

WELCOME TO UHCL WORKFLOW – Faculty Appeal Decision

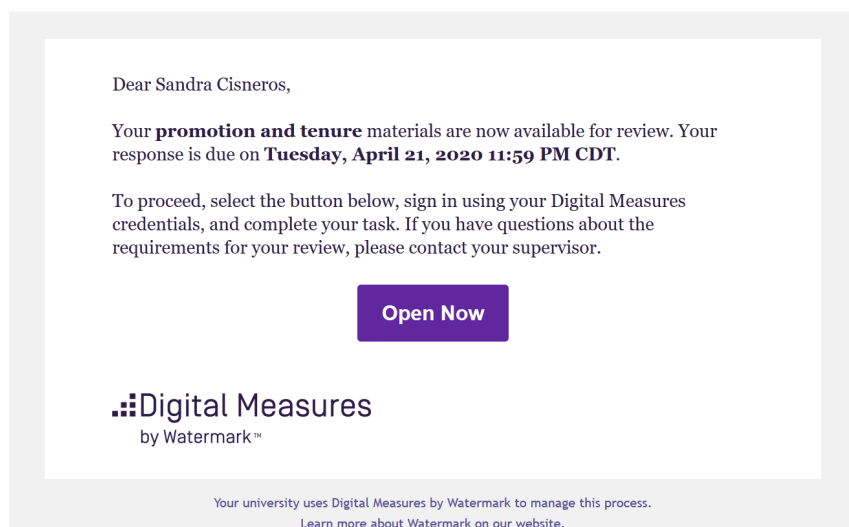
Updated 5/12/2023

The following steps will guide you through Step 9 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 a candidate for Promotion and Tenure and as a reviewer, 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

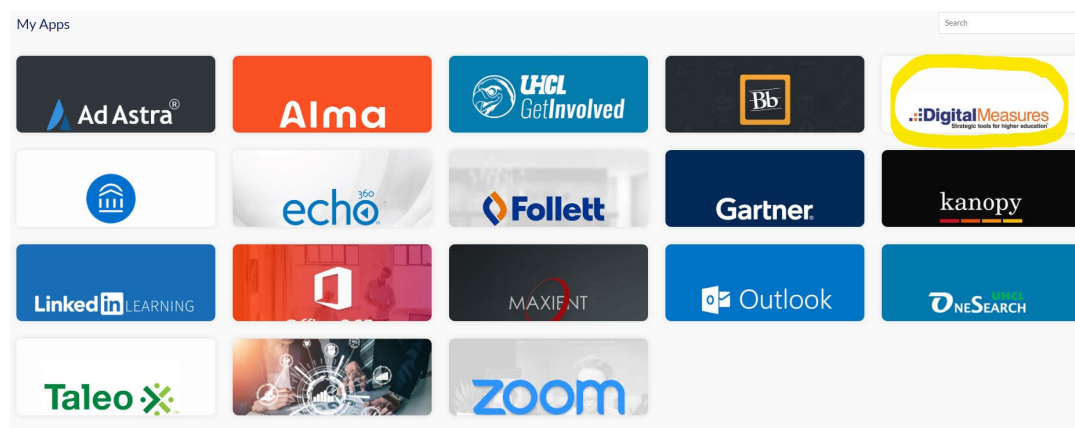
[First Time User](#) | [Forgot Password](#)

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.

Provost Communications ▼

Faculty Resources ▼

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

Faculty Staff Sign In ←

Policy

- [Promotion and Tenure Policy](#)

Additional Documents

Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

3. **Click Your Name.** Once in Workflow, the following screen will appear. When you click on your 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 9. Faculty Appeal Decision	Me	April 23, 2020 @ 11:59 PM

4. **Review Your File.** Please review your P&T application form and scroll to the Faculty Appeal Decision section. **Decide if you wish to appeal the decision** (*Please consult the policy regarding appeals*).

If **you wish** to appeal, please continue to **Step 6- Save a Draft, page 5** where a rebuttal letter will be uploaded and file will be submitted to the Appeal Committee.

If you **do not wish** to appeal and want to forward your packet to the President, please continue to **Step 5- Submit to President, page 4**.

University of Houston - Clear Lake Activities ▾ Reports Workflow ? 🔔 👤 .:Digital Measures by Watermark			
< Step 9. Faculty Appeal Decision Step - Due April 23, 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)		

Submit to President

- 5. Submit to President.** After reviewing candidate application, if you choose to move forward without submitting an appeal, click the Submit to Step 11. President.

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

- ii. History.** After confirmation, your P&T application will show the History section of the Workflow Tasks.

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 11. President	Me	April 22, 2020	▼

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.

Submit to Appeal Committee

6. **Save Draft.** After reviewing your file, scroll to the Faculty Appeal Documentation section. Upload your document in the space provided. Once you uploaded your document, you will submit by clicking the Action button on the top right corner. A pull-down option will appear, where you will then click Save Draft.

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

< Step 9. Faculty Appeal Decision Step - Due April 24, 2020 @ 11:59 PM | [Cancel] | Actions

Step 8. UPTC Review Step - Sandra Cisneros

Comments

UPTC Review (Save File as 8.1_XXX) | 8.1 Cisneros UPTC Review.docx (18.04 KB)

Teaching and Educational Activities Recommendation | Approve

Research, Scholarship or Artistic Activities Recommendation | Approve

Service Activities Recommendation | Approve

Faculty Appeal Documentation (Save File as 9.1_XXX) | Drop files here or click to upload

9.1 Cisneros Faculty Appeal Decision.docx (18.06 KB) | Delete File

Save Draft | Submit to Step 11. President | Submit to Step 10. Appeal Committee

- i. **Workflow Inbox.** After you save your draft, you will be taken to the Workflow Inbox, where you will again click on your name.

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

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 9. Faculty Appeal Decision	Me	April 24, 2020 @ 11:59 PM

ii. **Submit to Appeal Committee.** Scroll to the Faculty Appeal section and please review the appropriate document was uploaded. After review you will now click on the Action button located at the top right corner and select Submit to Step 10. Appeal Committee.

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

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

▼ History

Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 10, Appeal Committee	Me	April 22, 2020	▼

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.