

WELCOME TO UHCL WORKFLOW – UPTC Review Chair

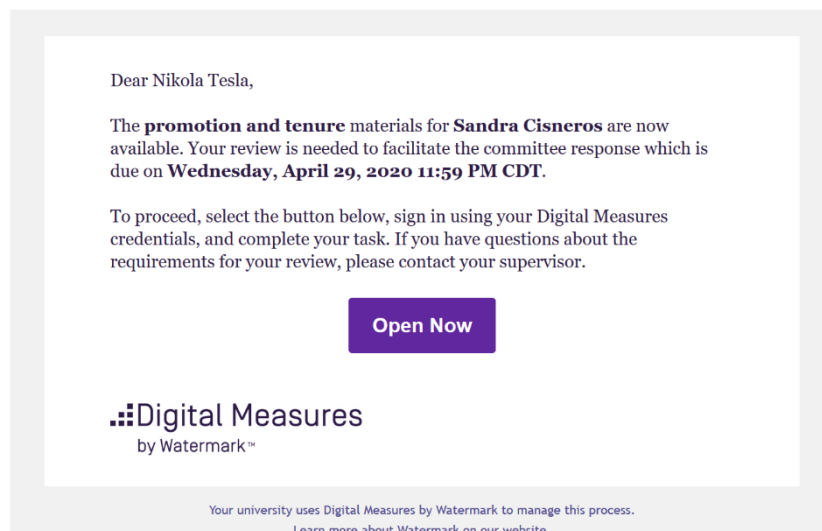
Updated 5/12/23

The following steps will guide you through Step 8 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 the individual who is chairing the UPTC Review step, 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

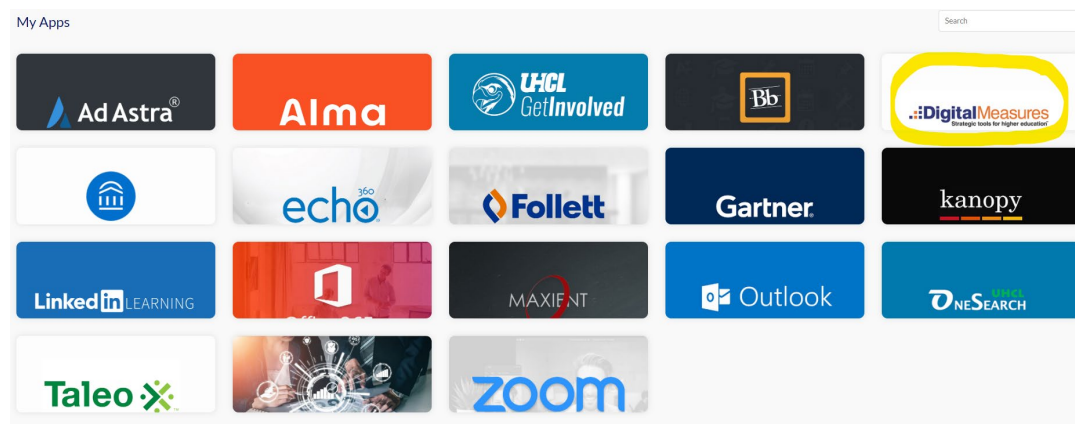
[First Time User](#) | [Forgot Password](#)

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.

[Faculty Staff Sign In](#) ←

Policy

- [Promotion and Tenure Policy](#)

Additional Documents

Provost Communications ▼

Faculty Resources ▼

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

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 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

- 4. Review faculty file.** Please review P&T faculty application form and scroll to Step 8- *UPTC Review*.

University of Houston - Clear Lake Activities ▾ Reports Workflow ? Digital Measures by Watermark™					
← Step 8. UPTC Review Step - Due April 29, 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)				

5. **PRC Responses.** **Confirm** all PRC faculty members have entered feedback. Review responses by individual member or by response. Please provide your response in the comments box. Please provide your own response in the (Chair) comment box.

Note: All member responses must be entered **before** UPTC Chair moves candidate file to next step

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

Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM
Cancel
Actions

Committee Members and Responses
1/2 Reviewed

By Member
By Response

Nikola Tesla (chair)
Unreviewed

Comments

B I U

Carmen Conley
Last Reviewed April 22, 2020

Comments
Reviewed candidate file and approve recommendation.

This Committee's Response

Comments

B I U

UPTC Review (Save File as 8.1_XXX)
Drop files here or click to upload

Teaching and Educational Activities Recommendation

Research, Scholarship or Artistic Activities Recommendation

Service Activities Recommendation

6. Save Chair Comment. Provide comment (if applicable) and save draft after completion.

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

< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM Cancel Actions

Committee Members and Responses

By Member By Response

Nikola Tesla (chair)

Comments

B *I* U

In agreement with my colleague.

Save Draft Complete required fields to Submit Send Back to Previous Step

Carmen Conley

Comments Reviewed candidate file and approve recommendation.

Last Reviewed April 22, 2020

7. 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 ? Digital Measures by Watermark

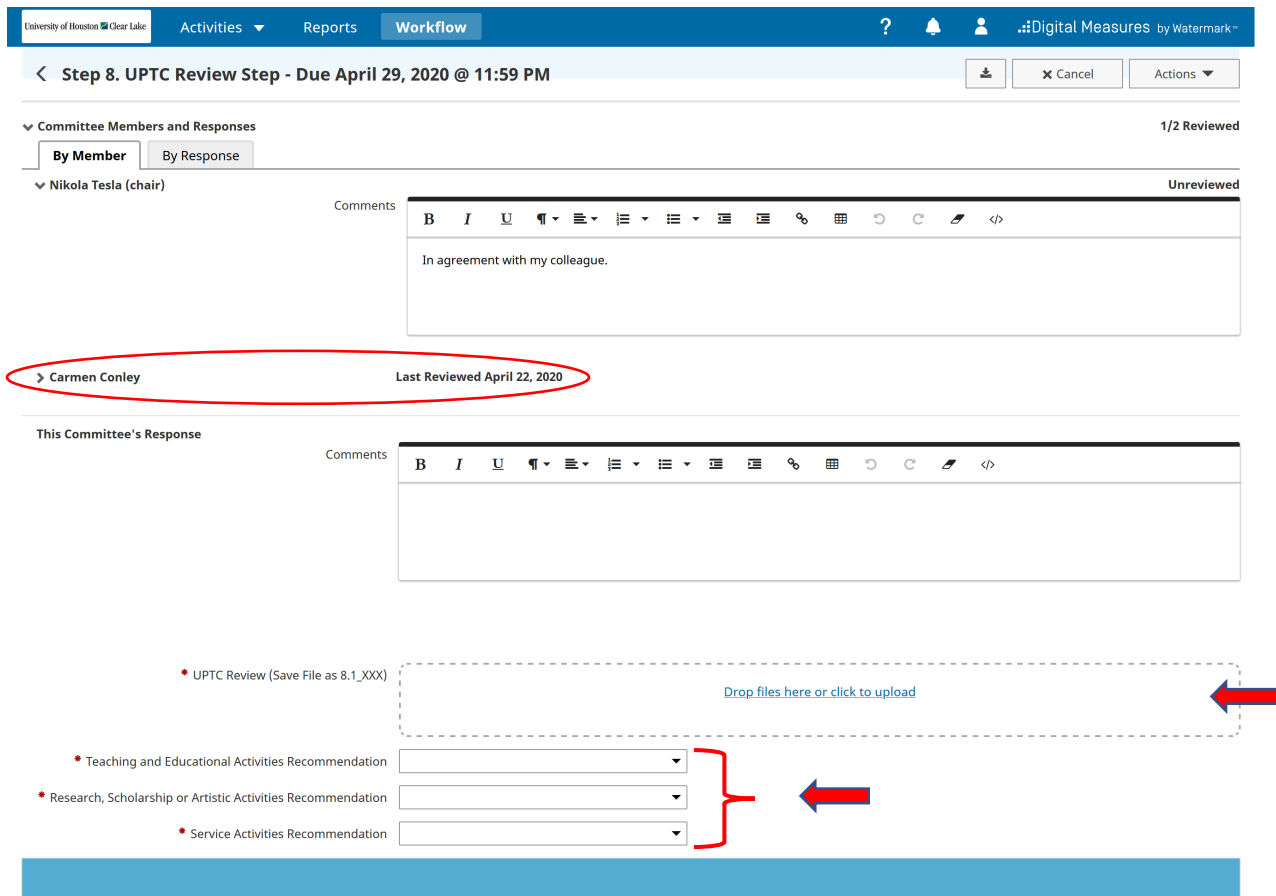
Workflow Tasks



Inbox



Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

8. **Committee's Response.** Scroll to the UPTC Review step. Verify your comment was uploaded appropriately. Also, verify all members have reviewed the candidate's application. Finally, upload committee recommendation letter. Be sure to have all sections with a red asterisk filled out before leaving page.

Note: All member responses must be entered **before** UPTC Chair moves candidate file to next step



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









< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM   Cancel Actions

Committee Members and Responses 1/2 Reviewed

By Member By Response

Nikola Tesla (chair) Unreviewed

Comments









B I U        

In agreement with my colleague.

Carmen Conley Last Reviewed April 22, 2020

This Committee's Response

Comments

B I U        

UPTC Review (Save File as 8.1_XXX) Drop files here or click to upload

Teaching and Educational Activities Recommendation

Research, Scholarship or Artistic Activities Recommendation

Service Activities Recommendation

9. **Save Draft.** After uploading document and selecting from the drop-down option. Click Action and Save Draft.

The screenshot shows the 'Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM' interface. The 'Actions' dropdown menu is open, and the 'Save Draft' option is highlighted with a red arrow. Other options include 'Submit to Step 9. Faculty Appeal Decision' and 'Send Back to Previous Step'. The interface also displays a file upload section with a file named '8.1 Cisneros UPTC Review.docx (18.04 KB)' and three recommendation sections: 'Teaching and Educational Activities Recommendation', 'Research, Scholarship or Artistic Activities Recommendation', and 'Service Activities Recommendation', each with an 'Approve' button.

10. **Getting Ready to Submit.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on the candidate name.

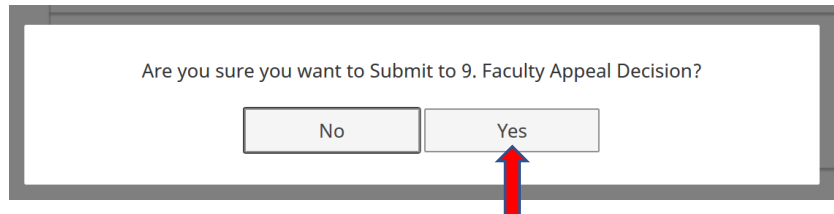
The screenshot shows the 'Workflow Tasks' section with an 'Inbox' table. A red arrow points to the candidate name 'Sandra Cisneros' in the 'Name' column.

Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

11. **Submit.** 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 9. Faculty Appeal Decision.

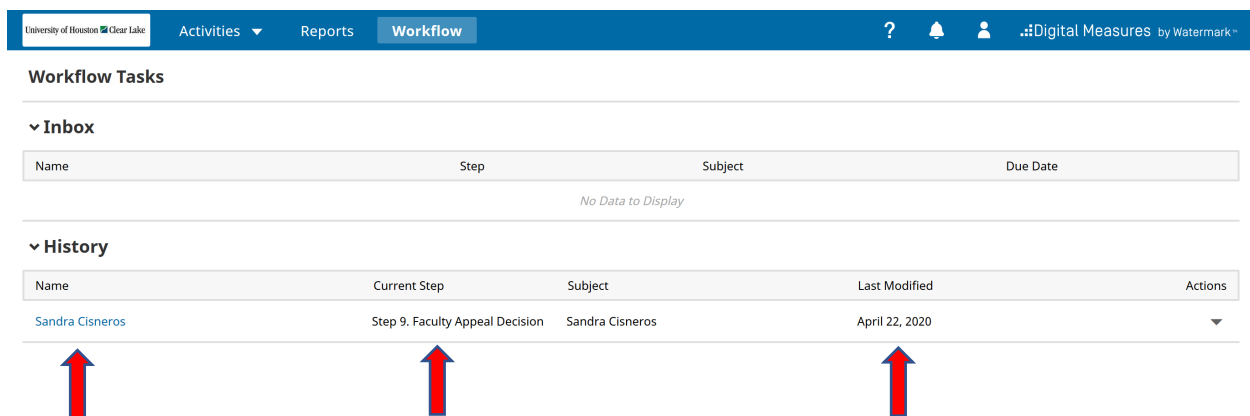
The screenshot shows the 'Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM' interface. The 'Actions' dropdown menu is open, and the 'Submit to Step 9. Faculty Appeal Decision' option is highlighted with a red arrow. Other options include 'Save Draft' and 'Send Back to Previous Step'. The interface also displays a file upload section with a file named '8.1 Cisneros UPTC Review.docx (18.04 KB)' and three recommendation sections: 'Teaching and Educational Activities Recommendation', 'Research, Scholarship or Artistic Activities Recommendation', and 'Service Activities Recommendation', each with an 'Approve' button.

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



A confirmation dialog box with a grey border. Inside, the text "Are you sure you want to Submit to 9. Faculty Appeal Decision?" is centered. Below the text are two buttons: "No" on the left and "Yes" on the right. A red arrow with a blue outline points upwards at the "Yes" button.

13. History. After confirmation, the candidate application will show in the History section of the Workflow Tasks.



The screenshot shows the "Workflow Tasks" section of a web application. At the top is a blue navigation bar with "University of Houston Clear Lake", "Activities", "Reports", and "Workflow" (highlighted). To the right are icons for help, notifications, and user profile, along with the text "Digital Measures by Watermark". Below the navigation bar, the "Workflow Tasks" section is divided into two parts. The "Inbox" section is empty, showing "No Data to Display". The "History" section contains a table with one entry for Sandra Cisneros.

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 9. Faculty Appeal Decision	Sandra Cisneros	April 22, 2020	▼

Three red arrows with blue outlines point upwards at the "Sandra Cisneros" link, the "Step 9. Faculty Appeal Decision" text, and the "April 22, 2020" date.

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.