

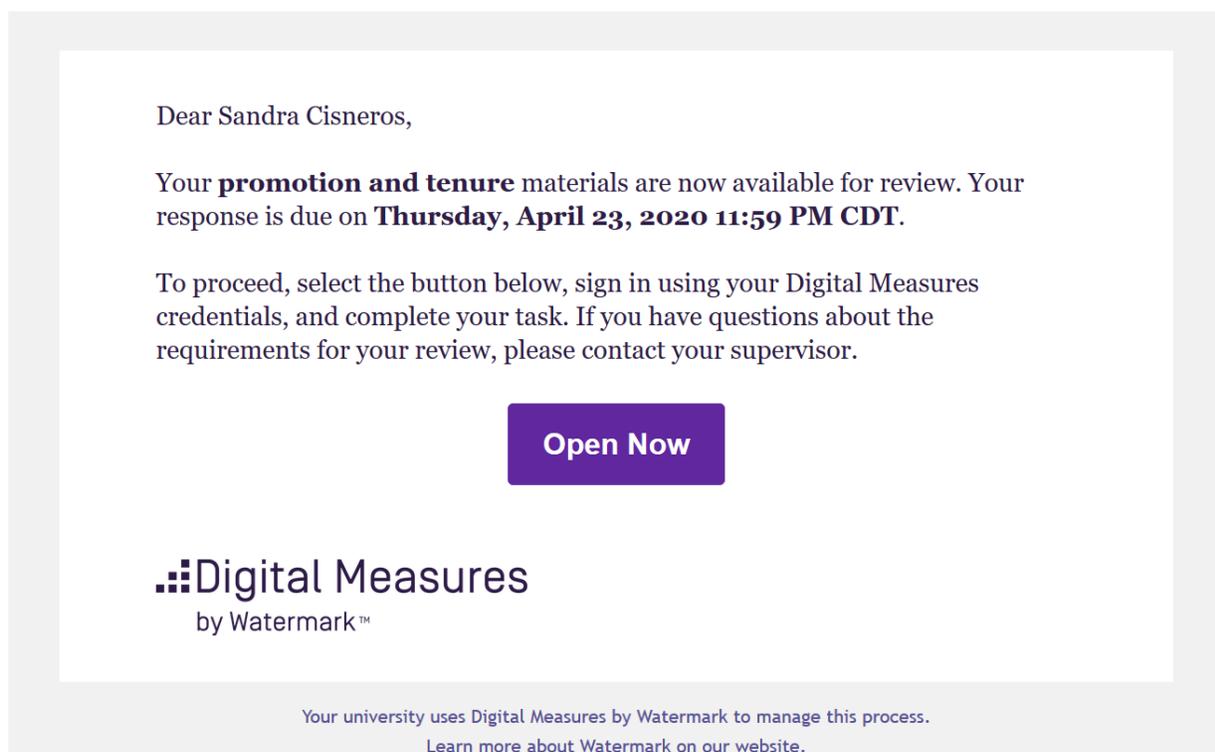
## WELCOME TO UHCL WORKFLOW – Faculty Appeal Decision

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](mailto:workflow@uhcl.edu)

**1. Open Now.** As the Promotion and Tenure faculty member, you will receive an email (shown below) to submit materials. This initiates the P&T process. You will click the **Open Now** box and be taken to the Digital Measures sign in screen.



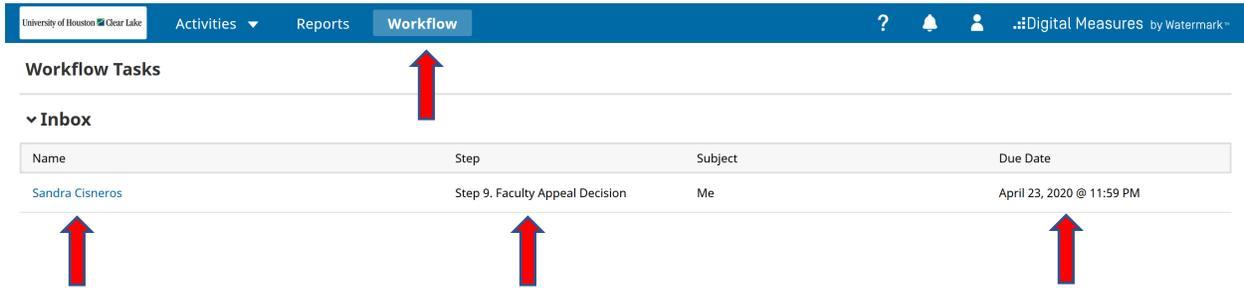
**2. Sign in.** Sign in through the [Promotion and Tenure](#) website using your UHCL credentials.

**Faculty Staff Sign In**

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



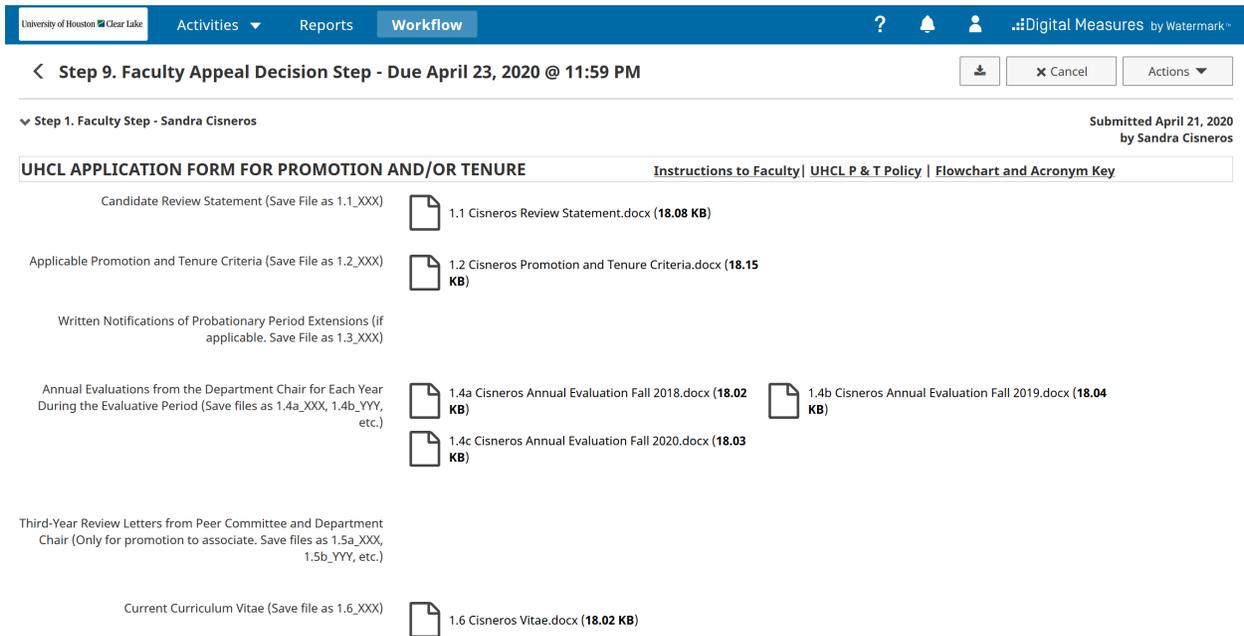
**3. Click Your Name.** Once in Workflow, the following screen will appear. When you click on your name in the first column, you will be taken to the application form screen.



**4. Review Your File.** Please review your P&T application form and scroll to the Faculty Appeal Decision section.

If you do not wish to submit file to the President, please continue to [Step 5, page 3](#).

Please continue to [Step 6, page 5](#) if a rebuttal letter will be uploaded and file will be submitted to the Appeal Committee.



# 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.

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

Save Draft

Submit to Step 11. President

Submit to Step 10. Appeal Committee

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

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

Are you sure you want to Submit to 11. President?

No 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
<a href="#">Sandra Cisneros</a>	Step 11. President	Me	April 22, 2020	▼



**\*\*If need to recall submission, click the Actions triangle and click recall. \*\***

▼ History

Name	Current Step	Subject	Last Modified	Actions
<a href="#">Sandra Cisneros</a>	Step 11. President	Me	April 22, 2020	



This box will appear asking to confirm the action. Click Recall if you wish to recall the submission.

You are able to recall any submission which is on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. Are you ready to proceed?



# 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 | ? | Bell | User | Digital Measures by Watermark

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

Save Draft

Submit to Step 11. President

Submit to Step 10. Appeal Committee

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

**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 | ? | Bell | User | 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.

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 | [Download Icon] | [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

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

Are you sure you want to Submit to Step 10. Appeal Committee?

No 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	▼



**\*\*If need to recall submission, click the Actions triangle and click recall. \*\***

▼ History

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



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