

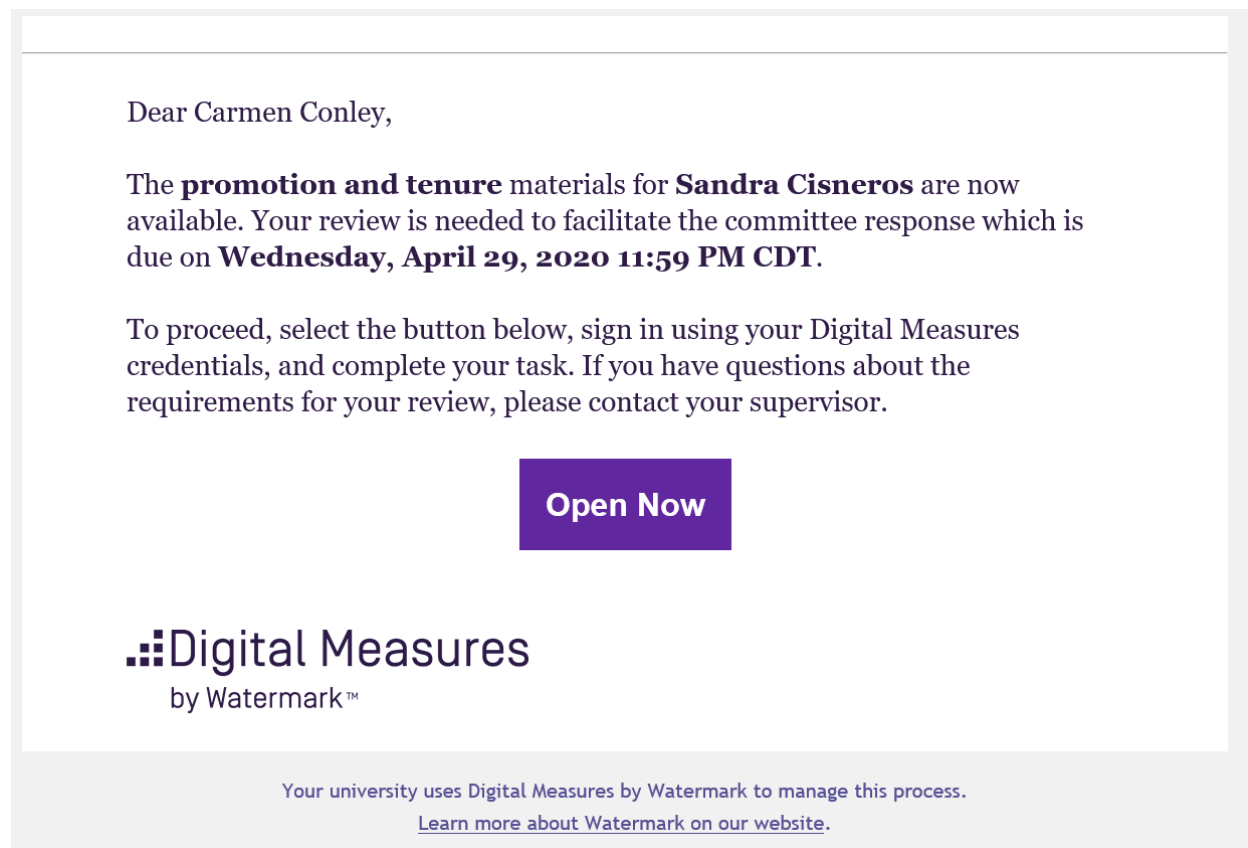
WELCOME TO UHCL WORKFLOW – UPTC Member

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 Now. As a member of the UPTC Review step, you will receive an email (shown below) to submit materials.




Dear Carmen Conley,

The **promotion and tenure** materials for **Sandra Cisneros** are now available. Your review is needed to facilitate the committee response which is due on **Wednesday, April 29, 2020 11:59 PM CDT**.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task. If you have questions about the requirements for your review, please contact your supervisor.

Open Now

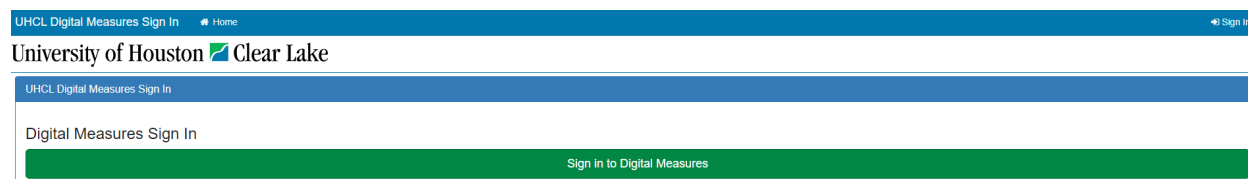
 **Digital Measures**
by Watermark™

Your university uses Digital Measures by Watermark to manage this process.
[Learn more about Watermark on our website.](#)


2. Sign in. Sign in through the [Promotion and Tenure](#) website using your UHCL credentials.

Faculty Staff Sign In

Use the Faculty Staff Sign In button to log into the system.



UHCL Digital Measures Sign In [Home](#) [Sign In](#)

University of Houston  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.

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

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.

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

University of Houston

ActivitiesReportsWorkflowTools

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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

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 Daft.** Provide comment (if applicable) and save draft after completion.

University of Houston

ActivitiesReportsWorkflowTools

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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

Saved Draft by Nikola Tesla

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

My Response

Comments

B I U

Reviewed candidate file and approve recommendation.

This Committee's Response

Saved Draft by Nikola Tesla

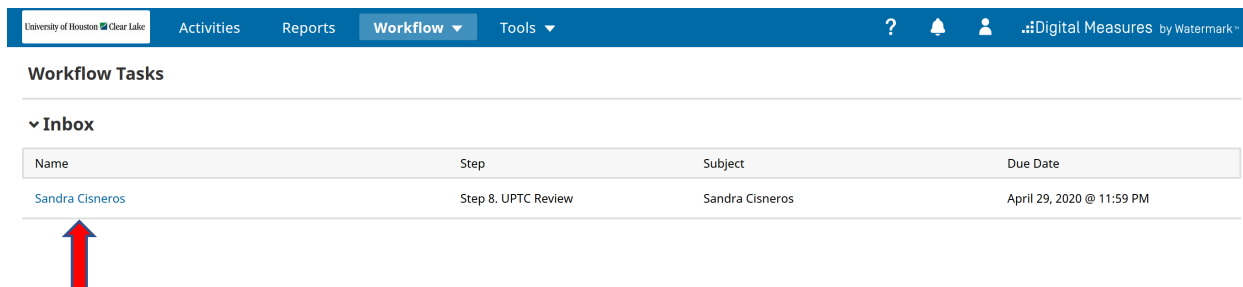
Comments

UPTC Review (Save File as 8.1_XXX)

Teaching and Educational Activities Recommendation



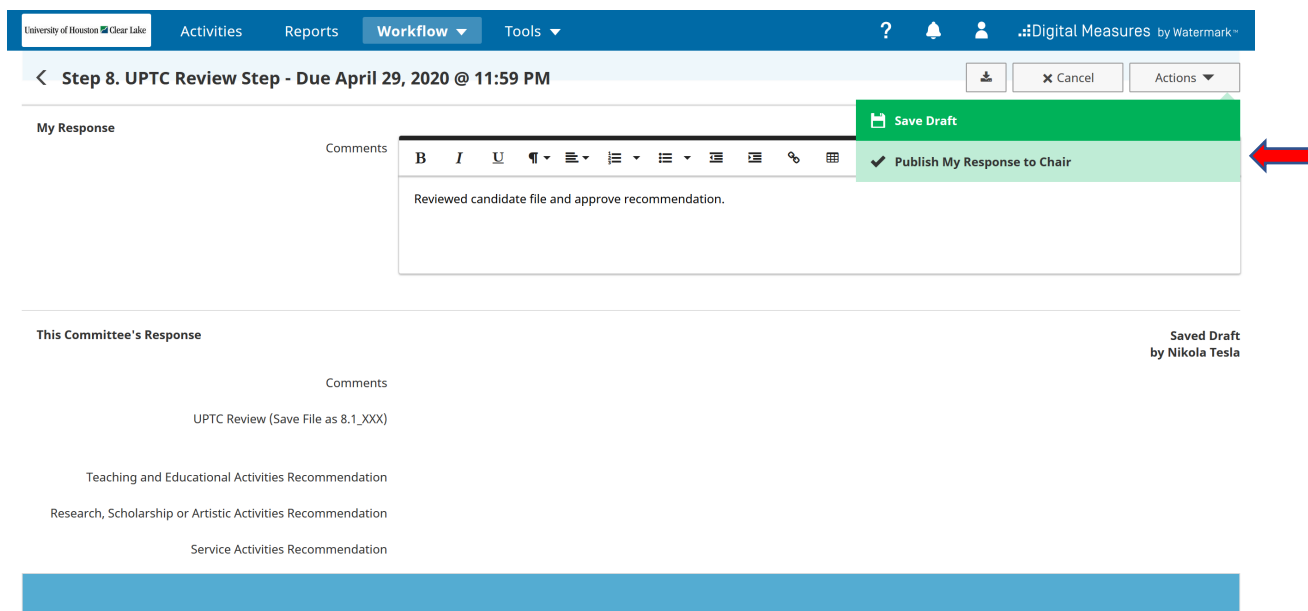
7. Workflow Inbox. UPTC member will be directed to Workflow Inbox. Choose desired faculty candidate to complete process.



The screenshot shows the top navigation bar of the University of Houston Clear Lake system with tabs for Activities, Reports, Workflow (selected), and Tools. Below the navigation bar is the 'Workflow Tasks' section with an 'Inbox' dropdown. A table lists a task for 'Sandra Cisneros' at 'Step 8. UPTC Review' with a due date of 'April 29, 2020 @ 11:59 PM'. A red arrow points to the name 'Sandra Cisneros' in the table.

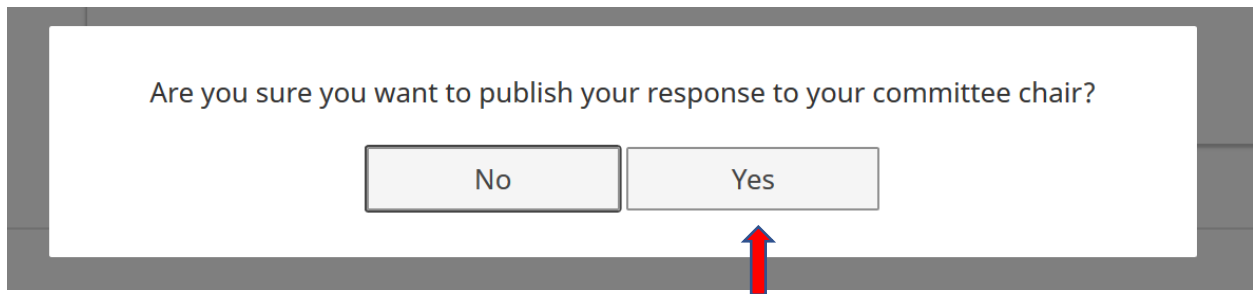
Name	Step	Subject	Due Date
Sandra Cisneros	Step 8. UPTC Review	Sandra Cisneros	April 29, 2020 @ 11:59 PM

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.



The screenshot shows the 'Step 8. UPTC Review Step - Due April 29, 2020 @ 11:59 PM' form. It includes a 'My Response' section with a 'Comments' text area containing the text 'Reviewed candidate file and approve recommendation.' To the right of the text area is a green button labeled 'Publish My Response to Chair' with a checkmark icon. A red arrow points to this button. Above the button is a 'Save Draft' button. The top right of the form has buttons for 'Cancel' and 'Actions'. Below the 'My Response' section is a 'This Committee's Response' section with a 'Comments' text area. The bottom right of the form shows 'Saved Draft by Nikola Tesla'.

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

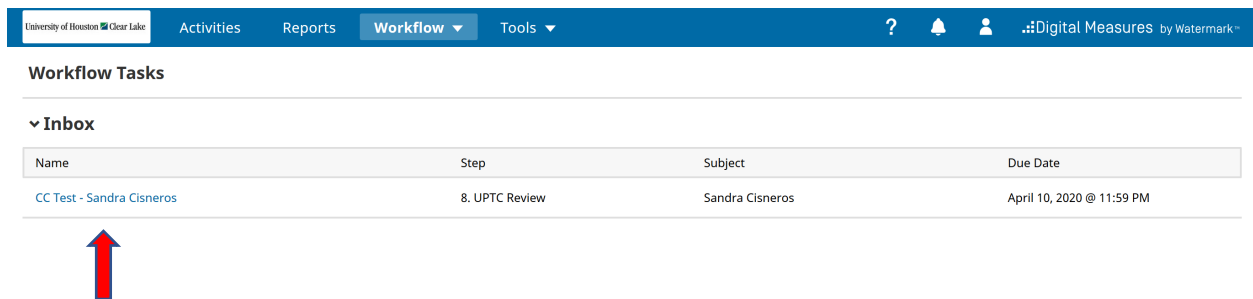
A confirmation dialog box with a white background and a gray border. It contains the text "Are you sure you want to publish your response to your committee chair?" and two buttons: "No" and "Yes". A red arrow points to the "Yes" button.

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

No Yes

10. Inbox. After confirmation, the candidate application will show the Inbox section of the Workflow Tasks. The application will remain here until the PRC Chair has moved the application forward to the next step.

****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" interface. The top navigation bar is blue with links for "University of Houston Clear Lake", "Activities", "Reports", "Workflow", and "Tools". Below the navigation bar, the "Workflow Tasks" section is expanded to show the "Inbox". A table lists a task with columns for Name, Step, Subject, and Due Date. A red arrow points to the "Name" column.

Workflow Tasks			
▼ Inbox			
Name	Step	Subject	Due Date
CC Test - Sandra Cisneros	8. UPTC Review	Sandra Cisneros	April 10, 2020 @ 11:59 PM