

## WELCOME TO UHCL WORKFLOW – UPTC Member

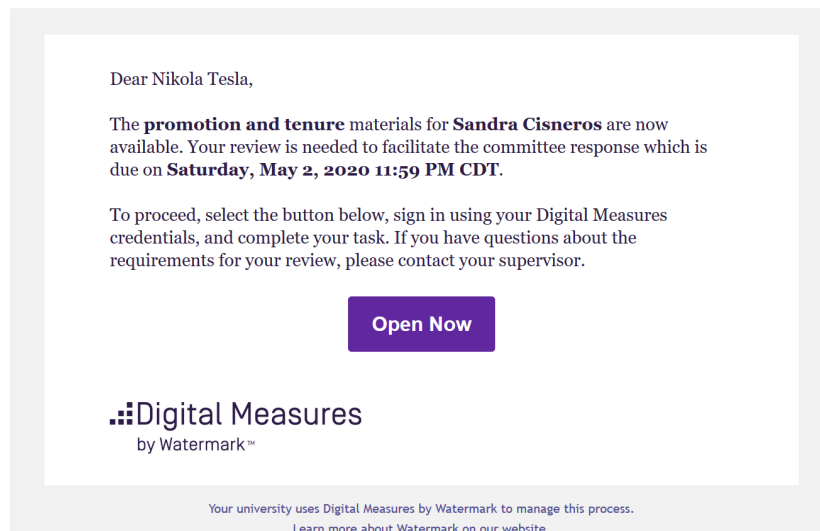
*Updated 5/12/2023*

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](mailto:workflow@uhcl.edu)

- 1. Open Workflow System** – As a member of 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

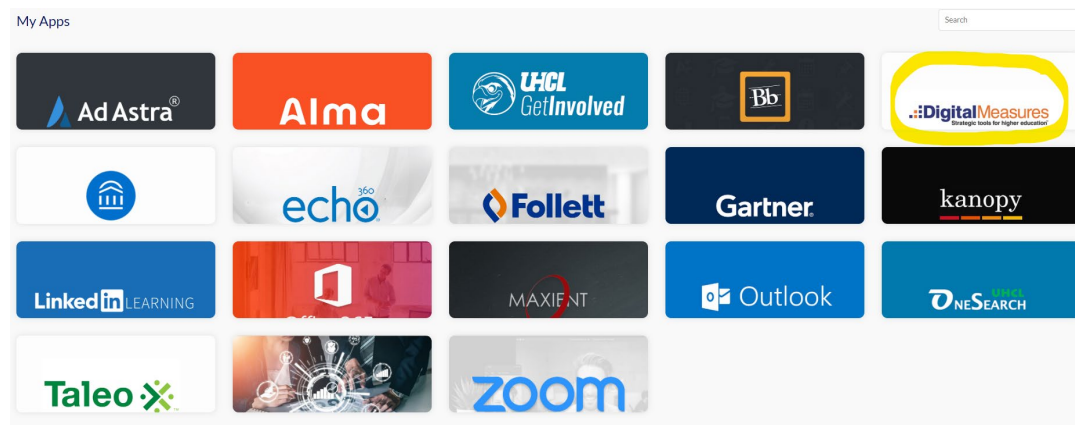
[First Time User](#) | [Forgot Password](#)

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

Choose an authentication method

 Duo Push <b>RECOMMENDED</b>	<a href="#">Send Me a Push</a>
 Call Me	<a href="#">Call Me</a>
 Passcode	<a href="#">Enter a Passcode</a>

**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.

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.

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

Submitted April 21, 2020 by Sandra Cisneros

▼ Step 1. Faculty Step - 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. UPTC Responses. Please provide comments and upload a letter of opinion in this section.

**Note:** The PRC Chair will move the candidate file to next step once all members have provided their feedback in Workflow

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

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

Step 7. Faculty Candidate Rebuttal Step - Sandra Cisneros
Submitted April 21, 2020 by Sandra Cisneros

Candidate Rebuttal/Additional Information Document (Optional. Save File as 7.1\_XXX)

My Response

Comments

B I U
List
Link
Table
Image
Undo
Redo
Code

This Committee's Response
Saved Draft by Nikola Tesla

Comments

UPTC Review (Save File as 8.1\_XXX)

Teaching and Educational Activities Recommendation

### 6. Save Draft. Provide comment (if applicable) and save draft after completion.

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

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

Step 7. Faculty Candidate Rebuttal Step - Sandra Cisneros

Candidate Rebuttal/Additional Information Document (Optional. Save File as 7.1\_XXX)

My Response

Comments

B I U
List
Link
Table
Image
Undo
Redo
Code

Reviewed candidate file and approve recommendation.

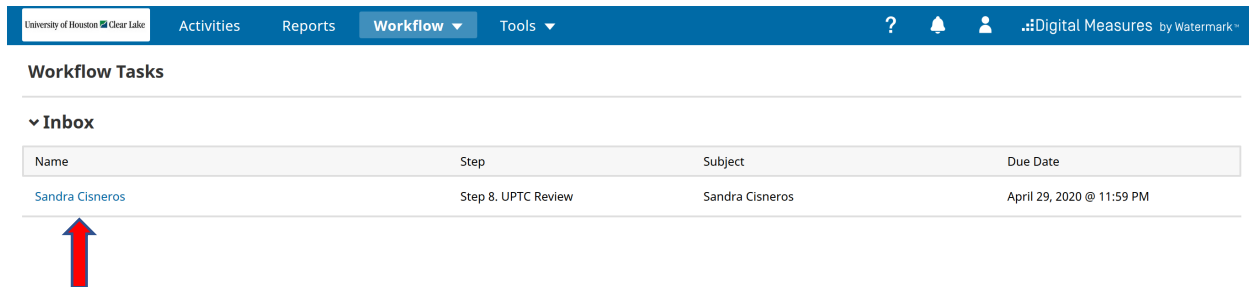
This Committee's Response
Saved Draft by Nikola Tesla

Comments

UPTC Review (Save File as 8.1\_XXX)

Teaching and Educational Activities Recommendation

- 7. Workflow Inbox.** UPTC member will be directed to Workflow Inbox. Choose desired faculty candidate to complete process.

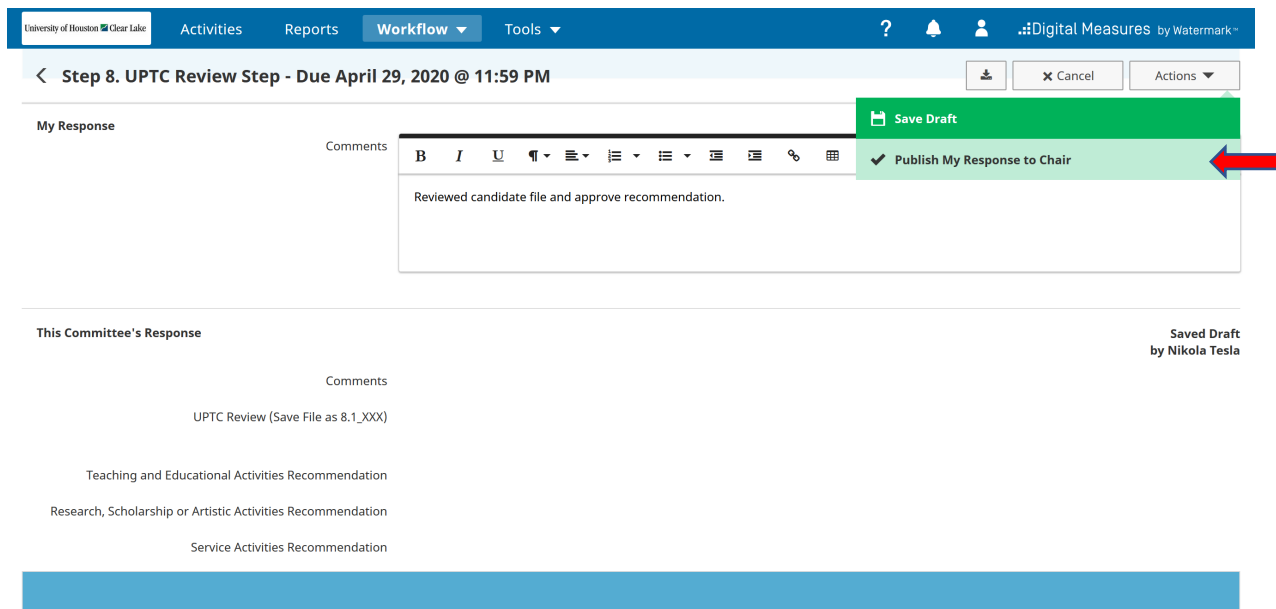


The screenshot shows the 'Workflow Tasks' section of the application. Under the 'Inbox' tab, there is a table with the following data:

Name	Step	Subject	Due Date
<a href="#">Sandra Cisneros</a>	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

A red arrow points to the 'Sandra Cisneros' link in the 'Name' column.

- 8. Publish.** Please review the appropriate documentation was uploaded and/or comments were captured. In the P&T application form, you will now click on the Action button located at the top right corner and select Publish My Response to Chair.

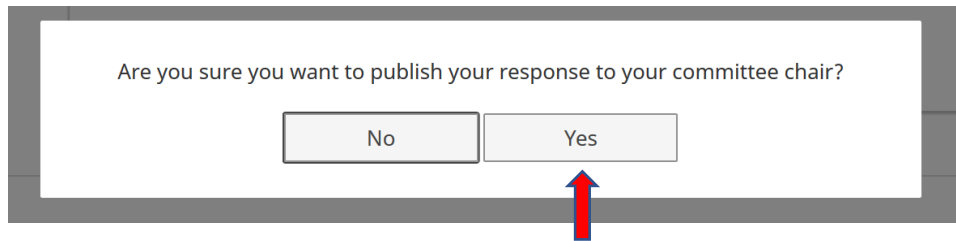


The screenshot shows the 'Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM' form. The 'My Response' section is active, showing a text area with the comment 'Reviewed candidate file and approve recommendation.' and a rich text editor toolbar. On the right side of the form, there is a green 'Save Draft' button and a green 'Publish My Response to Chair' button. A red arrow points to the 'Publish My Response to Chair' button.

Below the 'My Response' section, there is a section titled 'This Committee's Response' with a 'Comments' field. The text 'UPTC Review (Save File as 8.1\_XXX)' is visible in the comments field. Below the comments field, there are three checkboxes: 'Teaching and Educational Activities Recommendation', 'Research, Scholarship or Artistic Activities Recommendation', and 'Service Activities Recommendation'. All three checkboxes are currently unchecked.

In the top right corner of the form, there is a status indicator that says 'Saved Draft by Nikola Tesla'.

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

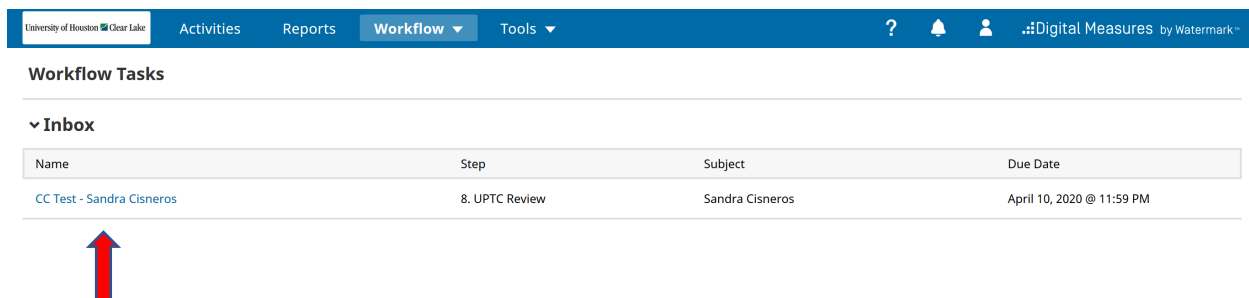
A confirmation dialog box with a white background and a grey border. It contains the text "Are you sure you want to publish your response to your committee chair?" and two buttons: "No" and "Yes". A red arrow points to the "Yes" button.

Are you sure you want to publish your response to your committee chair?

No Yes

10. **Inbox.** After confirmation, the candidate application will appear in the Inbox section of the Workflow Tasks.

**Note:** The Candidate application will remain in your Inbox until the UPTC Chair has completed their section and moved the application to the next step.

A screenshot of the "Workflow Tasks" section in a web application. The top navigation bar includes "University of Houston Clear Lake", "Activities", "Reports", "Workflow" (selected), and "Tools". The "Workflow Tasks" section has a sub-header "Inbox" with a dropdown arrow. Below it is a table with four columns: "Name", "Step", "Subject", and "Due Date". The table contains one row: "CC Test - Sandra Cisneros", "8. UPTC Review", "Sandra Cisneros", and "April 10, 2020 @ 11:59 PM". A red arrow points to the "Name" column header.

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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
<a href="#">CC Test - Sandra Cisneros</a>	8. UPTC Review	Sandra Cisneros	April 10, 2020 @ 11:59 PM