

SHSU Watermark Workflow

Probationary Faculty (First-Year Review)

Process Help Guide

Watermark Workflow for First-Year Reviews of Probationary Faculty follows the multistep process illustrated in the flowchart below. It is a simple three-step process beginning at the Faculty submission, proceeding through the Department Chair/School Director, and ending at Faculty Records.



Email Messages

Participants in the review process will receive automated emails with links from Watermark (addressed as Office of The Provost) when their step is initiated. The first step is the Faculty Step, and those faculty up for a review process will receive a message like the following:

Dear Test Faculty,

It's time to submit your review materials for the following:

Process: TEST Probationary Faculty (First-Year) - Spring 2025

Due Date: Saturday, February 1, 2025 11:59 PM CST

In accordance with [APS 900417](#), probationary faculty members must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information.

The due date for your submission is **no later than February 1, 2025, at 11:59 p.m.**

SUBMIT REVIEW MATERIALS

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/ec8a6b99-b4bb-46b2-a4b0-08f702dd8214/step/65e070fe-edee-4ce5-bbe2-40bdb0f25ec3/assignee/2390354?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=3a1c790a-da76-41cc-aa96-ed2068b8ee2c&orgId=1660&personId=2390354>

The final step will be the Department Chair/School Director. Once the probationary faculty member submits their materials in Watermark Workflow, the Department Chair/School Director will receive an automated email:

Dear Bearkat Test,

The following submission is now ready for your review:

Process: TEST Probationary Faculty (First-Year) - Spring 2025

Candidate: Test Faculty

Due Date: Thursday, May 1, 2025 11:59 PM CDT

In accordance with [APS 900417](#), the department chair/school director shall review the performance of probationary faculty members beginning with the first year of employment. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information.

A written summary for each faculty member will be uploaded into the Watermark Faculty Success system by the department chair/school director for the faculty member. The due date for your submission is **no later than May 1, 2025, at 11:59 p.m.**

[START REVIEWING](#)

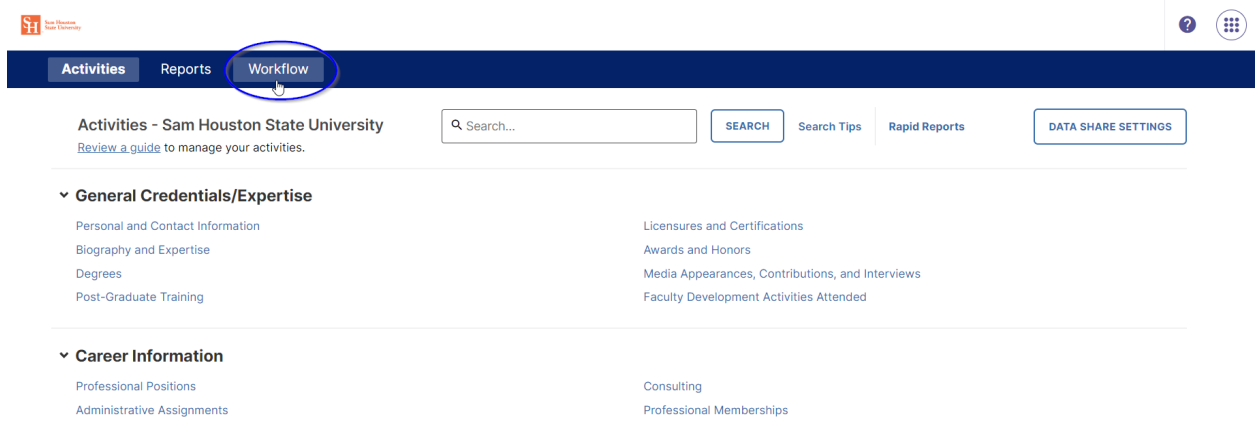
If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/ec8a6b99-b4bb-46b2-a4b0-08f702dd8214/step/9a7eef72-ddc4-4360-bedb-7204957f136a/assignee/2357490?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=3a1c790a-da76-41cc-aa96-ed2068b8ee2c&orgId=1660&personId=2357490>

While the automated email will provide a link to Watermark, you can also navigate to Watermark following the login instructions below.

Logging into Watermark Faculty Success

1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).
3. Click the Workflow link in the navigation bar.



Watermark Workflow Tasks

1. When you click the Workflows link, you will see the Workflow Tasks interface with both an Inbox and History section – the numbers in the parentheses show how many items you have in those sections.

The **Inbox** section will contain links to any tasks currently at a step where your input is required. The number in the parentheses next to Inbox shows the count of how many tasks you currently have assigned for your input. The column headers for the Inbox shows the following:

- **Name** - the current review listing the review template for this workflow process
- **Step** - the step within a workflow review process is currently located
- **Department** – the SHSU academic department of the current review
- **Candidate** – the name of the faculty member being reviewed in this process
- **Due Date** – the date the current review process step must be submitted
- **Date Received** – the date the current review process has appeared in your Inbox

You can sort the Inbox tasks by any of the columns – in the example the tasks are sorted by the Due Date (Ascending from soonest to latest dates.)

Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

Inbox (8)

Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me		
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me		
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me		
TEST Annual Review - Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:35 AM
TEST Annual Review - Probationary Faculty (First-Year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:15 AM
TEST Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:24 AM
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 9:54 AM
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:09 AM

History (22)

- When you have the Inbox opened, you will also see a **Show Filters** option between the work Inbox and the Name column header. Show Filters allows you to apply various filters (based upon the column headers) to the visible Inbox tasks. The Show Filters link toggles with a Hide Filters option; the number shown in the parentheses counts how many filters you currently have applied. You can remove Filters either by clicking on the X next to any selected filter option, or remove all Filters by clicking on the Reset Filters link.

Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

Inbox (8)

Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM



Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ **Inbox (8)**

▼ Hide Filters (0)

Name: Enter Name Step: Enter Step Candidate: Enter Candidate

Department: Any Department Due Date Status: Any Status **APPLY FILTERS** Reset Filters

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 4:41 PM



Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

▼ **Inbox**

▼ Hide Filter (2)

Name: Enter Name Step: Enter Step Candidate: Enter Candidate

Department: University Wide (X) Due Date Status: Soon (X) **APPLY FILTERS** Reset Filters

NAME | STEP | DEPARTMENT | CANDIDATE | DUE DATE | DATE RECEIVED

No Data to Display

- The **History** section will show a list of previous Watermark reviews. The Column headers are like the Inbox, with the addition of an Actions dropdown on the far-right column. The **Actions** button allows you to Recall or Download a Submission for Open reviews (those still in process). You can recall any submission on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. You may only Recall a Submission if the Due Date has not passed. For Completed reviews, you will only have a Download option.

Activities Reports Workflow

Workflow Tasks

Keep track of outstanding tasks in your inbox, and view your review history.

> **Inbox (7)**

▼ **History (23)**

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	Recall Download
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	



Activities Reports Workflow				
Workflow Tasks				
Keep track of outstanding tasks in your inbox, and view your review history.				
Inbox (7)				
History (23)				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	Download
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	

Watermark Workflow Probationary Faculty (First Year) Review Process Steps

Faculty Step

- Under the Workflows Tasks Inbox click on Probationary Faculty (First Year) to begin entering your portfolio.

Activities Reports Workflow					
Workflow Tasks					
Keep track of outstanding tasks in your inbox, and view your review history.					
Inbox (1)					
Show Filters (0)					
NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Probationary Faculty (First-Year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	December 3, 2024 @ 12:01 PM
History (29)					
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS	
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM		
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM		
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM		

- Each review process now contains reports that are run and automatically attached based on the date and time the review was launched. A list of these reports is now provided at the top of the Faculty Step of a review, providing the names and dates/times that these reports were last updated. You can click the **Refresh All** button in this section to immediately update all reports using your current Watermark Activities entries. The option to Refresh All reports can be run as often as desired. There is also an

option to update individual reports as they appear in the review portfolio (which will be covered later).

Activities Reports Workflow

< Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

▼ Reports Have Been Run and Auto-Attached

The following reports have been attached to this submission on your behalf.

- Vita - Last updated November 11, 2024 at 10:16 AM
- Review Activity Report for Academic Year 2024-2025 - Last updated November 11, 2024 at 10:16 AM

To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by selecting the "Refresh Report" button next to each individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.

REFRESH ALL

3. When working on your faculty review portfolio, click on the **"Actions"** button in the upper right and select **"Save Draft"** until your submission form is complete. You must click **"Save Draft"** to retain any entered or updated information if you wish to work on your review portfolio entries across several sessions logging into your Watermark account. If you close your browser window without saving, your work will not be retained.
4. Once you have completed your review portfolio, you should now click on **"Actions"** and select **"Submit to Department Chair/School Director"** to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded **will not be saved.**
5. **Note: you will see the due date for your submission – Probationary Faculty (First Year), it is no later than February 1, 2025, at 11:59 p.m.**
6. Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxx" if the file is too large. You may simply click "Delete File" to remove it.
7. Faculty Review Portfolio screen provides areas for including a current Curriculum Vitae (CV). This can either be generated automatically based upon your activity's entries in Watermark, or there is a CV Upload area where you may choose to provide a CV file.

Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

First-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.

Once you have completed your review portfolio, it is important that you **click on "Actions" and select "Submit to Department Chair/School Director"** to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded **will not be saved**.

The due date for your submission is no later than February 1, 2025, at 11:59 p.m.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your first-year review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.

Vita

Last Updated
November 11th, 2024 at 10:16 AM

CV Upload

Drop files here or click to upload

- The automatically generated Vita in Watermark is created using information from your entries in the Activities module. You can view this automated CV by clicking on the Adobe Acrobat icon. The Last Updated date and time shows you when the current Vita report was created – this will initially be set at the date and time that the review process was first launched. If you make changes to your Activity Entries after starting a portfolio submission, but prior to submitting, you can update the auto generated Vita by clicking the Refresh button – which will also display the refreshed Vita’s revised date and time.

Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

First-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.

Once you have completed your review portfolio, it is important that you click on "Actions" and select "Submit to Department Chair/School Director" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded **will not be saved**.

The due date for your submission is no later than February 1, 2025, at 11:59 p.m.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your first-year review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.

Vita

Last Updated November 11th, 2024 at 10:16 AM

Refresh Vita Report

CV Upload

Drop files here or click to upload

- If you click on the Refresh icon to update the autogenerated Vita, you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone. You may generate a current copy of your Vita report by going to the Reports Tab if you want to see what the resulting Vita will look like before refreshing the version in your review portfolio.

Activities **Reports** Workflow

< Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

First-Year Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.

Once you have completed your review portfolio, it is important that you click on "Actions" and select "Submit to Department Chair/School Director" to advance your documents to the next step in the review process. If the due date, any documents uploaded **will not be saved**.

The due date for your submission is no later than February 1, 2025, at 11:59 p.m.

Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your first-year review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.

Vita

Last Updated November 11th, 2024 at 10:16 AM

Refresh Vita Report

This action will update the attached report based on the information available under Activities. To preview this report's updated output, go to Reports and run the report from there first. Refreshing the report's contents here cannot be undone.

Are you sure you want to proceed?

NO YES



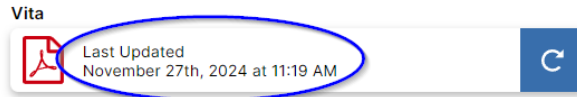
Once you have clicked Yes on the Vita Refresh popup window you will see the Last Updated date and time change.

Curriculum Vitae

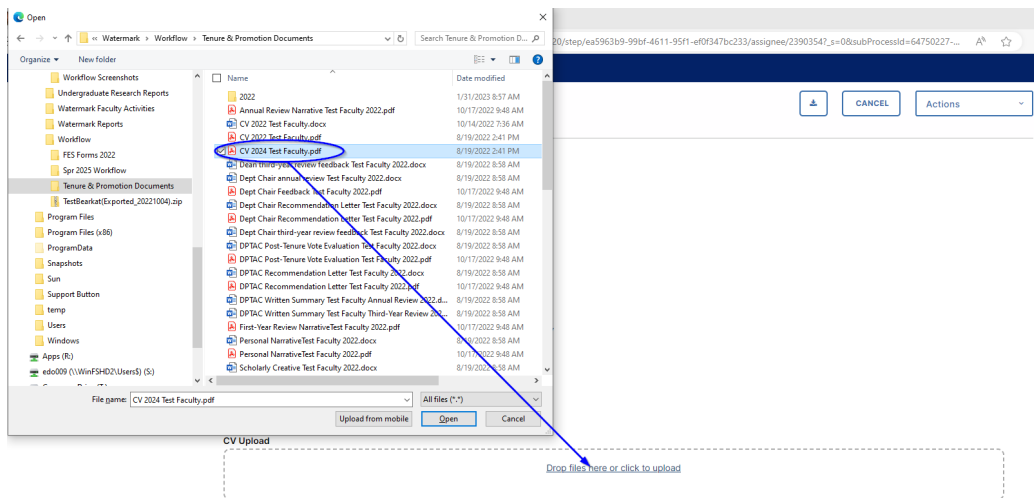
Use the space below to upload a copy of your current curriculum vita to be considered for your first-year review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.



10. Alternatively, you may upload or drag and drop files into the CV Upload area – any file type can be used.



11. You can delete any files you have uploaded by mistake by clicking the trash can icon to the right of the file name.

Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM 11:59 p.m.

Candidate: Test Faculty

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your first-year review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.

Vita

Last Updated November 27th, 2024 at 11:19 AM

CV Upload

Drop files here or click to upload

CV 2024 Test Faculty.pdf (249.66 KB)

12. The next section of the Faculty Review Portfolio can be used to include a First-Year Review Narrative. This is an optional step, and can be done either by uploading a file to the First-Year Review Narrative Upload location, **OR** manually enter/cut and paste a narrative directly into the Text Box provided. The Text Box has a limit of just under 100,000 characters.

Workflow > Tenure & Promotion Documents

Annual Review Narrative Test Faculty 2022.pdf
 Dept Chair Feedback Test Faculty 2022.pdf
 Dept Chair Recommendation Letter Test Faculty 2022.pdf
 DPSTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf
 DPSTAC Recommendation Letter Test Faculty 2022.pdf
 First-Year Review Narrative Test Faculty 2022.pdf
First-Year Review Narrative Test Faculty 2024.pdf
 Personal Narrative Test Faculty 2022.pdf
 Personal Narrative Test Faculty 2024.pdf

File name: First-Year Review Narrative Test Faculty 2024.pdf

First-Year Review Narrative Upload



Drop files here or click to upload

First-Year Review Narrative (99,999 character limit)

Characters : 0/99999



Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM   CANCEL Actions



Candidate: Test Faculty

First-Year Review Narrative









Use the space below to upload a narrative file to be considered for your first-year review.
Alternatively, you may input your narrative directly into the text box below.


First-Year Review Narrative Upload

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

 First-Year Review NarrativeTest Faculty 2024.pdf (252.83 KB) 

First-Year Review Narrative (99,999 character limit)

B *i* U        




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Characters : 873/99999

13. The final section of the Faculty Step is the First-Year Review Portfolio Documents area. This section provides a Review Activity Report for the Academic Year generated from your Activities records based upon their dates (the reports for an academic year contains a date range that spans from September 1st until the following August 31st). This report will not automatically refresh when the Activities data is added or changed. You must refresh the report in Workflow reviews. Each report will be date and time stamped with the latest refresh date.

You can click on the Adobe Acrobat icon  on the left to view the current Review Activity Report associated with that Academic Year. This will open an additional browser tab to display a PDF version of the report.

First-Year Review Portfolio Documents


Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year


Review Activity Report for Academic Year 2024-2025

Last Updated
November 11th, 2024 at 10:16 AM



Upload any other Supporting Documents (e.g., support letters, etc.)

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

If the loaded Review Activity Report is missing entries that have been added to the Activities database since the Last Updated timestamp, click on the Refresh icon  on the right of each report to update the report.

First-Year Review Portfolio Documents


Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

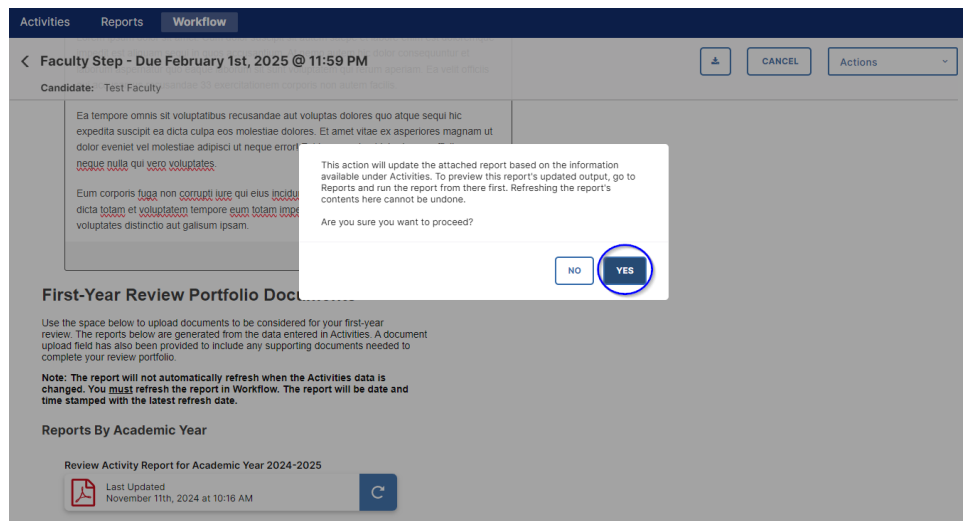
Last Updated
November 11th, 2024 at 10:16 AM



Upload any other Supporting Documents (e.g., support letters, etc.)

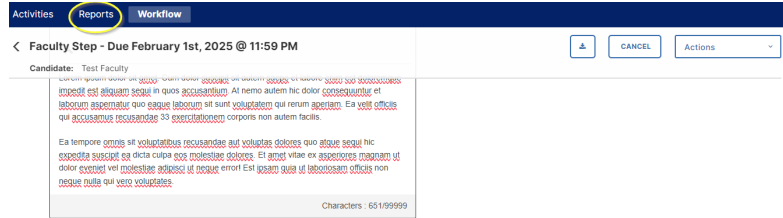
[Drop files here or click to upload](#)

When you click on the Refresh button you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone.



The screenshot shows the 'Workflow' tab in the system. At the top, there are navigation tabs for 'Activities', 'Reports', and 'Workflow'. Below this, the current step is 'Faculty Step - Due February 1st, 2025 @ 11:59 PM'. The candidate is 'Test Faculty'. A confirmation popup is displayed in the center, with the following text: 'This action will update the attached report based on the information available under Activities. To preview this report's updated output, go to Reports and run the report from there first. Refreshing the report's contents here cannot be undone. Are you sure you want to proceed?'. There are 'NO' and 'YES' buttons at the bottom of the popup. The background content is dimmed, showing the 'First-Year Review Portfolio Documents' section with a 'Review Activity Report for Academic Year 2024-2025' and a 'Refresh' icon.

You may generate a current copy of a Review Activity Report by going to the Reports Tab and running a report with the same academic year date range being used in your portfolio documents. This will create a report in one of three file formats (MS Word, PDF, or HTML) for you to view before refreshing the version in your review portfolio.



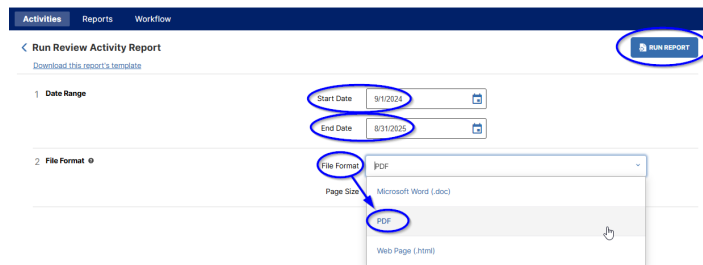
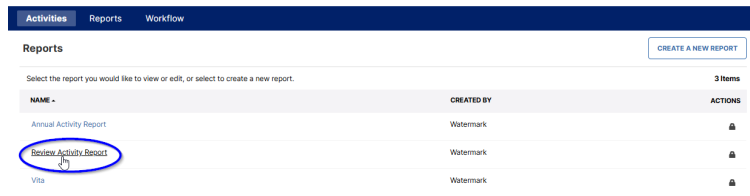
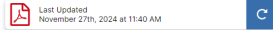
First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year

Review Activity Report for Academic Year 2024-2025



- In addition to the Review Activity Report generated from your Activities database entries, there is also an area where you may upload or drag and drop files with any other Supporting Documents for your review portfolio – any file type can be used. **This is the best location to add any IDEA Qualitative Reports that will be used in your evaluation.**

First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

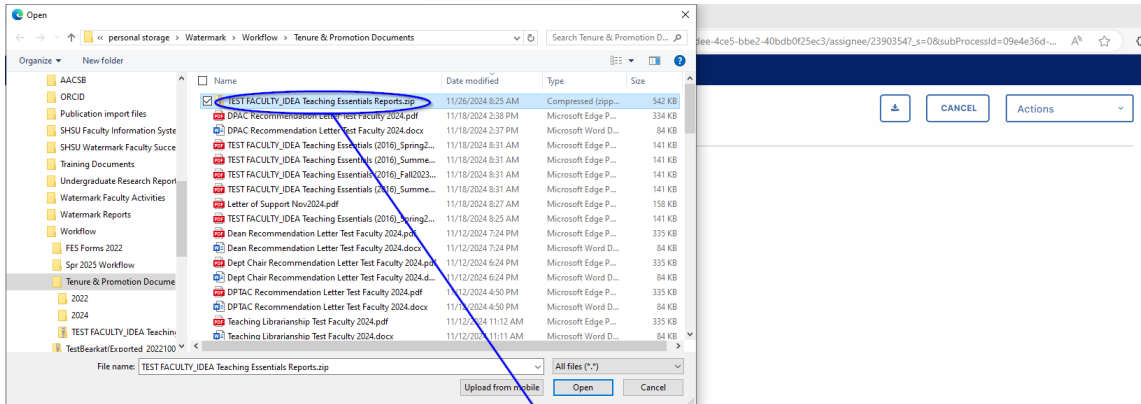
Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

Last Updated
November 11th, 2024 at 10:16 AM

Upload any other Supporting Documents (e.g., support letters, etc.)

Drop files here or click to upload



Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

Last Updated
November 27th, 2024 at 11:40 AM

Upload any other Supporting Documents (e.g., support letters, etc.)

Drop files here or click to upload

Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Eum corporis fuga non corrupti lute qui eius incidunt. Qui quae cupiditate aut soluta dolor ut dicta totam et voluptatem tempore eum totam imbedit qui quia quis. Vel quia labore aut voluptates distinctio aut galsum ipsam.

Characters : 873/9999

First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

Last Updated
November 27th, 2024 at 11:40 AM

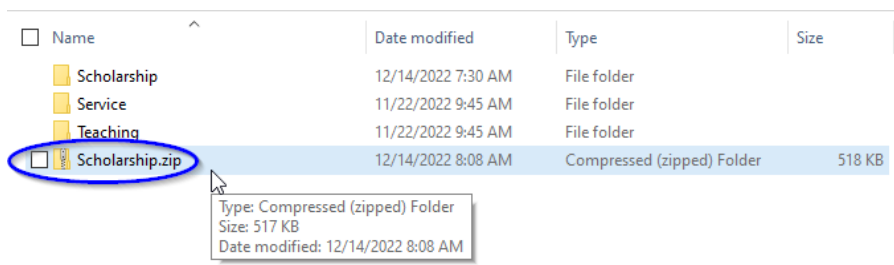
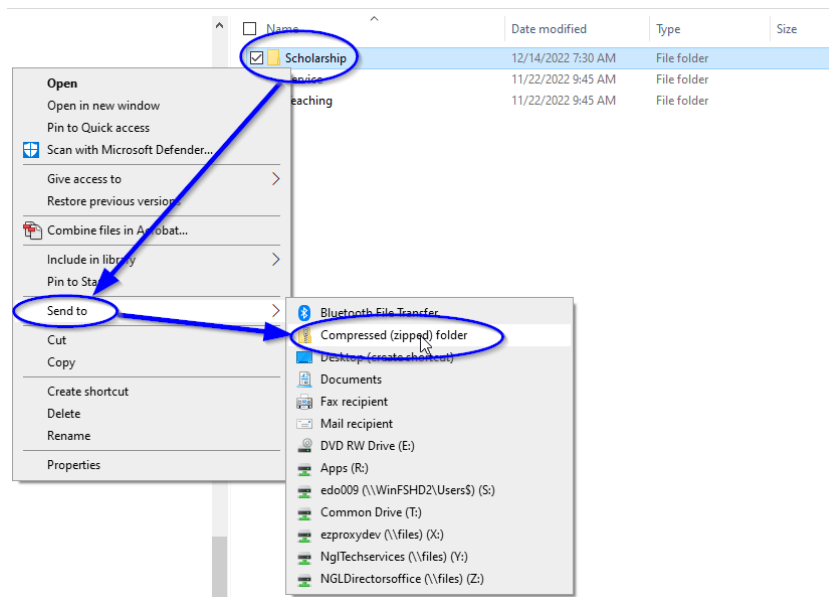
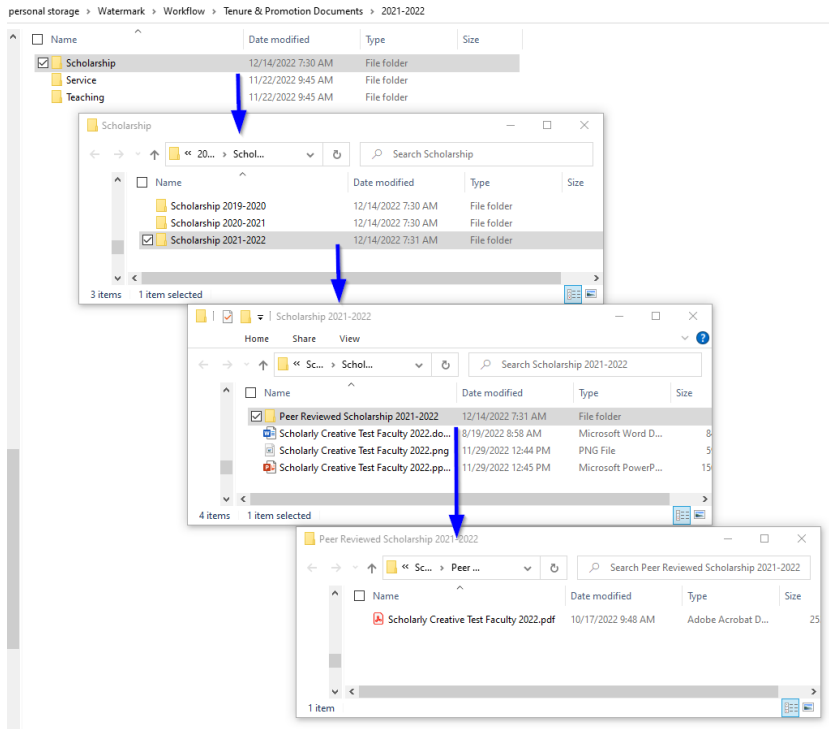
Upload any other Supporting Documents (e.g., support letters, etc.)

Drop files here or click to upload

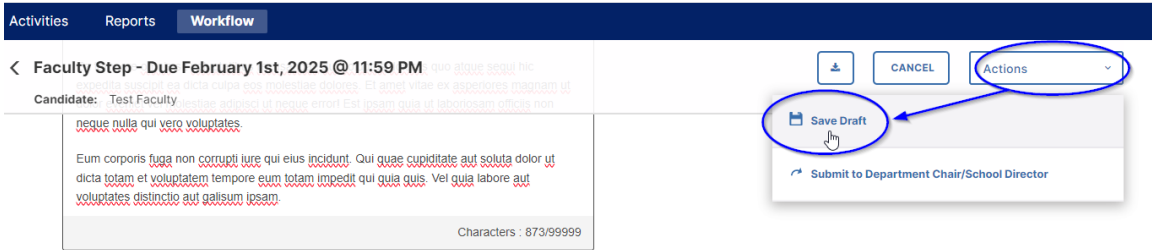
TEST FACULTY_IDEA Teaching Essentials Reports.zip (641.85 KB)		Letter of Support Nov2024.pdf (157.06 KB)	
Teaching Librarianship Test Faculty 2024.docx (83.68 KB)		Supporting Documents Test Faculty 2024.docx (83.68 KB)	

If you wish to provide files appearing in folders and subfolders, you are encouraged to save these files and structure them using a Zip file. To create a Zip file containing the desired folder structure, you may right-click (on a PC) on the top-level folder and select Send to -> Compressed (zipped) folder. The resulting zip file will be named as the top-level folder.zip. On a Mac, you will Control-click on the top-level folder and then choose Compress from the shortcut menu. The resulting zip file will be named Archive.zip (which can, and should, be renamed).

In the following example (on a PC), the Scholarship folder (which for illustration purposes contains 3 levels of subfolders and files,) is being zipped into a single file named Scholarship.zip. That resulting zip file will retain the folder structure when the zip file is subsequently opened.



A reminder that you can click on Actions in the upper right and choose Save Draft to retain any entries and file uploads you have completed, but prior to the final submission to the Department Chair/School Director.





First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You **must** refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.









Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

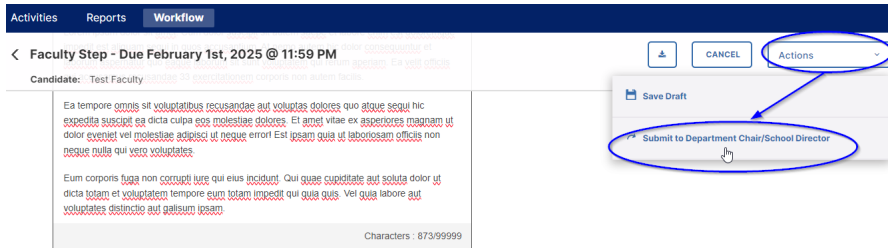

 Last Updated
 November 27th, 2024 at 11:40 AM
 

Upload any other Supporting Documents (e.g., support letters, etc.)

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

 TEST FACULTY_IDEA_Teaching_Essentials_Reports.zip (541.85 KB)		 Letter of Support Nov2024.pdf (157.06 KB)	
 Teaching_Librarianship_Test_Faculty_2024.docx (83.68 KB)		 Supporting_Documents_Test_Faculty_2024.docx (83.68 KB)	

15. Once you have completed all of your entries and uploads for the Faculty Step, click on the Actions – Submit to Department Chair and click Yes in the following popup window.





First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You **must** refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.









Reports By Academic Year

Review Activity Report for Academic Year 2024-2025


 Last Updated
 November 27th, 2024 at 11:40 AM
 

Upload any other Supporting Documents (e.g., support letters, etc.)

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

 TEST FACULTY_IDEA_Teaching_Essentials_Reports.zip (541.85 KB)		 Letter of Support Nov2024.pdf (157.06 KB)	
 Teaching_Librarianship_Test_Faculty_2024.docx (83.68 KB)		 Supporting_Documents_Test_Faculty_2024.docx (83.68 KB)	



Faculty Step - Due February 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Are you sure you want to Submit to Department Chair/School Director?

NO YES

Select to expand Actions menu

First-Year Review Portfolio Documents

Use the space below to upload documents to be considered for your first-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.

Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.

Reports By Academic Year

Review Activity Report for Academic Year 2024-2025

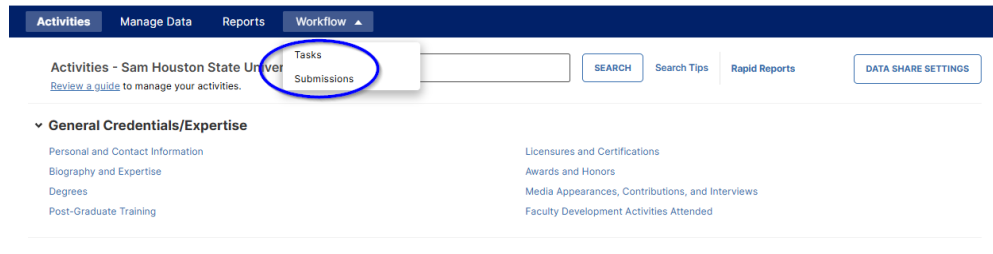
Last Updated November 27th, 2024 at 11:40 AM

16. The Faculty Workflow Tasks screen will now show the item has moved from the Inbox to History. This screen also shows at what step of the process the submission currently resides. The Due Date shows when the next step must be completed. The Actions down arrow allows the faculty member to Recall or Download the submission. If the due date of the faculty member's submission step has not yet passed, the faculty member may recall the submission to make edits and/or add/remove documents, and then resubmit. Once the Current Step moves multiple steps beyond the user's assigned step, the Recall function (while still appearing) will no longer work.

NAME	STEP	CANDIDATE	DUE DATE	DATE RECEIVED
No Data to Display				
▼ History (30)				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Dean	Me	February 25, 2025 @ 11:59 PM	▼
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Department Chair/School Director	Me	April 1, 2025 @ 11:59 PM	▼
TEST Annual Faculty Evaluation System (FES) Review (TTT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	▼
TEST Probationary Faculty (First-Year) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	▼
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM	▼
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM	▼
TEST Post-Tenure Review - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM	▼

Department Chair/School Director Step

1. The Watermark Navigation bar for Department Chairs/School Directors includes some additional modules that do not appear on faculty accounts. The Workflow tab for a Department Chair/School Director has a drop-down menu with options including Tasks and Submissions.



2. Current review processes waiting for the Department Chair/School Director input and submission, and historical review processes that have already received the Department Chair/School Director submissions are located in the Workflow Tasks. Workflow Tasks Inbox and History will function the same way as Step #1 of Watermark Workflow Tasks on [page 4 above](#). In the Workflow Tasks Inbox, you will see all review processes awaiting your input and submission.

The screenshot shows the 'Workflow Tasks' page. It has a header with 'Activities', 'Manage Data', 'Reports', and 'Workflow'. Below the header, there is a section for 'Workflow Tasks' with a sub-header 'Keep track of outstanding tasks in your Inbox, and view your review history.' The page is divided into two main sections: 'Inbox (1)' and 'History (6)'. The 'Inbox' section contains a table with one row of data. The 'History' section contains a table with two rows of data.

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	February 11, 2025 @ 11:59 PM	November 12, 2024 @ 5:06 PM

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Test Spring 2023 Annual Review - Probationary Faculty	Completed	Me	September 20, 2022 @ 11:59 PM	▼
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO)	Completed	Me	May 1, 2023 @ 11:59 PM	▼

3. The Workflow Submissions option provides View access (under Actions) to current (Open) review processes within their department or school, and additionally a Download option (under Actions) for Closed/Completed reviews. The Submissions screen provides the Department Chair/School Director the ability to monitor the progress of ongoing reviews before they have appeared in their Tasks Inbox.

Activities Manage Data Reports Workflow

Workflow Submissions BULK DOWNLOAD EXPORT VIEW

Dates below are displaying in US/Central.

Filters Status: Open X

CANDIDATE	TEMPLATE	SCHEDULE	STATUS	COLLEGE	DEPARTMENT	STEP	REVIEWER	DUE DATE	ACTIONS
Faculty, Test	Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	TEST Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	
Faculty, Test	Annual Review - Probationary Faculty (First-Year) - Spring 2025	TEST Annual Review - Probationary Faculty (First-Year) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	
Faculty, Test	Annual Faculty Evaluation (NTT Faculty) - Spring 2025	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	
Faculty, Test	Annual Review - Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	TEST Annual Review - Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	
Faculty, Test	Promotion for Non-Tenure Track Faculty - Spring 2025	TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	January 13, 2025	

There are options to Export the Submissions Table view as a CSV file, and the Department Chair/School Director can use the filtering options provided by Column headers to narrow the Submissions displayed and run a Bulk Download of all these reviews.

Activities Manage Data Reports Workflow

Workflow Submissions BULK DOWNLOAD EXPORT VIEW

Dates below are displaying in US/Central.

Filters: None

CANDIDATE	TEMPLATE	SCHEDULE	STATUS	COLLEGE	DEPARTMENT	STEP	REVIEWER	DUE DATE	ACTIONS
Bearkat, Sammy	Test Tenure and/or Promotion (duplicate)	Test 1 Tenure and/or Promotion Review - Spring 2023	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	October 16, 2022	
Bearkat, Sammy	Test Tenure and/or Promotion	Test 1 Tenure and/or Promotion Review - Spring 2023	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	October 10, 2022	
Faculty, Test	Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Closed	Academic Affairs	University Wide	Completed	Test, Bearkat	November 9, 2023	
Faculty, Test	Post-Tenure Review - Spring 2024	Schedule Post-Tenure Review - Spring 2024	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	November 11, 2023	
Faculty, Test	Annual Faculty Evaluation (NTT Faculty) - Spring 2025	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	

- To open a current review process, go to the Workflow Tasks and click on the Name of a review within the Inbox.

Activities Manage Data Reports Workflow					
Workflow Tasks					
Keep track of outstanding tasks in your inbox, and view your review history.					
Inbox (2)					
Show Filters (0)					
NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	November 19, 2024 @ 11:40 AM
TEST Probationary Faculty (First-Year) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 9, 2024 @ 9:55 AM

- In the Department Chair/School Director step, the first section will contain the Faculty's Review Portfolio, with all reports, entries, and links to uploaded files, as well as the Tenure Unit Standard year requested for the evaluation.

Activities Manage Data Reports Workflow

Department Chair/School Director Step - Due May 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Vita

Last Updated November 27th, 2024 at 11:19 AM

CV Upload

CV 2024 Test Faculty.pdf (249.66 KB)

First-Year Review Narrative

Use the space below to upload a narrative file to be considered for your first-year review.

Alternatively, you may input your narrative directly into the text box below.

First-Year Review Narrative Upload

First-Year Review NarrativeTest Faculty 2024.pdf (252.83 KB)

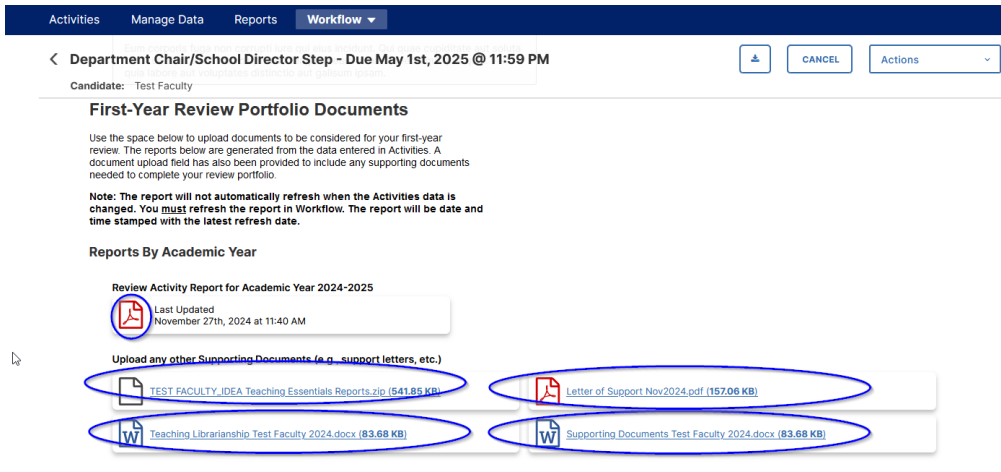
First-Year Review Narrative (99,999 character limit)

Lorem ipsum dolor sit amet. Cum dolor suscipit sit autem saepe et labore enim est dolor neque impedit est aliquam sequi in quos accusantium. At nemo autem hic dolor consequuntur et laborum aspernatur quo eaque laborum sit sunt voluptatem qui rerum apartam. Ea velit officis qui accusamus recusandae 33 exercitationem corporis non autem facilis.

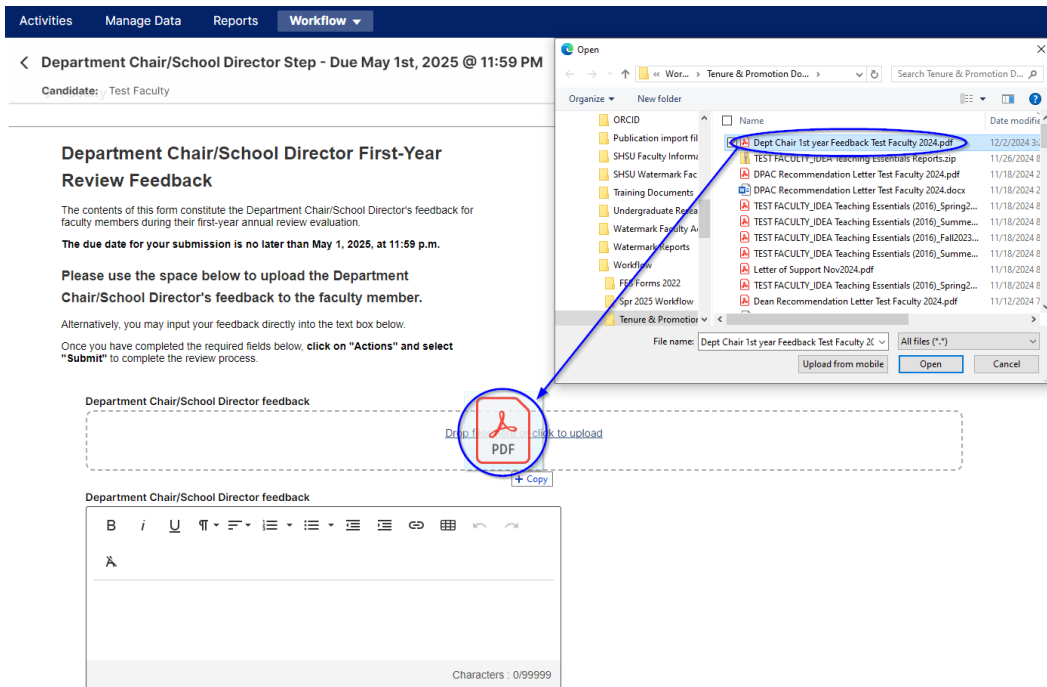
Ea tempore omnis sit voluptatibus recusandae aut voluptas dolores quo atque sequi hic expedita suscipit ea dicta culpa eos molestiae dolores. Et amet vitae ex asperiores magnam ut dolor eveniet vel molestiae adipisci ut neque errori Est ipsam quia ut laboriosam officis non neque nulla qui vero voluptates.

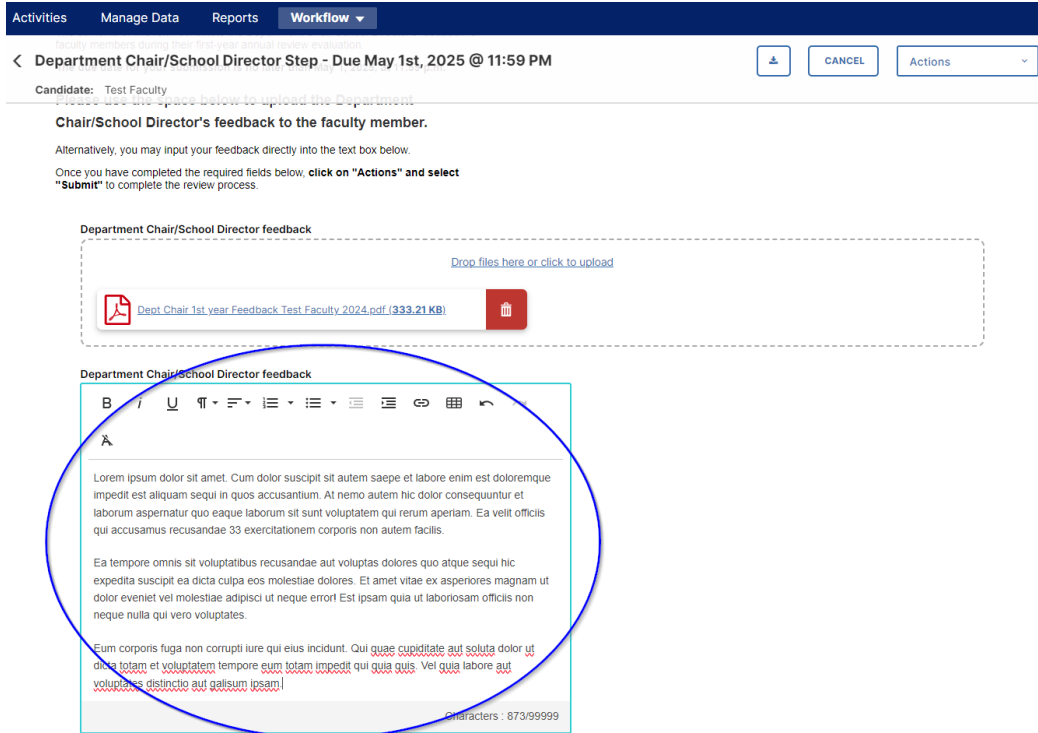
Eum corporis fuga non corrupti iure qui eius incidunt. Qui quae cupiditate aut soluta dolor ut omnia totam et voluptatem tempore eum totam impedit qui quia quis. Vol quia labore aut voluptates distinctio aut galisum ipsam.



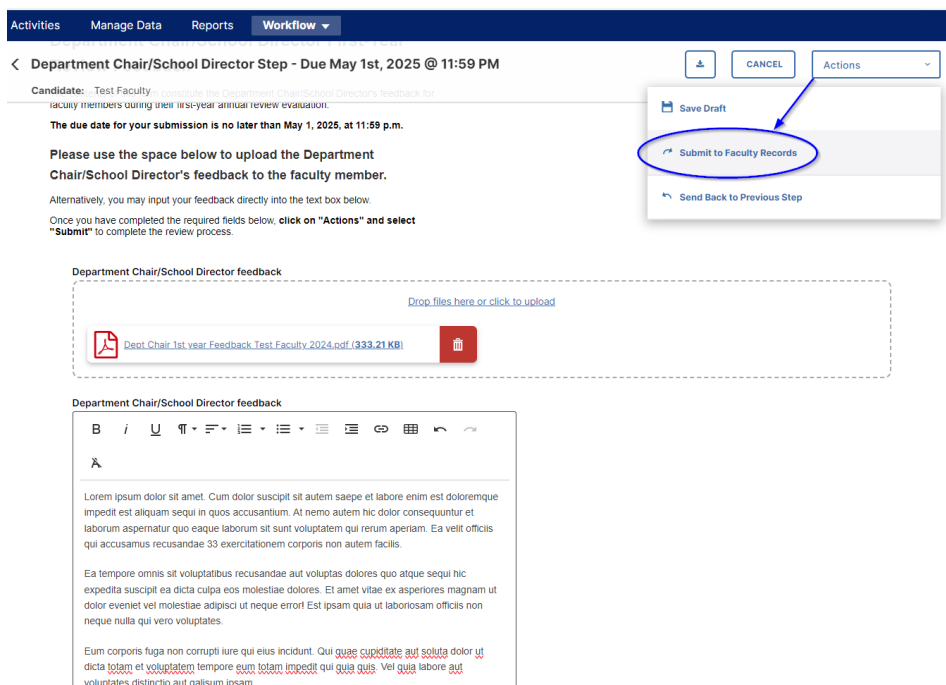


- The second and final section is the Department Chair/School Director step which contains a field with the department chair's input for the First-Year Annual Review, as either a file upload at the appropriate location, or a text area box for direct feedback on the performance of the probationary faculty member.





- Once completed, the Department Chair/School Director can select from the Actions drop-down menu, Save Draft to keep your work and return later, to the Submit to Faculty Records to move the review process along, or Send Back to the Previous Step (which should only be done in consultation with the Faculty Records Office.) Once you Submit to Faculty Records click Yes on the following popup box.





- Once the Department Chair/School Director has completed their submission to Faculty Records, the process will be moved from their Workflow Tasks Inbox to History. The Recall and Download Actions are available – with Recall only taking place prior to the submission due date or following consultation with the Faculty Records office.

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Dean	Test Faculty	February 25, 2025 @ 11:59 PM	▼
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Faculty	Test Faculty	February 1, 2025 @ 11:59 PM	▼
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Faculty	Test Faculty	February 1, 2025 @ 11:59 PM	▼
TEST Probationary Faculty (First-Year) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	▼
Test Spring 2023 Annual Review - Probationary Faculty	Completed	Me	September 20, 2022 @ 11:59 PM	Recall Download
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO)	Completed	Me	May 1, 2023 @ 11:59 PM	▼
Test Annual Review - Test Accounts (2nd test) (Alternate DPTAC)	Completed	Me	October 8, 2022 @ 11:59 PM	▼