

WELCOME TO UHCL WORKFLOW – Faculty Rebuttal

Updated 5/12/2023

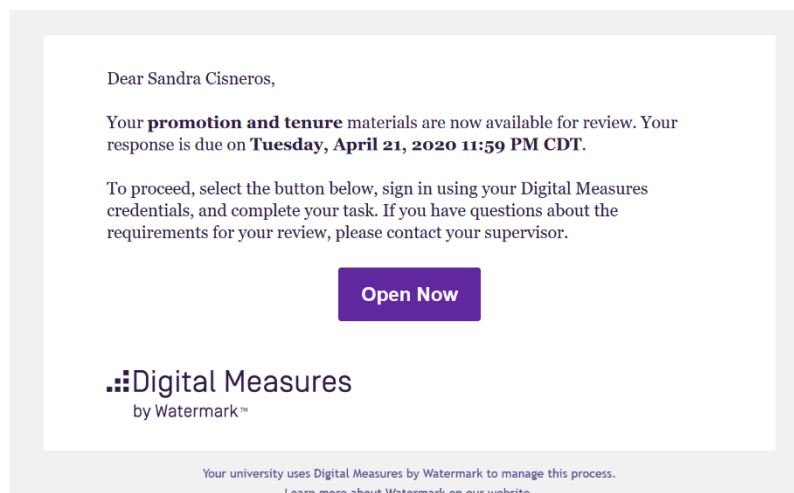
The following steps will guide you through Step 7 in the Promotion and Tenure process using the Workflow system.

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

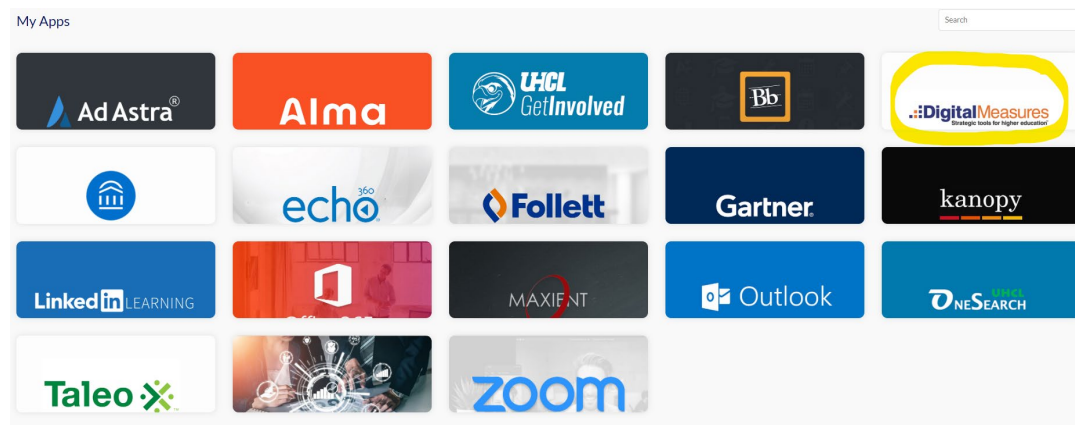
[First Time User](#) | [Forgot Password](#)

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.

| | |
|------------------------------|---|
| Provost Communications | Faculty Staff Sign In ← |
| Faculty Resources | |
| Program Review | |
| Adjunct Faculty Form | |
| Annual Fee Approval Timeline | |

Policy

- [Promotion and Tenure Policy](#)

Additional Documents

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.

University of Houston Clear Lake Activities Reports **Workflow** ? ..Digital Measures by Watermark

Workflow Tasks

▼ **Inbox**

| Name | Step | Subject | Due Date |
|---------------------------------|------------------------------------|---------|---------------------------|
| Sandra Cisneros | Step 7. Faculty Candidate Rebuttal | Me | April 22, 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 7. Faculty Candidate Rebuttal Step - Due April 22, 2020 @ 11:59 PM** Cancel Actions ▼

▼ **Step 1. Faculty Step - Sandra Cisneros** Submitted April 21, 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 Step 8. UPTC Review. File will move forward.

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

< Step 7. Faculty Candidate Rebuttal Step - Due April 22, 2020 @ 11:59 PM

Save Draft Submit to Step 8. UPTC Review Withdraw my Promotion document

Step 6. Dean Review Step - Sandra Cisneros

Dean Review (Save File as 6.1_XXX) 6.1 Cisneros Dean Review.docx (18.04 KB)

| | |
|---|---------|
| Teaching and Educational Activities Recommendation | Approve |
| Research, Scholarship or Artistic Activities Recommendation | Approve |
| Service Activities Recommendation | Approve |

Candidate Rebuttal/Additional Information Document (Optional. Save File as 7.1_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 8. UPTC 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 8. UPTC 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 ? [User Icon] Digital Measures by Watermark™

< Step 7. Faculty Candidate Rebuttal Step - Due April 23, 2020 @ 11:59 PM [Download Icon] [Cancel] [Actions]

Save Draft

Submit to Step 8. UPTC Review

Withdraw my Promotion document

Step 6. Dean Review Step - Sandra Cisneros

Dean Review (Save File as 6.1_XXX) 6.1 Cisneros Dean Review.docx (18.04 KB)

Teaching and Educational Activities Recommendation Approve

Research, Scholarship or Artistic Activities Recommendation Approve

Service Activities Recommendation Approve

Candidate Rebuttal/Additional Information Document (Optional. Save File as 7.1_XXX) Drop files here or click to upload

7.1 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.

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

Workflow Tasks

▼ Inbox

| Name | Step | Subject | Due Date |
|---------------------------------|------------------------------------|---------|---------------------------|
| Sandra Cisneros | Step 7. 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 | Step 8. UPTC 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.

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 'Step 7. Faculty Candidate Rebuttal Step - Due April 23, 2020 @ 11:59 PM'. Below this, there is a section for 'Step 6. Dean Review Step - Sandra Cisneros' with a file upload area showing '6.1 Cisneros Dean Review.docx (18.04 KB)'. The interface also includes a 'Candidate Rebuttal/Additional Information Document (Optional)' section with a 'Drop files here or click to upload' prompt. A dropdown menu is open, showing options: 'Save Draft', 'Submit to Step 8. UPTC 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 features 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 |   |