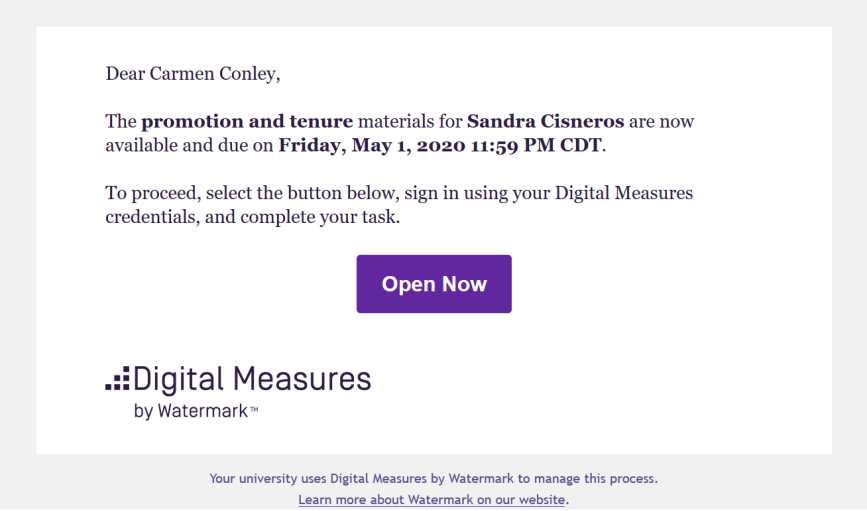
Updated 5/11/23

The following steps will guide you through Step 6 in the Promotion and Tenure process using the Workflow system.

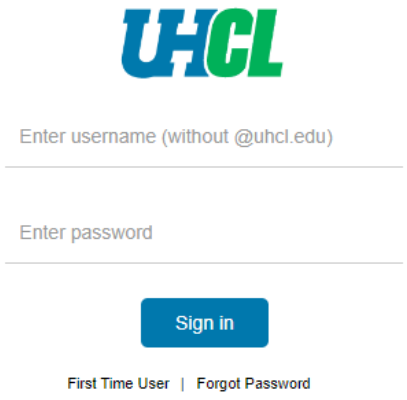
Note: If you are using a MAC, please use the FIREFOX browser. If you are using a Windows-based computer, please use the CHROME browser.

For questions, please contact workflow@uhcl.edu

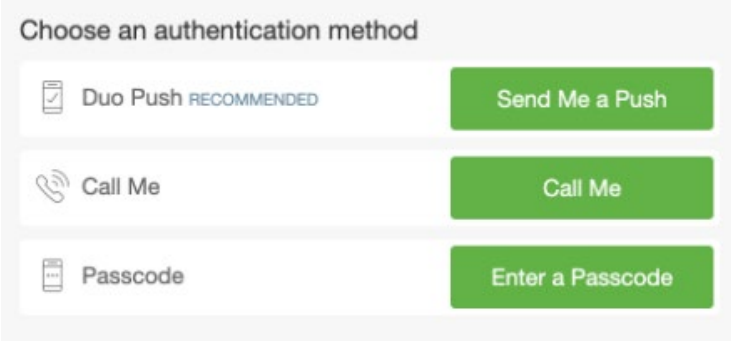
1. **Open Workflow System –** As a Dean, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials or initiate your review. Click the **Open Now** box to be taken to the Digital Measures sign in screen.



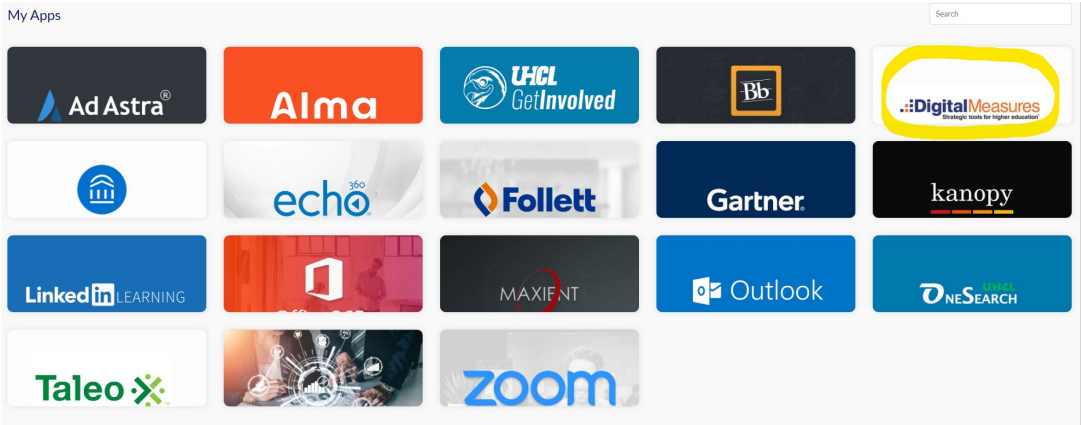
2. **Sign In –** Sign in using your UHCL Credentials.



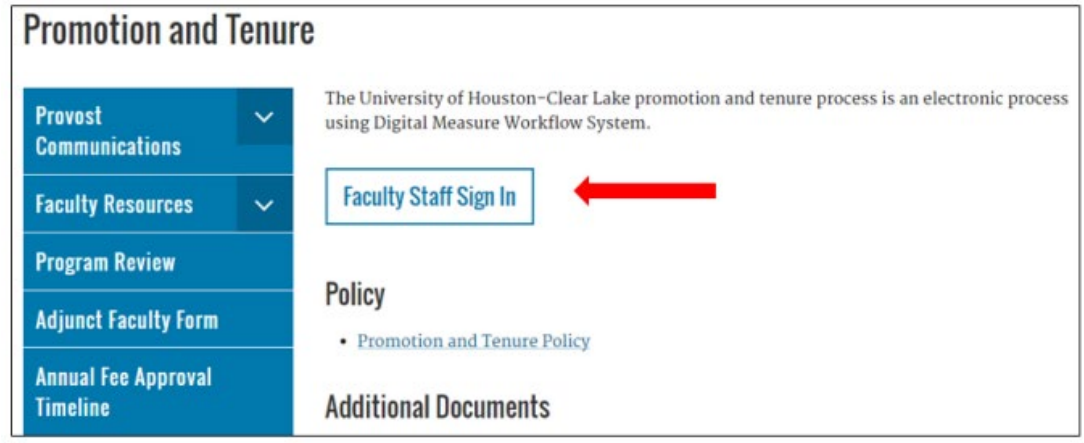
Authenticate your credentials using DUO – Authenticate your credentials via text, phone call, or passcode (shown below)



Select the Digital Measures App (shown below)

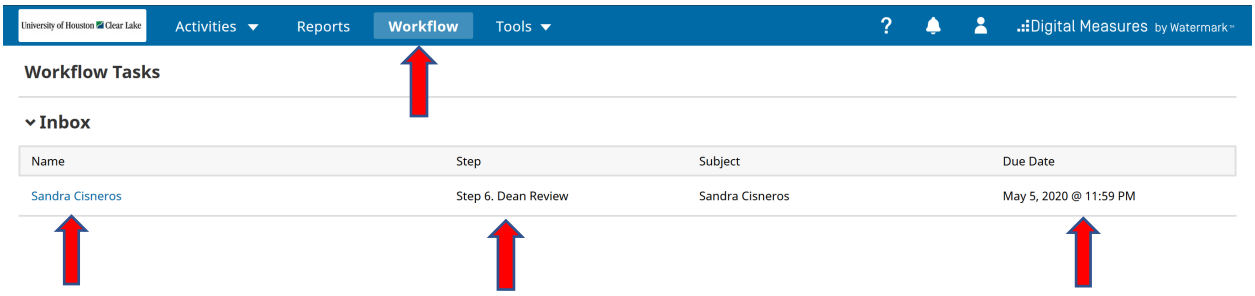


OR Sign in directly through the [Promotion and Tenure](#) website, without using your email.

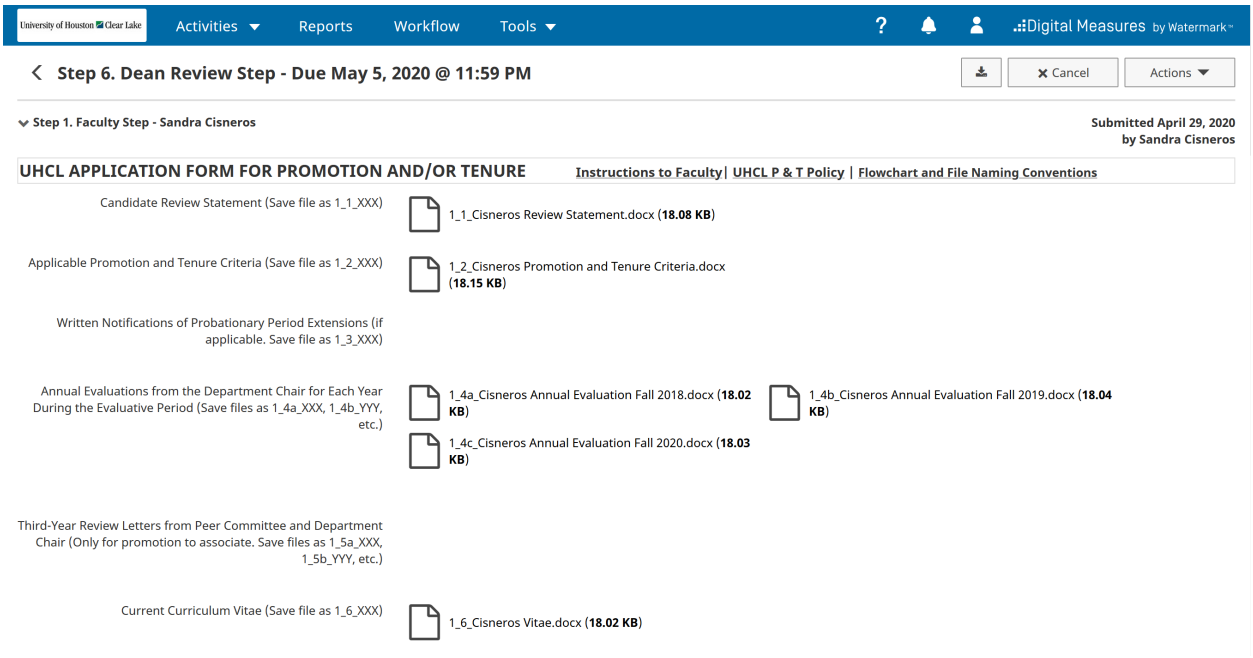


Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

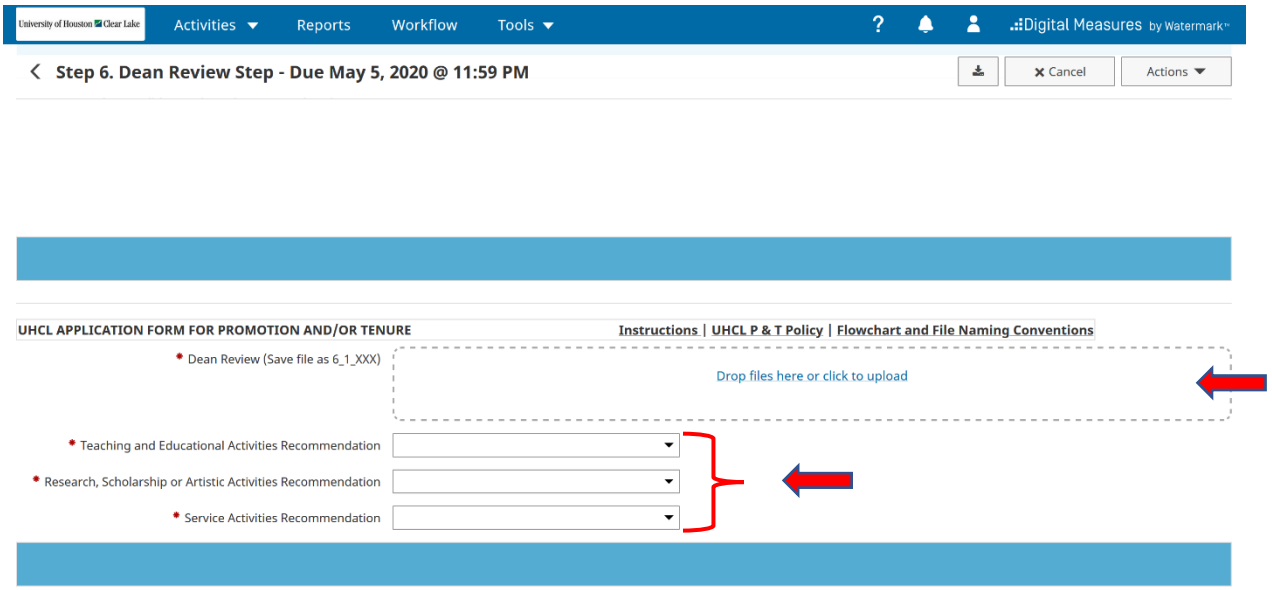
3. **Workflow.** Click Workflow tab and view Inbox. Once in Workflow, the following screen will appear. When you click on the P&T faculty name in the first column, you will be taken to the application form screen.



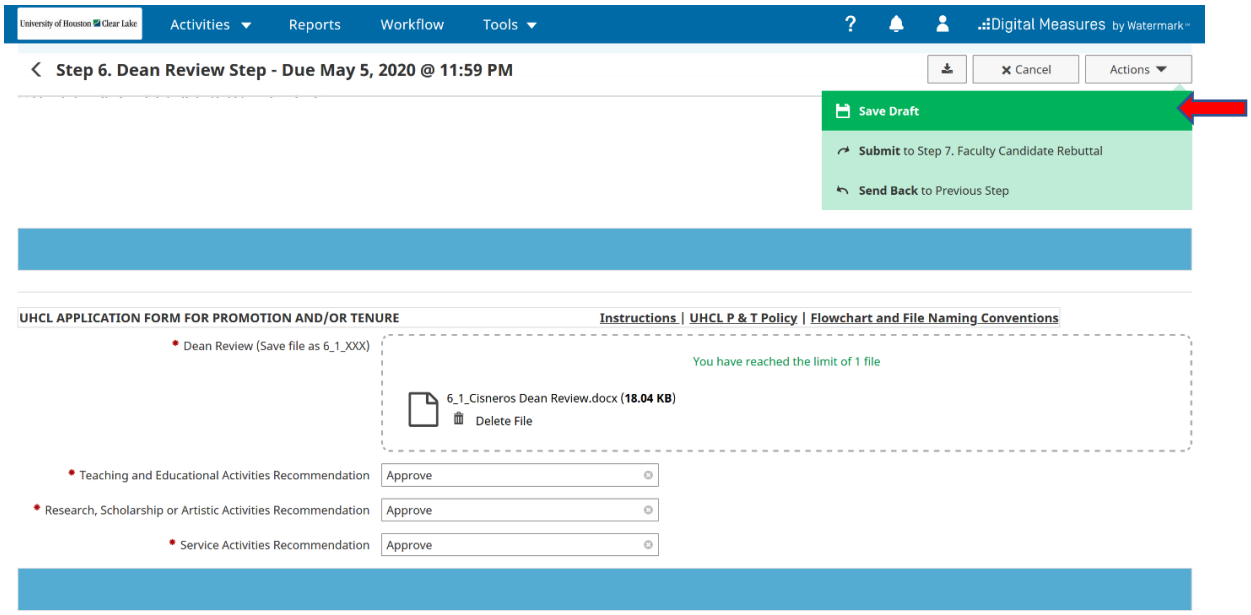
4. **Review faculty file.** Please review P&T faculty application form and scroll to the Dean Review section.



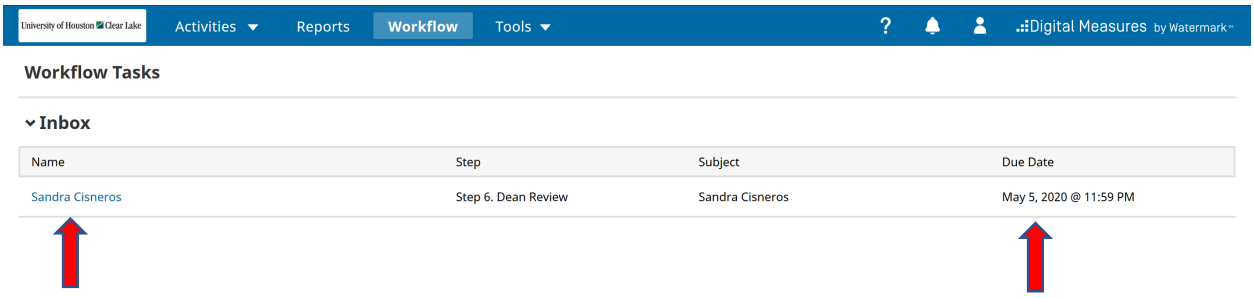
5. **Dean Review.** Please upload Dean review document and select in teaching and educational activities, research, scholarship or artistic activities, and service activities a recommendation in each field box. All sections with a red asterisk are required. Name your files using the naming convention 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)



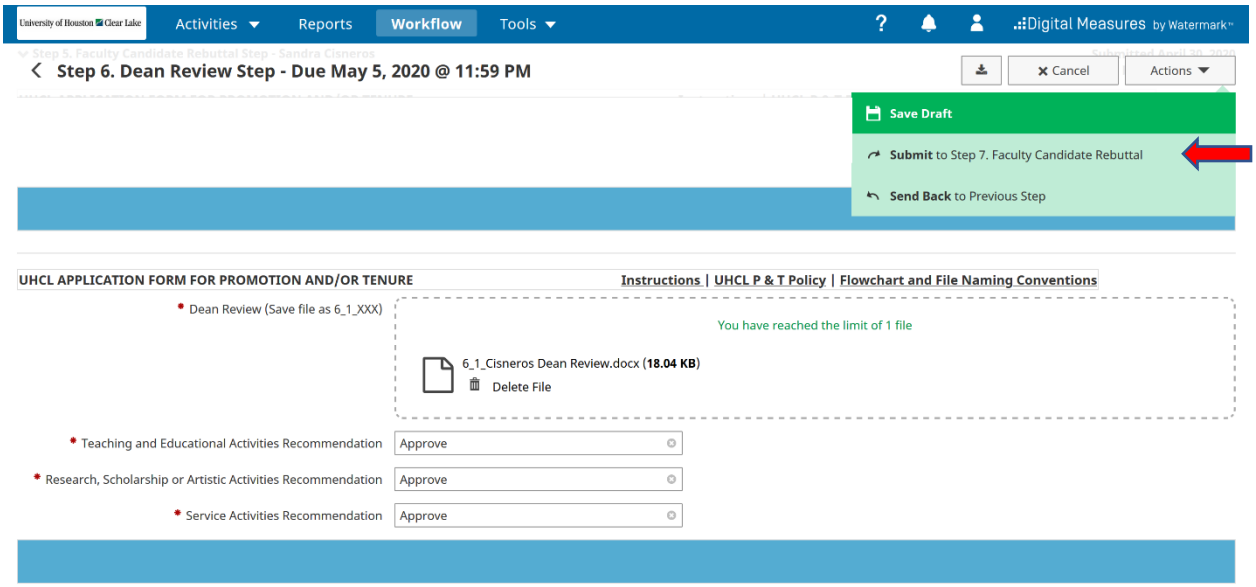
6. **Save Draft.** Once you have completed the uploads, you will submit by clicking the Action button on the top right corner. A pull-down option will appear, where you will then click Save Draft.



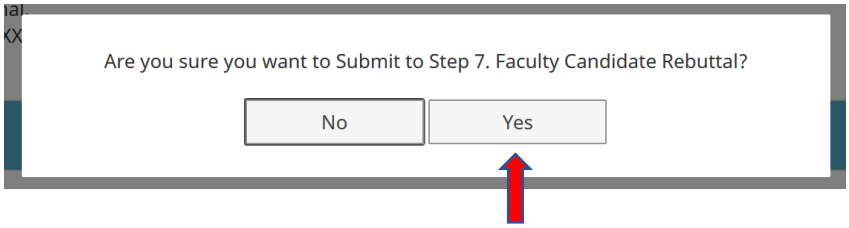
7. **Getting Ready to Submit.** After you save your draft, you will be taken to the Workflow Inbox, where you will click on the P&T faculty candidate name. You can continue working on the applications until the due date.



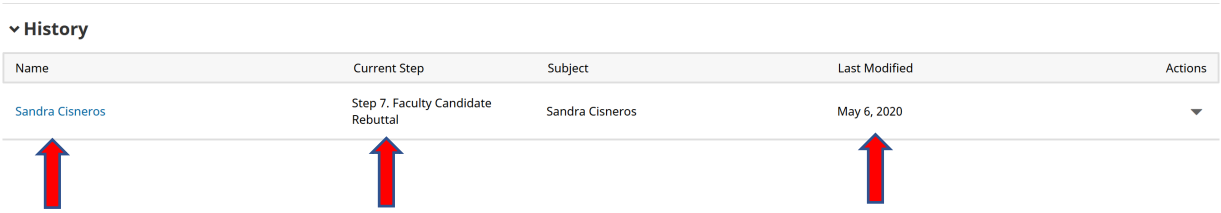
8. **Submit at the Due Date.** Scroll to the Department Chair Review section and please review the appropriate documentation was uploaded and appropriate fields were selected. After review you will now click on the Action button located at the top right corner and select Submit to Step 7. Faculty Candidate Rebuttal.



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



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



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.