

WELCOME TO UHCL WORKFLOW – Faculty Acknowledgement

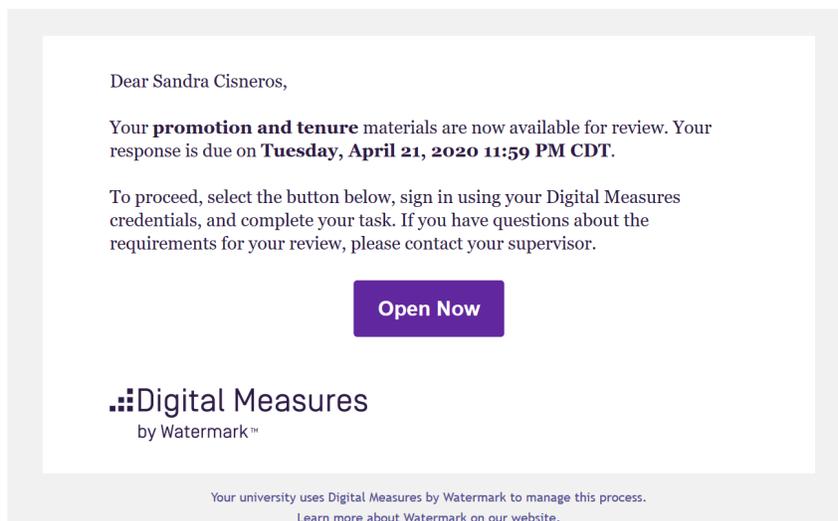
Created 5/14/2023

The following steps will guide you through Step 12 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.



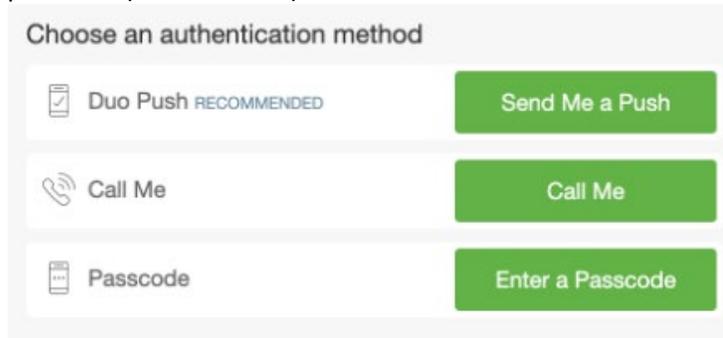
Enter username (without @uhcl.edu)

Enter password

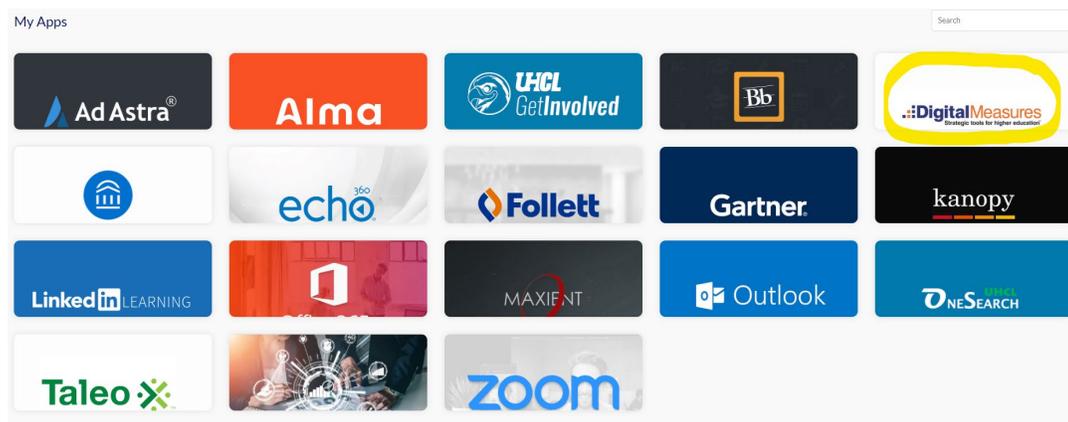
[Sign in](#)

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

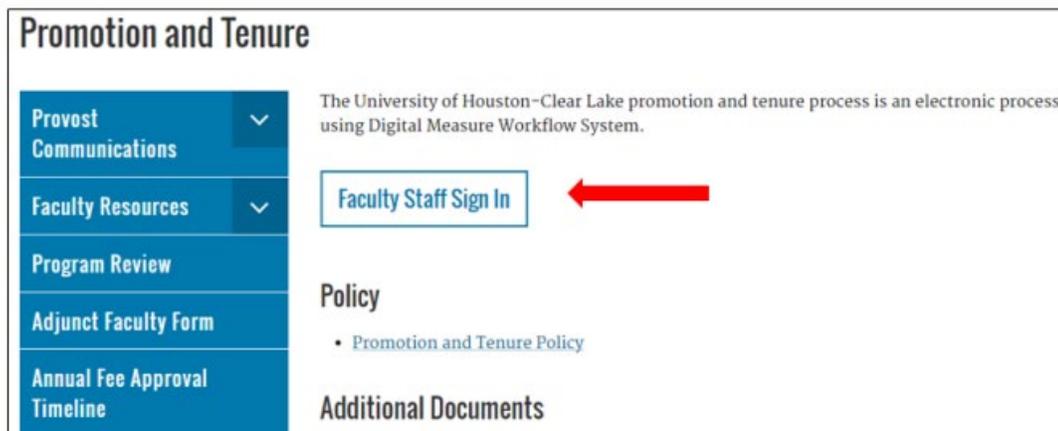
Authenticate your credentials using DUO – Authenticate your credentials via text, phone call, or passcode (shown below)



Select the Digital Measures App (shown below)

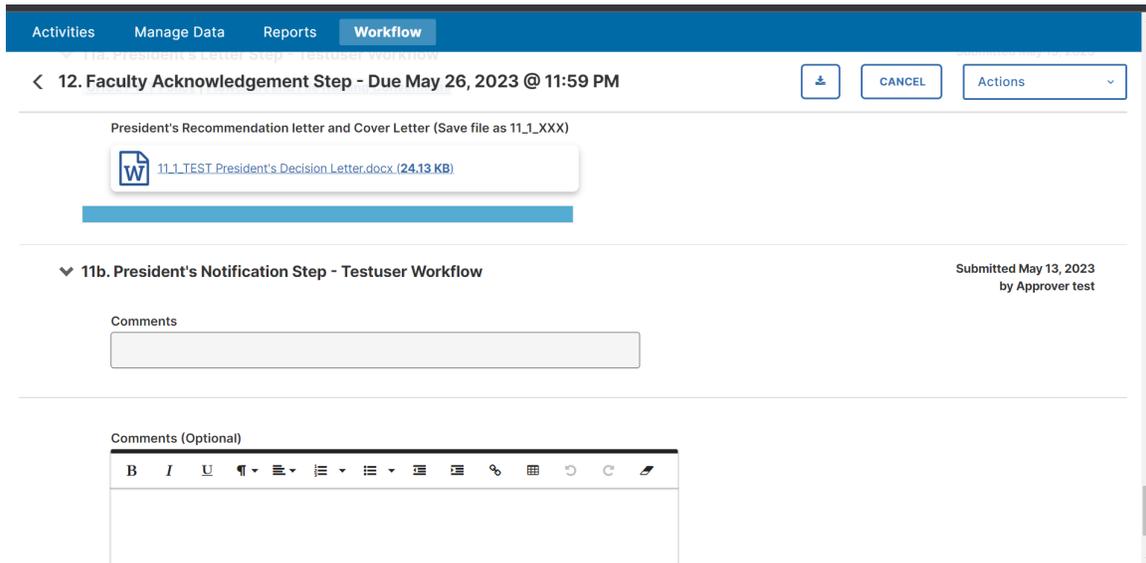


OR Sign in directly through the [Promotion and Tenure](#) website, without using your email.



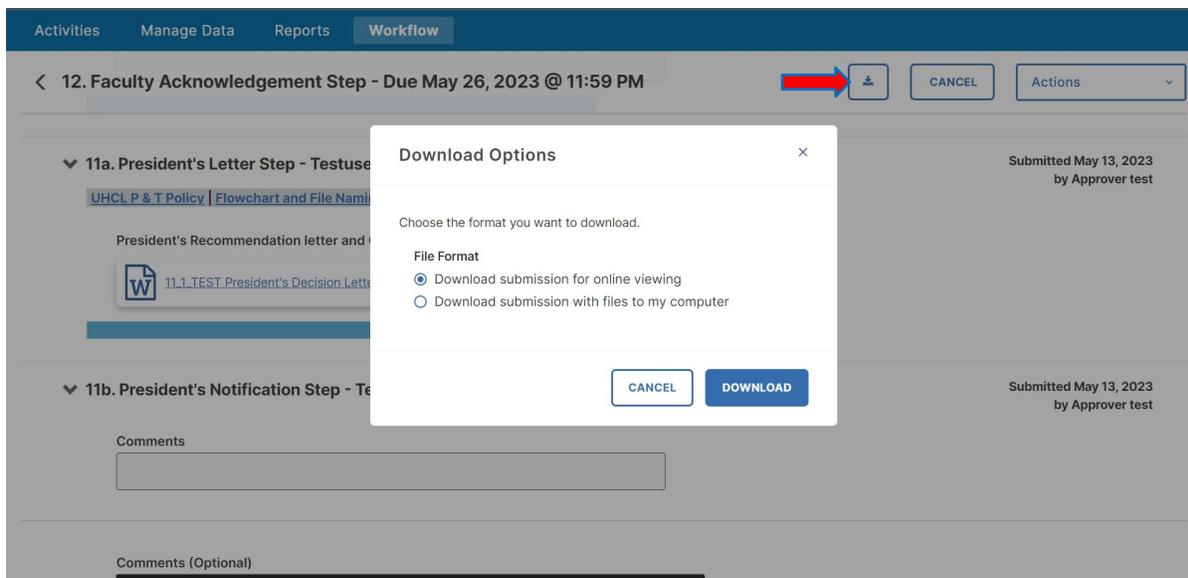
Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

3. **Click Your Name.** Once in Workflow, 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 materials and scroll to the President’s Decision section.



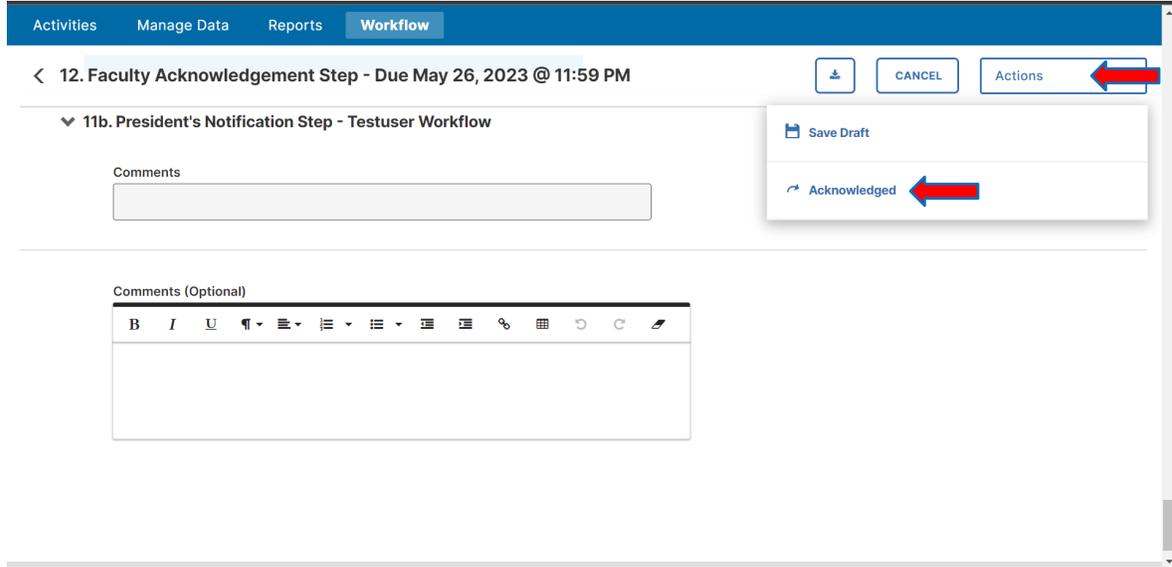
At this time, you will be able to review the President’s Decision relating to your P&T Application. You can also take this opportunity to download the entire package of materials, including all files and responses, to save in your files.

You can do so by clicking the download button on the top right of the screen.



You are advised to download your materials within 10 days of notification of the President’s Decision availability.

- 5. **Acknowledge.** No need to comment, but you will need to acknowledge by clicking the Action button on the top right corner. A pull-down option will appear, where you will then click Acknowledged.



Congratulations, you have no other requirements or tasks in the P&T Process.

The materials for all who earned Promotion and/or Tenure are being forwarded to the Board of Regents Meeting.

The workflow is complete and will be closed.