

## WELCOME TO UHCL WORKFLOW – Faculty Rebuttal

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 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 Cisn	eros,
Your <b>promotion</b> response is due of	and tenure materials are now available for review. Your Wednesday, April 22, 2020 11:59 PM CDT.
To proceed, select credentials, and c requirements for	the button below, sign in using your Digital Measures omplete your task. If you have questions about the your review, please contact your supervisor.
	Open Now
<b>Digital M</b> by Watermark	leasures

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 # Home	€ Sg
University of Houston Z 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 the P&T faculty name in the first column, you will be taken to the application form screen.

University of Houston 22 Clear Lake Activities ▼ Reports Workfle	w	? 🌲 🛔	.::Digital Measures by Watermark
Workflow Tasks	<u> </u>		
~ Inbox			
Name	Step Subject		Due Date
Sandra Cisneros	Step 7. Faculty Candidate Rebuttal Me		April 22, 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.

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Step 7. Faculty Candidate Rebuttal Step	o - 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 A	ND/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_VYY, etc.)	1.4a Cisneros Annual Evaluation Fall 2018.docx (18.02       1.4b Cisneros Annual Evaluation Fall 2019.docx (18.04         KB       1.4c Cisneros Annual Evaluation Fall 2020.docx (18.03         KB       KB
Third-Year Review Letters from Peer Committee and Department Chair (Only for promotion to associate. Save files as 1.5a_XXX, 1.5b_YYYY, etc.)	
Current Curriculum Vitae (Save file as 1.6_XXX)	1.6 Cisneros Vitae.docx ( <b>18.02 KB</b> )

# 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.

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Step 7. Faculty Candidate Rebuttal Step 5. Step 7. Step 7. Faculty Candidate Rebuttal Step 5. Step 7. Step 7. Faculty Candidate Rebuttal Step 5. Step 7. Step	p - Due April 22, 2020 @ 11:59 PM			*	× Cancel	Actions 🔻	
		🗎 Sav	e Draft				
		✓ Submit to Step 8. UPTC Review					
🐦 Step 6. Dean Review Step - Sandra Cisneros		🖸 Wit	hdraw	my Pror	motion document		
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 Sub	omit to Step 8. UPT	C 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	•
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### \*\*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										
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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.

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		💾 Save D	raft		
		a Submit	t to Step 8.	. UPTC Review	
❤ Step 6. Dean Review Step - Sandra Cisneros		🖸 Withdr	raw my Pr	omotion document	
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				
	1. Lisneros Kebuttal.docx (1 <b>8.03 KB</b> ) 前 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 Wor	kflow		?	<b>4</b>	*	.::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
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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 7. Faculty Candidate Rebuttal Ste	p - Due April 23, 2020 @ 11:59 PM			*	× Cancel	Actions 🔻
		💾 Sav	e Draft			
🖉 Step 6. Dean Review Step - Sandra Cisneros		a Sub	mit to S	Step 8. Ul	PTC Review	
Dean Review (Save File as 6.1_XXX)	6.1 Cisneros Dean Review.docx (18.04 KB)	O Wit	hdraw r	my Prom	notion document	
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					
	7.1 Cisneros Rebuttal.docx ( <b>18.03 KB</b> ) Delete File					

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

×	Are you sure you want to Sub	mit to Step 8. UPTC	Review?
	No	Yes	
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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	•
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### \*\*If need to recall submission, click the Actions triangle and click recall. Click Recall\*\*

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Workflow Tasks	;									
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Name			Step		Subject			Due Date		
≺ History										
Name			Current Step	Subject		Last Modified	ł			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 7. Faculty Candidate Rebuttal Ste	ep - Due April 23, 2020 @ 11:59 PM			*	★ Cancel Actions ▼
		🗎 Sa	ve Draft		
		a Su	<b>bmit</b> to	Step 8. l	JPTC Review
🐦 Step 6. Dean Review Step - Sandra Cisneros		O Wi	ithdraw	my Pro	motion document
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 uploa	<u>d</u>		
	(				

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	vant to <b>with</b>	ndraw my promo	otion
This ac	ion cannot l	be undone.	
Cance		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