

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

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.

Dear S	Sandra Cisneros,
Your j respo	promotion and tenure materials are now available for review. Your nse is due on Tuesday, April 21, 2020 11:59 PM CDT .
To pro creder requir	oceed, select the button below, sign in using your Digital Measures ntials, and complete your task. If you have questions about the rements for your review, please contact your supervisor.
	Open Now
:D	igital Measures ^{Watermark} ™
	Your university uses Digital Measures by Watermark to manage this process
	Your university uses Digital Measures by Watermark to manage this process.

2. Sign In – Sign in using your UHCL Credentials.





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

Choose an authentication method



Select the Digital Measures App (shown below)

My Apps				Search
🔥 Ad Astra®	Alma	GetInvolved	Bb	
	echö	♦ Follett	Gartner	kanopy
Linked in Learning	134	MAXIENT	o∎ Outlook	OneSearch
Taleo 🔆		zoom		

OR Sign in directly through the <u>Promotion and Tenure</u> 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.

Activities Manage Data Reports Workflow	
 12. Faculty Acknowledgement Step - Due May 26, 2023 @ 11:59 PM 	CANCEL Actions ~
President's Recommendation letter and Cover Letter (Save file as 11_1_XXX)	
11_1_TEST President's Decision Letter.docx.(24.13 KB)	
♥ 11b. President's Notification Step - Testuser Workflow	Submitted May 13, 2023 by Approver test
Comments	
Comments (Optional)	
₿ <u>I U</u> ¶×≣×≔×≡≡% ⊞ ♡ C <i>Ø</i>	

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.

Activities Manage Data Reports	Vorkflow	
< 12. Faculty Acknowledgement Step	Due May 26, 2023 @ 11:59 PM	CANCEL Actions ~
❤ 11a. President's Letter Step - Testuse	Download Options	× Submitted May 13, 2023 by Approver test
UHCL P & T Policy Flowchart and File Nami President's Recommendation letter and I II 1_TEST President's Decision Lette	Choose the format you want to download. File Format O Download submission for online viewing Download submission with files to my computer	
✓ 11b. President's Notification Step - Te	CANCEL	D Submitted May 13, 2023 by Approver test
Comments		
Comments (Optional)		

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.

Activities Manage Data Reports Workflow	A
< 12. Faculty Acknowledgement Step - Due May 26, 2023 @ 11:59 PM	Actions
❤ 11b. President's Notification Step - Testuser Workflow	🗎 Save Draft
Comments	C* Acknowledged
Comments (Optional)	
B I U ¶·≣·≡·≡ ■ % ⊞ ♡ C Ø	

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.