

## WELCOME TO UHCL WORKFLOW – UPTC Member

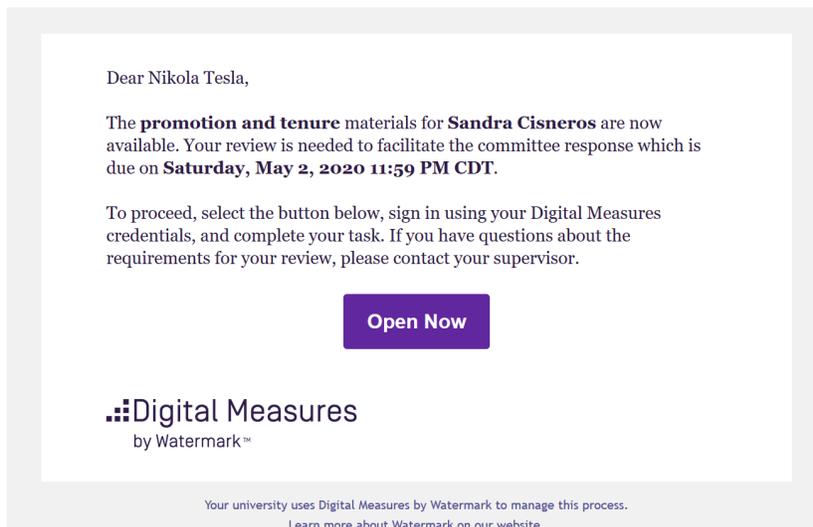
Updated 5/12/2023

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](#)

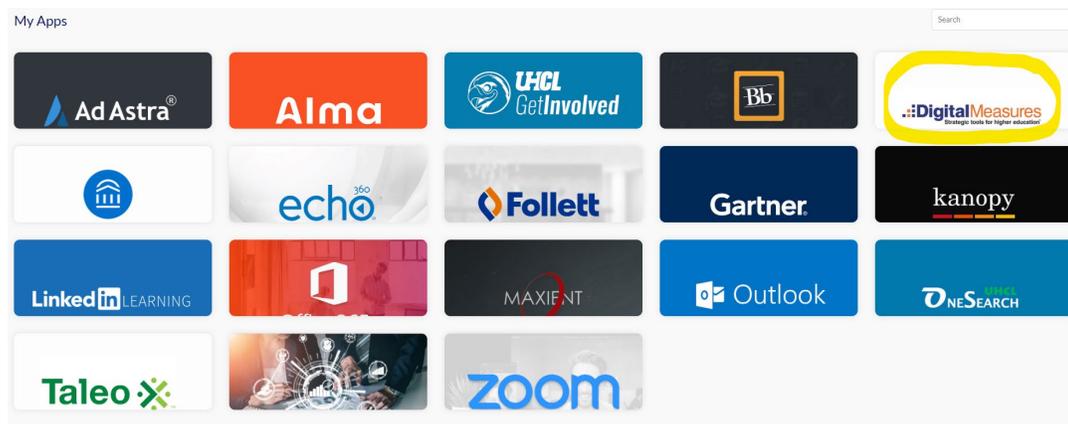
[First Time User](#) | [Forgot Password](#)

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

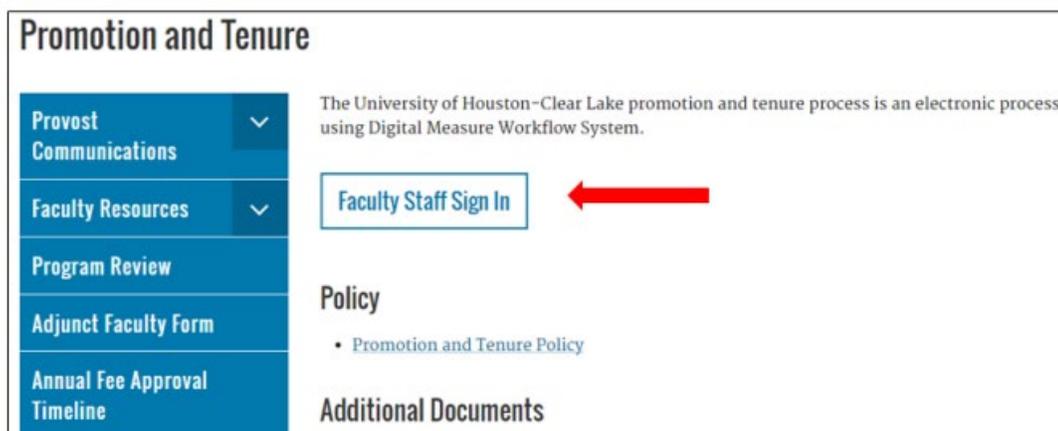
Choose an authentication method

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.



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.

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.

**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 UPTC Chair will move the candidate file to next step once all members have provided their feedback in Workflow.

The screenshot shows the 'Step 8. UPTC Review Step' interface. At the top, there is a navigation bar with 'University of Houston Clear Lake', 'Activities', 'Reports', 'Workflow', and 'Tools'. Below this, a breadcrumb trail reads '< Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM'. A 'Submitted April 21, 2020 by Sandra Cisneros' notice is visible. The main content area is titled 'Step 7. Faculty Candidate Rebuttal Step - Sandra Cisneros' and contains a 'Candidate Rebuttal/Additional Information Document (Optional. Save File as 7.1\_XXX)'. A large blue bar is present. Below it, the 'My Response' section has a 'Comments' field with a rich text editor toolbar (B, I, U, bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo, clear, source code) and a large empty text area. A red arrow points to the right side of this text area. Below the 'My Response' section is the 'This Committee's Response' section, which is currently empty. A 'Saved Draft by Nikola Tesla' notice is visible on the right side.

## 6. Save Draft.

This screenshot is similar to the previous one but shows the 'Save Draft' button highlighted in green. The 'My Response' section now contains the text 'Reviewed candidate file and approve recommendation.' in the comment field. The 'This Committee's Response' section remains empty. The 'Saved Draft by Nikola Tesla' notice is still present on the right side. A red arrow points to the 'Save Draft' button.

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

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

**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.

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

My Response

Comments

Reviewed candidate file and approve recommendation.

Save Draft

Publish My Response to Chair

This Committee's Response

Comments

UPTC Review (Save File as 8.1\_XXX)

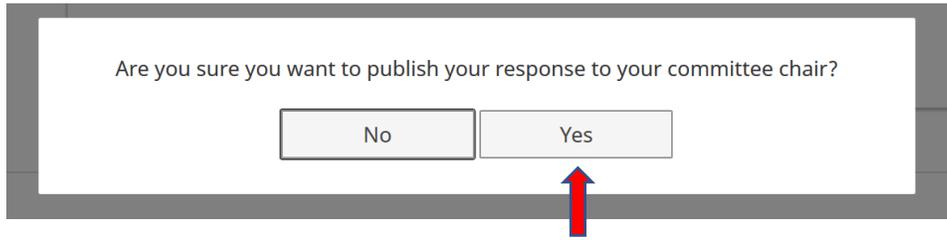
Teaching and Educational Activities Recommendation

Research, Scholarship or Artistic Activities Recommendation

Service Activities Recommendation

Saved Draft by Nikola Tesla

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

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