

Using Workflow with Promotion & Tenure

May 2025



Key Resources

- <https://www.uhcl.edu/provost/faculty-staff-resources/faculty-resources/promotion-tenure>
- Please see the Provost Website for:
 - The P&T Policy
 - The 25-26 P&T Timeline
 - Criteria (Both Old and New)
 - Workflow User Instructions
- Assistance with **mechanics of Workflow** – workflow@uhcl.edu
- Assistance with **policy and procedure** – work through Department Chairs and Deans

Promotion and Tenure

Provost Communications

Faculty Resources

Administration Calendar

Policies, Procedures, and Handbooks

Program Review

Adjunct Faculty Form

Annual Fee Approval Timeline

Course Fee Procedures

Due Dates

Request for Fee Change Report

The University of Houston–Clear Lake's promotion and tenure process is an electronic process using Digital Measures Workflow System.

[Faculty Staff Sign In](#)

Policy

- [Promotion and Tenure Policy](#) (Last updated 5/2023)
Applies to P&T candidates for review during the 2024–25 cycle, and beyond.
- [Administrative Memo: COVID–19 Extensions](#)

Additional Documents

- [Promotion and Tenure Process Timeline 2024–2025](#)
- [Candidate Review Statement Template](#)
- College P&T Criteria
 - College of Business: [New Criteria](#) | [Old Criteria](#)
 - College of Education: [New Criteria](#) | [Old Criteria](#)
 - College of Human Sciences and Humanities: [New Criteria](#) | [Old Criteria](#)
 - College of Science and Engineering: [New Criteria](#) | [Old Criteria](#)
- [P & T Process Flowchart and File Naming Convention](#)
- [Frequently Asked Questions](#)

Workflow User Instructions:

- [Step 1 – Faculty](#)
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- [Step 10 – Appeal Committee](#)
- [Step 12 – Faculty Acknowledgement](#)

Contact

Office of the Provost

Phone: 281–283–3000

Fax: 281–283–3009

Email: provost@uhcl.edu

Bayou Building, 2525

2700 Bay Area Blvd, Box 74

Houston, TX 77058–1002

Office hours:

Monday – Friday, 8 a.m. – 5 p.m.

P&T Workflow 2025-2026 Timeline

Friday, March 28, 2025	Deans provide Office of the Provost with the following information: (1) associate professors going up for promotion to professor, (2) assistant professors going up for promotion and tenure to associate professor and (3) any associate professors or professors going up for tenure.
Thursday, April 3, 2025	Office of the Provost approves the final list of candidates going up for P&T in 2025-26. Candidates requesting the addition of a PRC member from an appropriately related discipline or program across campus submits request to dean in writing.
Monday, April 28, 2025	Each college provides Office of the Provost a list of peer review committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership.
Monday, May 19, 2025	Candidates receive access to the 2025-26 P&T workflow. Candidates submit a list of at least five external reviewers to their associate dean or their college designee.
Friday, May 30, 2025	Candidates provide external review packet to their associate dean or their college designee.
Friday, June 13, 2025	Associate dean or college designee sends external evaluation file to P&T candidate's outside reviewers.
Friday, September 5, 2025	Candidates must submit their Promotion and Tenure Document in the 2025-26 P&T workflow. Associate dean or college designee have access to files to facilitate submission of external review letters.

P&T Workflow 2025-2026 Timeline

Friday, September 12, 2025	Deadline for Associate Dean or college designee to upload the external review documentation into workflow and submit the candidate's P&T file to the PRC. This represents the deadline for external review letters to be received.
Friday, October 17, 2025	Deadline for PRC to complete their review, upload their recommendation letter into workflow, record the committee's overall recommendation for teaching, scholarship and service and forward (submit) the candidate's P&T file to the department chair.
Friday, November 14, 2025	Deadline for the department chair to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Friday, November 21, 2025	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the dean for review. If no rebuttal is needed, candidate forwards file to dean on or before this date.
Friday, January 2, 2026	Deadline for dean to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Monday, January 12, 2026	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the University Promotion and Tenure Committee (UPTC) for review. If no rebuttal is needed, candidate forwards file to UPTC for review on or before this date.

P&T Workflow 2025-2026 Timeline

Friday, February 6, 2026	Deadline for UPTC members to submit their pre-meeting votes for P&T cases to the Office of the Provost
Monday, February 9, 2026	UPTC meeting to review and vote on P&T cases.
Monday, February 16, 2026	Deadline for provost to upload and submit UPTC decision letter to submission box. Candidate has five business days (deadline 2/24/26) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to president.
Friday, April 3, 2026	Deadline for any University P&T appeals committee to submit its recommendation regarding an appeal case to the president.
Friday, April 24, 2026	The president's decision is uploaded to WorkFlow and is forwarded to the UHS for BOR approval. *
	*Date subject to change upon scheduling of the 2026 BOR Meetings.

What to Include in Faculty Step 1 Upload

1. Candidate Review Statement (on website)
2. Applicable Promotion and Tenure Criteria (on website)
3. Written Notification of Probationary Period Extensions (if applicable)
(e.g. COVID Extension or any other special letters related to P&T)
4. Annual Evaluations from Department Chair during Evaluative Period
(Since you were hired or since your previous promotion)
5. Third-Year Review Letters from Peer Review Committee and
Department Chair (candidates for tenure only)

What to Include in Faculty Step 1 Upload

6. Current Curriculum Vitae
7. P&T Narrative (Below 7500 words and 15-page limit)
8. Table of Contents for Appendix
9. Appendix Material (separated into General, Teaching, Research, and Service sections)

7. P&T Narrative (Below 7500 words and 15-page limit)

Contact your Dept. Chair
or Dean for further
recommendations and
questions

Recommendations for Narrative

- Focus on how you meet or exceed the criteria for Promotion and Tenure
- Divide into Teaching, Research, Service, but can have introduction and/or conclusion
- Focus on what has been done at UHCL
- Best if your narrative refers to each appendix file
- Don't be modest, but don't go over the top
- Best opportunity to describe items that people on your Peer Review Committee, your Department Chair, and your Dean may not understand from one line in vitae (e.g. Board of Directors for a national organization versus UHCL Faculty Senator)

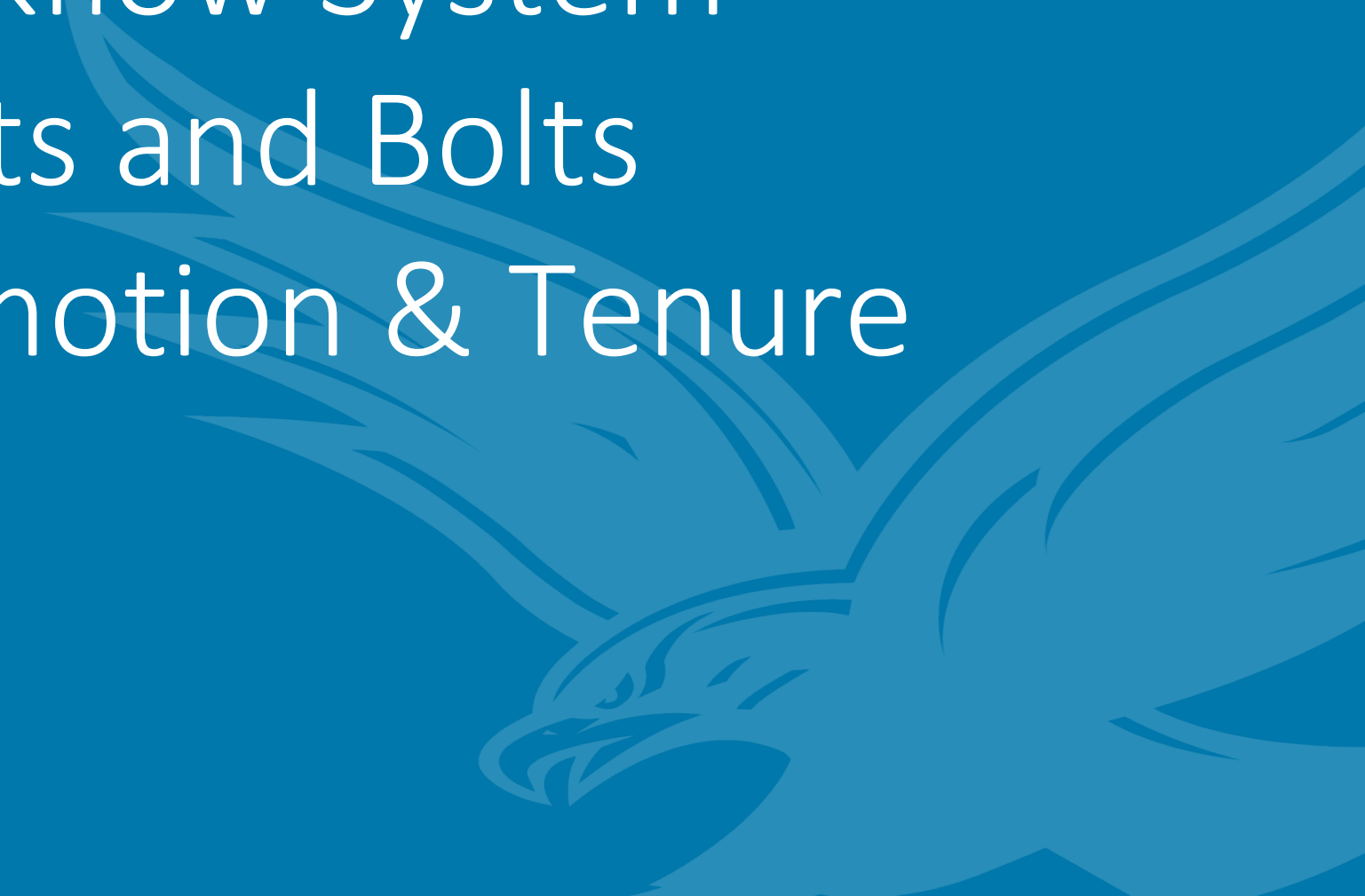
Old Criteria Ratings

- Promotion to Associate (if hired Fall 2019 or before)
- Promotion to Full – (good through internal application in September 2024)
- Old criteria: will choose ratings (excellent, very good, satisfactory, less than satisfactory, poor) for each area (teaching, research and service) based on the provided criteria.
 - **To associate:** Any candidate for promotion to associate professor with tenure is expected to be "excellent" or "very good with the promise of becoming excellent" in at least one of the three areas of evaluation. The candidate must also be rated at least "very good" in a second of the three areas and "satisfactory" in the third one. In addition, each candidate must be at least "very good" in "Teaching and Educational Activities" (Section 5.1).
 - **To professor:** Candidates must also be "excellent" in either "Teaching and Educational Activities" or "Research, Scholarly, or Artistic Activities" and at least "very good" in the other two areas (i.e. teaching and service or scholarly activity and service).

New Criteria Ratings

- Candidates will be assessed in each of the three areas: teaching, scholarship, and service using the criteria developed by each college (on provost website)
- For each area, the ratings are:
recommending (approve) or
not recommending (do not approve)
- Candidates need approvals in each area for a recommendation of promotion

Workflow System Nuts and Bolts for Promotion & Tenure



- <https://www.uhcl.edu/provost/faculty-staff-resources/faculty-resources/promotion-tenure>
- Login to Digital Measures (**OR** go.uhcl.edu)

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Houston, TX 77058–1002

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Workflow Schedule




Key Elements


- Submission Box
 - 24 hour before forwarding
(Aligns with Due dates Timeline on Provost website.)
- Faculty Rebuttal (Steps 5 & 7)
 - Accept and Submit
 - Add rebuttal and Submit on/or before due date
- Faculty Appeal (Step 9)
 - Review Policy
 - Email Provost
 - Select Faculty Appeal


Reminder



- Save & **Submit** to next step or your materials will auto advance on the due date.

Your Inbox

 watermark™
Faculty Success | formerly Digital Measures



University of Houston  Clear Lake

Activities

Manage Data

Reports

Workflow ▾

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
P & T AY2022-2023 Schedule	1. Faculty	Me	September 5 2022 @ 1:59PM



▼ History

Name	Current Step	Subject	Due Date	Actions
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Faculty Application

Remember to:

- Rename your files before uploading
- You are required to upload or it will **auto-advance** at 12:00 midnight
- PDF Files are ideal; Do **NOT** use PDF Portfolio Files
- 1GB max size for any file

< 1. Faculty Step - Due Friday, September 6, 2024 @ 11:59 PM   Actions ▾

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE [Instructions For Step1](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

• Candidate Review Statement (Save file as 1_1_XXX) [Drop files here or click to upload](#)

• Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX) [Drop files here or click to upload](#)

Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX) [Drop files here or click to upload](#)

• Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.) [Drop files here or click to upload](#)

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.) [Drop files here or click to upload](#)

• Current Curriculum Vitae (Save file as 1_6_XXX) [Drop files here or click to upload](#)

Naming Convention

Materials to be Uploaded

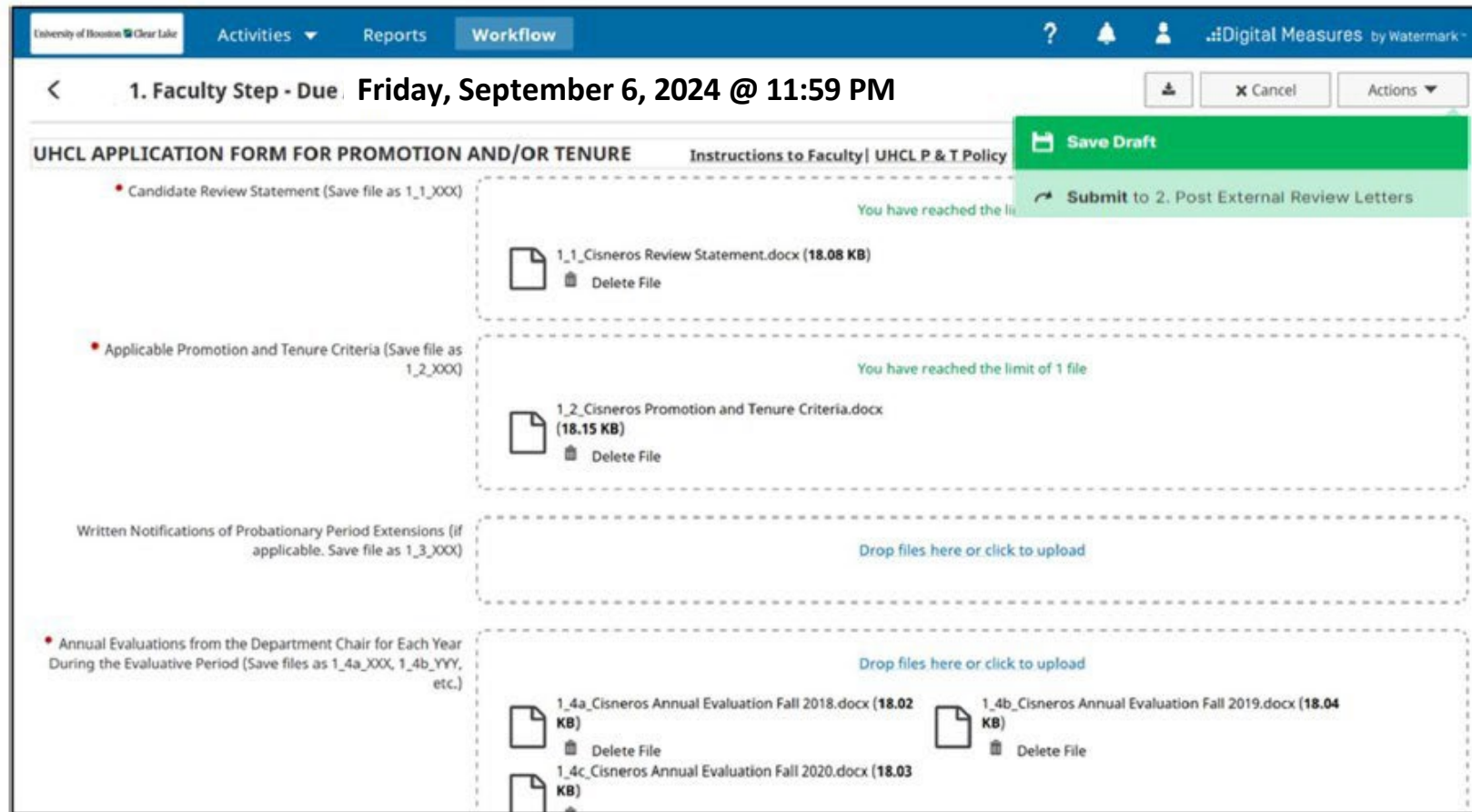
Step 1. Faculty	Example Faculty: Cisneros
1.*Candidate Review Statement	1_1_Cisneros Review Statement.pdf
2.*Applicable Promotion and Tenure Criteria	1_2_Cisneros P&T Criteria.pdf
3.Written Notifications of probationary period extensions (if applicable)	1_3_Cisneros Probation Extensions.pdf
4.* Annual Evaluations from the Department Chair for each year during the evaluative period	1_4a_Cisneros Annual Evaluation 2019.pdf; 1_4b_Cisneros Annual Evaluation 2020.pdf
5.Third-Year Review letters from peer committee and Department Chair (only for promotion to associate)	1_5a_Cisneros Third Year Review.pdf; 1_5b_Cisneros Third Year Review.pdf
6.* A current curriculum vitae	1_6_Cisneros CV.pdf
7.*Candidate's P&T Narrative	1_7_Cisneros PT Narrative.pdf
8.Appendix Material Table of Contents	1_8_Cisneros Appendix TOC.pdf
9a. Appendix Material A: General	1_9ageneral01_Cisneros Table of Annual Reviews.pdf
9b. Appendix Material B: Teaching	1_9bteaching01_Cisneros List of Courses by Semester.pdf
9c. Appendix Material C : Research	1_9cresearch01_Cisneros Summary of Journal Info.pdf
9d. Appendix Material D: Service	1_9dservice01_Cisneros Table of Professional Service


*Minimum requirement,
Letter of Evaluation and feedback received.*



How to Submit


Actions

- a. Save Draft
- b. Submit to Step2
- c. Cancel
- d. Download



University of Houston  Clear Lake

Activities ▼ Reports Workflow ?   Digital Measures by Watermark

< 1. Faculty Step - Due Friday, September 6, 2024 @ 11:59 PM  Cancel Actions ▼

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE Instructions to Faculty | UHCL P & T Policy

• Candidate Review Statement (Save file as 1_1_XXX)

You have reached the limit of 1 file

1_1_Cisneros Review Statement.docx (18.08 KB)

Delete File

• Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX)

You have reached the limit of 1 file

1_2_Cisneros Promotion and Tenure Criteria.docx (18.15 KB)

Delete File

Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX)

Drop files here or click to upload

• Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.)

Drop files here or click to upload

1_4a_Cisneros Annual Evaluation Fall 2018.docx (18.02 KB)

Delete File

1_4b_Cisneros Annual Evaluation Fall 2019.docx (18.04 KB)

Delete File

1_4c_Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)

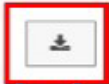
Delete File

Save Draft

Submit to 2. Post External Review Letters

- (Candidates receive access to begin working on this Monday, May 20th)
- (Faculty Step 1- P&T Application Form is due by 11:59 pm Friday, September 6th)

Download Files
Zip File is Downloaded



Name	Type
css	File folder
fonts	File folder
Step00_Files	File folder
WorkflowTestuser(Exported_20210430).html	Chrome HTML Document



Name
1_1_Candidate_Review_Statement-62fbcd20.docx
1_2_Candidate_Applicable_Promotion_and_Tenure_Criteria-77727487.docx
1_3_Candidate_Probationary_Period_Extensions_-_Copy-d62c33c2.pdf
1_4a_Candidate_Annual_Evaluations_from_the_Department_Chair-41ca82fc.pdf
1_5a_Candidate_Third-Year_Review_Letters_from_Peer_Committee_and_Department_Chair-0ba2831d.pdf
1_5b_Candidate_Third-Year_Review_Letters_from_Peer_Committee_and_Department_Chair_-_Copy-c1143730.pdf
1_6_Candidate_CV-3cd053f6.pdf
1_7a_Candidate_PT_Narrative-97b07772.pdf
1_8_Candidate_Appendix_Material_Table_of_Contents-222e080d.pdf
1_9ageneral01_Candidate_Appendix_Material-2fa295b9.pdf
1_9ageneral02_Candidate_Appendix_Material-d9c38c35.pdf
1_9bteaching01_Candidate_Appendix_Material-f4765fc4.pdf
1_9bteaching02_Candidate_Appendix_Material-06ecd276.pdf
1_9cresearch01_Candidate_Appendix_Material-6107bf7b.pdf
1_9cresearch02_Candidate_Appendix_Material-d827fe90.pdf
1_9cresearch03_Candidate_Appendix_Material-387e1a36.xlsx
1_9dservice01_Candidate_Appendix_Material-77bb7781.pdf
1_9dservice02_Candidate_Appendix_Material-210cd599.pdf
1_9dservice03_Candidate-How_to_Make_PDF_Files_Open_in_a_Specific_View_in_Acrobat-74cf0b63.mp4

Questions?

- Please consult the Office of the Provost Website
- Please email DeAngel Bonilla workflow@uhcl.edu