

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

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.

The promotion and tenure m available. Your review is needed due on Wednesday, April 29,	naterials for Sandra Cisneros are now to facilitate the committee response which is 2020 11:59 PM CDT .
To proceed, select the button bel credentials, and complete your ta requirements for your review, pla	low, sign in using your Digital Measures ask. If you have questions about the ease contact your supervisor.
	Open Now
.∷Digital Measures by Watermark™	
Your university uses Digital	Measures by Watermark to manage this process.

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)

My Apps				Search
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	echõ	♦ Follett	Gartner	kanopy
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OR Sign in directly through the <u>Promotion and Tenure</u> 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.

University of Houston 🖬 Clear Lake Activities 🔻 Reports Workflo	w		?	4	.: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
1	1				1

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	9, 2020 @ 11:59 PM		L 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 Flo	wchart 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) $% \left({{\left({{{\rm{A}}} \right)}_{{\rm{A}}}} \right)$	1.2 Cisneros Promotion and Tenure Criteria.docx (18.1: KB)	5	
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) 1.4c Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)	1.4b Cisneros Annual Evalu KB)	iation Fall 2019.docx (18.04
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. UPTC Responses. Confirm all UPTC 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	Norkflow	? 🌲 🏦 .::Digital Measures by Watermark*
< Step 8. UPTC Review Step - Due April 29	, 2020 @ 11:59 PM	▲ X Cancel Actions ▼
Committee Members and Responses By Member By Response		1/2 Reviewed
Vikola Tesla (chair)		Unreviewed
Comments	₿Ⅰ型¶▾≣▾≔≡∍®	5 C B ()
❤ Carmen Conley		Last Reviewed April 22, 2020
Comments	Reviewed candidate file and approve recommendation.	
This Committee's Personse		
Comments	B I U ¶≠≣≠ ≣≠ ≣ ≠ ⊒ 9 ⊞	
UPTC Review (Save File as 8.1_XXX)	Drop files here or click t	bupload
 reaching 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.

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Step 8. UPTC Review Step - Due April 29,	2020 @ 11:59 PM	▲ Cancel Actions ▼
 Committee Members and Responses 		🗎 Save Draft
By Member By Response		Complete required fields to Submit
✓ Nikola Tesla (chair) Comments	₿Ⅰ型¶▾≧▾⊯▾≔ਾ≡ %⊞	Send Back to Previous Step
	In agreement with my colleague.	
✓ Carmen Conley	Peviewed candidate file and annous recommendation	Last Reviewed April 22, 2020
Comments	Reviewed candidate me and approve recommendation.	

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		?	۵	*	: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
1								



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

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Committee Members and Responses By Member By Response	1/2 Reviewo
Nikola Tesla (chair)	Unreviewa
Comments	₿ <i>Ⅰ</i> 및 ¶▾≡▾≡≖≡ ≡ % ⊞ ♡ С <i>∎</i> «>
	In agreement with my colleague.
Carmen Conley La	ast Reviewed April 22, 2020
nis Committee's Response	
Comments	₿ I Ŭ ¶▾≧▾▤▾≔≡ ▣ % ⊞ ♡ C # Ø
• LIPTC Review (Save File as 8.1.XXX)	
• UPTC Review (Save File as 8.1_XXX)	Drop files here or click to upload
• UPTC Review (Save File as 8.1_XXX)	Drop files here or click to upload
UPTC Review (Save File as 8.1_XXX) Teaching and Educational Activities Recommendation	Drop files here or click to upload



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

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< Step 8. UPTC	C Review Step -	Due April 2	9, 2020 @ 11:59 PM			*	× Cancel	Actions 🔻
> Carmen Conley			Last Reviewed April 22, 2020	🗎 Sav	e Draft			
This Committee's Res	ponse	Comments	₿Ⅰ型¶▾▤▾▤▾▣▣®%▥	ー Sub	mit to s	itep 9. F. to Previe	aculty Appeal De ous Step	cision
	• UPTC Review (Sav	ve File as 8.1_XXX)	You have reached the lin 8.1 Cisneros UPTC Review.docx (18.04 KB)	mit of 1 file				
 Teaching and 	• UPTC Review (Sav	ve File as 8.1_XXX) Recommendation	You have reached the lin You have reached the lin Approve	mit of 1 file				
 Teaching and Research, Scholarshi 	UPTC Review (Sav Educational Activities I ip or Artistic Activities I	ve File as 8.1_X0X) Recommendation Recommendation	You have reached the line B.1 Cisneros UPTC Review.docx (18.04 KB) Delete File Approve O	mit of 1 file				

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.

	University of Houston Sector Lake Activities ▼ Reports Workfl	w		?	٩	*	.∷Digital Measures by Watermark™
	Workflow Tasks						
	~ Inbox						
	Name	Step	Subject			C	Due Date
-	Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros			A	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.

୍ତ Step 8. UPTC Review Step - Due April 29	9, 2020 @ 11:59 PM	★ Cancel Actions ▼
his Committee's Response		💾 Save Draft
Comments	₿Ⅰ型¶▾▤▾▤▾▤▾◪◪◈▦	
		Send Back to Previous Step
	·	
UPTC Review (Save File as 8.1_XXX)	You have reached the lin	nit of 1 file
UPTC Review (Save File as 8.1_XXX) Teaching and Educational Activities Recommendation	You have reached the lin 8.1 Cisneros UPTC Review.docx (18.04 KB) Delete File Approve	nit of 1 file
UPTC Review (Save File as 8.1_XXX) Teaching and Educational Activities Recommendation Research, Scholarship or Artistic Activities Recommendation	You have reached the lin 8.1 Cisneros UPTC Review.docx (18.04 KB) Delete File Approve O	nit of 1 file



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



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

University of Houston Machael Activities Reports	Workflow		? 🌲 👗	.∷Digital Measures by Watermark™
Workflow Tasks				
∽ Inbox				
Name	Step	Subject		Due Date
		No Data to Display		
∽ History				
Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 9. Faculty Appeal Decision	Sandra Cisneros	April 22, 2020	•
1	1		1	

Note: Please email <u>workflow@uhcl.edu</u> 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.