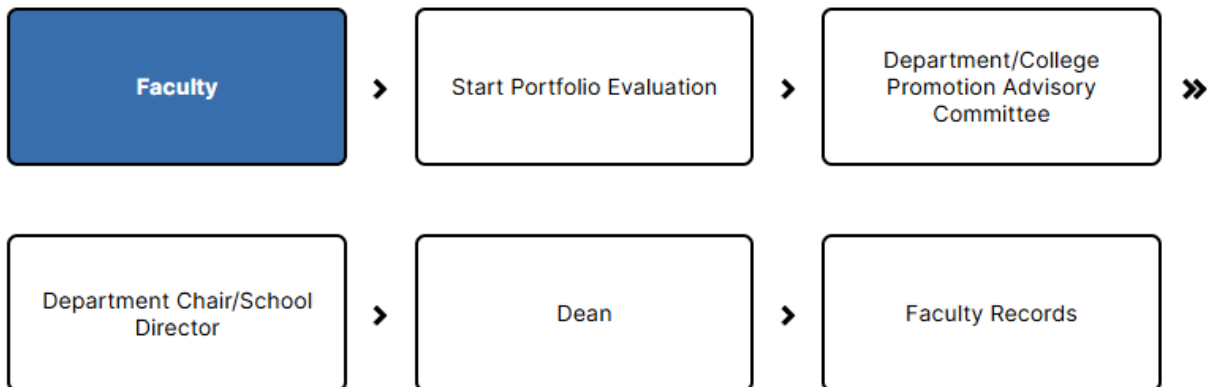


SHSU Watermark Workflow

Non-Tenure Track Promotion Help Guide

Watermark Workflow reviews for Non-Tenure Track Promotion follows the multistep process illustrated in the flowchart below. Beginning at the Faculty submission step, the review portfolio is swiftly run through a system validation step by the Office of Faculty Records (shown below as Start Portfolio Evaluation) and then is sent on to the Department Promotion Advisory Committee. The portfolio then moves through the administrative review steps until it reaches the Dean. After that review is submitted, the process is transferred to the Faculty Records step for final processing.



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 Promotion for Non-Tenure Track Faculty - Spring 2025

Due Date: Monday, January 13, 2025 11:59 PM CST

If you do not submit your materials by the due date, this will automatically advance to the Start Portfolio Evaluation review.

In accordance with [APS 890301](#), non-tenure track faculty members who intend to be considered for promotion must upload a complete Faculty Review Portfolio in Watermark Workflow 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 January 13, 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/9149cbf6-526b-4459-9de3-99e8e126ce0c/step/5ea6b91b-babf-4ec6-8e8e-b33727295ef4/assignee/2390354?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=cf9fafa1-f655-4d2b-a0b6-9eaf04c80e4b&orgId=1660&personId=2390354>

The Next step with faculty involvement will be the Departmental Promotion Advisory Committee (DPAC) step. Once a faculty member submits their materials to Start a Portfolio Evaluation, the Faculty Records office will validate the submission and move it to the next step in Watermark Workflow where DPAC members and the DPAC chair will receive an automated email:

Dear Member DPAC,

The following submission is now ready for your review:

Process: TEST Promotion for Non-Tenure Track Faculty - Spring 2025
Candidate: Test Faculty
Due Date: Saturday, March 15, 2025 11:59 PM CDT

In accordance with [APS 890301](#), the Department/College Promotion Advisory Committee will evaluate the faculty review portfolios of candidates being reviewed. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information.

A written summary for each candidate will be uploaded into the Watermark Workflow by the DPAC Chair for the candidate. The summary must include a recommendation and vote tally for or against promotion. The due date for your submission is no later than March 15, 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/9149cbf6-526b-4459-9de3-99e8e126ce0c/step/cc1ed068-5f22-40c8-85f1-1191957d28b0/assignee/2388404?embed=workflow:assignee_workflow:subject_workflow:response@subProcessId=cf9fafa1-f655-4d2b-a0b6-9eaf04c80e4b&orgId=1660&personId=2388404

Dear Chair DPAC,

The following submission is now ready for your review:

Process: TEST Promotion for Non-Tenure Track Faculty - Spring 2025
Candidate: Test Faculty
Due Date: Saturday, March 15, 2025 11:59 PM CDT

In accordance with [APS 890301](#), the Department/College Promotion Advisory Committee will evaluate the faculty review portfolios of candidates being reviewed. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information.

A written summary for each candidate will be uploaded into the Watermark Workflow by the DPAC Chair for the candidate. The summary must include a recommendation and vote tally for or against promotion. The due date for your submission is no later than March 15, 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/9149cbf6-526b-4459-9de3-99e8e126ce0c/step/cc1ed068-5f22-40c8-85f1-1191957d28b0/assignee/2388403?embed=workflow:assignee_workflow:subject_workflow:response@subProcessId=cf9fafa1-f655-4d2b-a0b6-9eaf04c80e4b&orgId=1660&personId=2388403

The following step will be the Department Chair/School Director. Once the DPAC chair submits the DPAC vote and recommendation letter for Promotion 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 Promotion for Non-Tenure Track Faculty - Spring 2025
Candidate: Test Faculty
Due Date: Tuesday, April 1, 2025 11:59 PM CDT

In accordance with [APS 890301](#), department chairs/school directors will evaluate the faculty review portfolios of candidates being reviewed. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information.

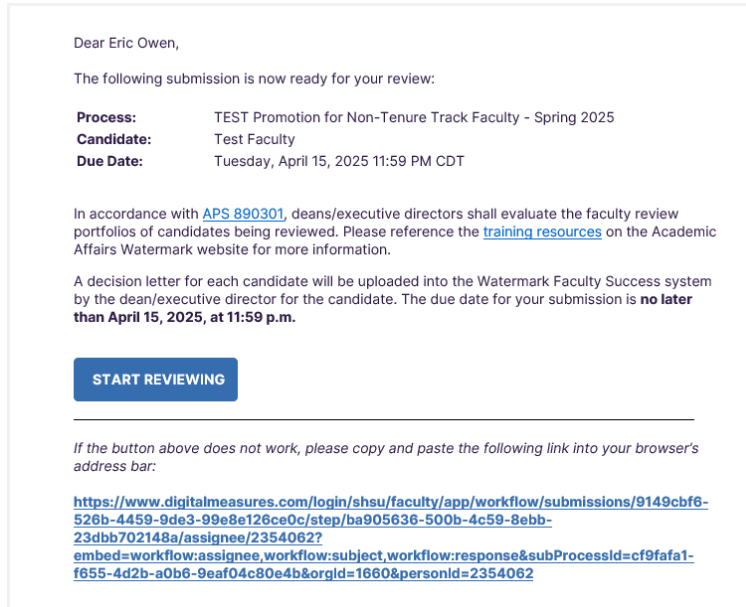
A recommendation letter for or against promotion for each candidate will be uploaded into the Watermark Faculty Success system by the department chair/school director for the candidate. The due date for your submission is no later than April 1, 2025, at 11:59 p.m.

[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/9149cbf6-526b-4459-9de3-99e8e126ce0c/step/fee4e34c-56ea-4bb0-89a9-f36f9f239294/assignee/2357490?embed=workflow:assignee_workflow:subject_workflow:response@subProcessId=cf9fafa1-f655-4d2b-a0b6-9eaf04c80e4b&orgId=1660&personId=2357490

The next step will be the Dean’s step. Once the Department Chair/School Director has submitted their review and recommendation letter for Promotion in Watermark Workflow, the College Dean/Executive Director will receive an automated email:

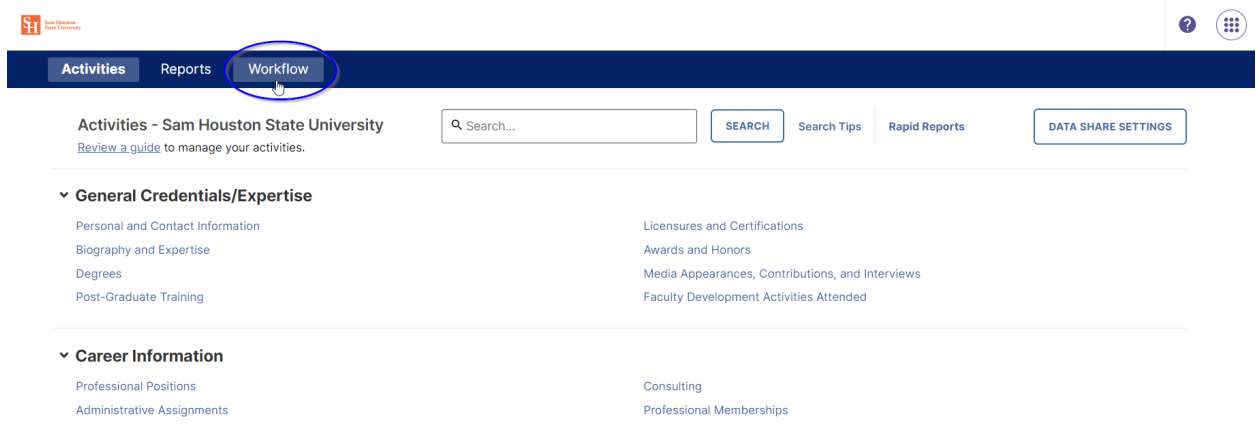


While the automated email will provide a link to Watermark, you can also navigate to Watermark following the login instructions below.

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 similar to 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	
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	Download

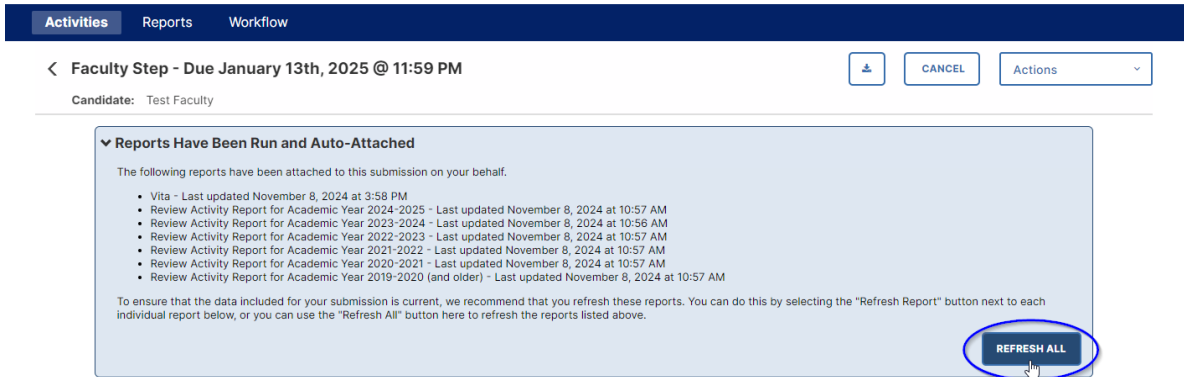
Watermark Workflow Non-Tenure Track Promotion Process Steps

Faculty Step

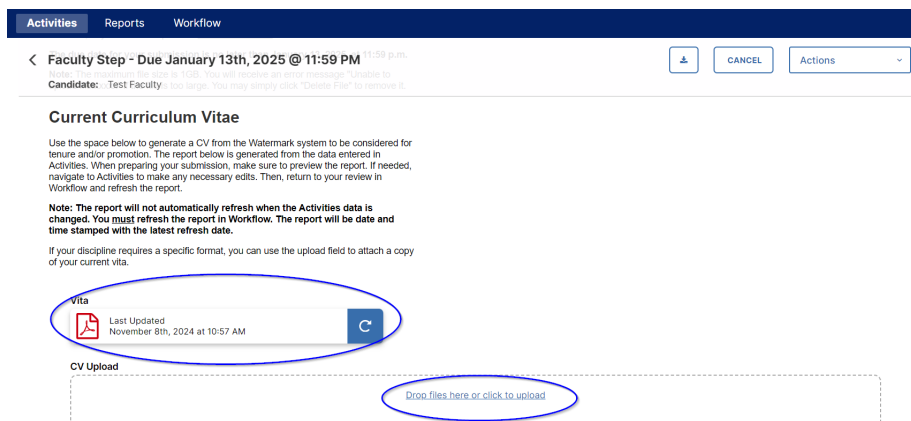
- Under the Workflows Tasks Inbox click on the Promotion Review to begin entering your portfolio.

Activities Reports Workflow						
Workflow Tasks						
Keep track of outstanding tasks in your inbox, and view your review history.						
Inbox (7)						
Show Filters (0)						
NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED	
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 12, 2024 @ 11:56 AM	
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 (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 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 Faculty Evaluation (INTT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:09 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 Post-Tenure Review - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 9:45 AM	

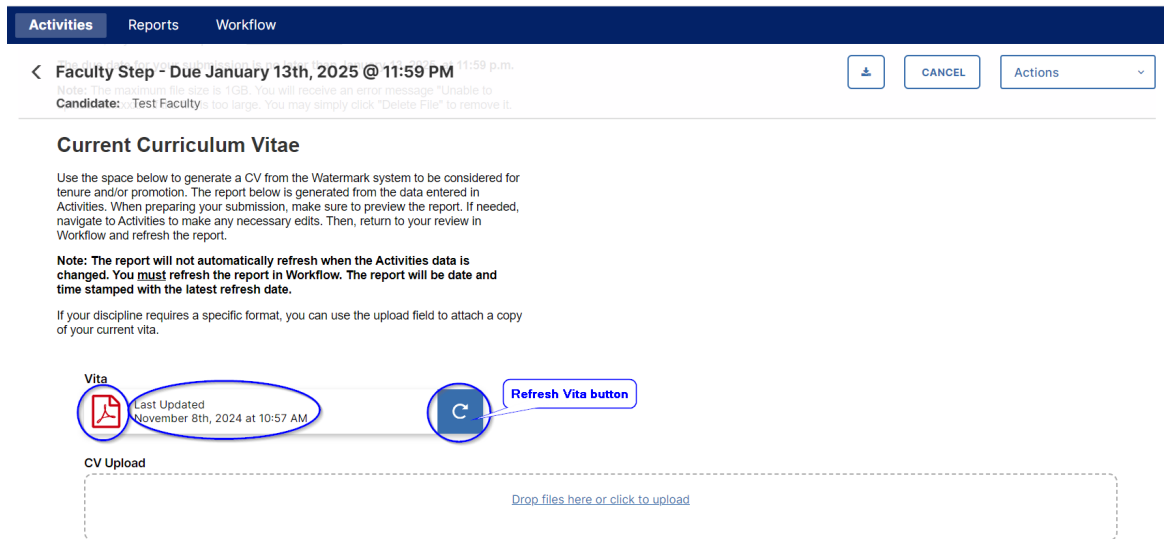
- Each review process now contains reports that are run and automatically attached based on the date and time the review was launched. A list of these reports is now provided at the top of the Faculty Step of a review, providing the names and dates/times that these reports were last updated. You can 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).



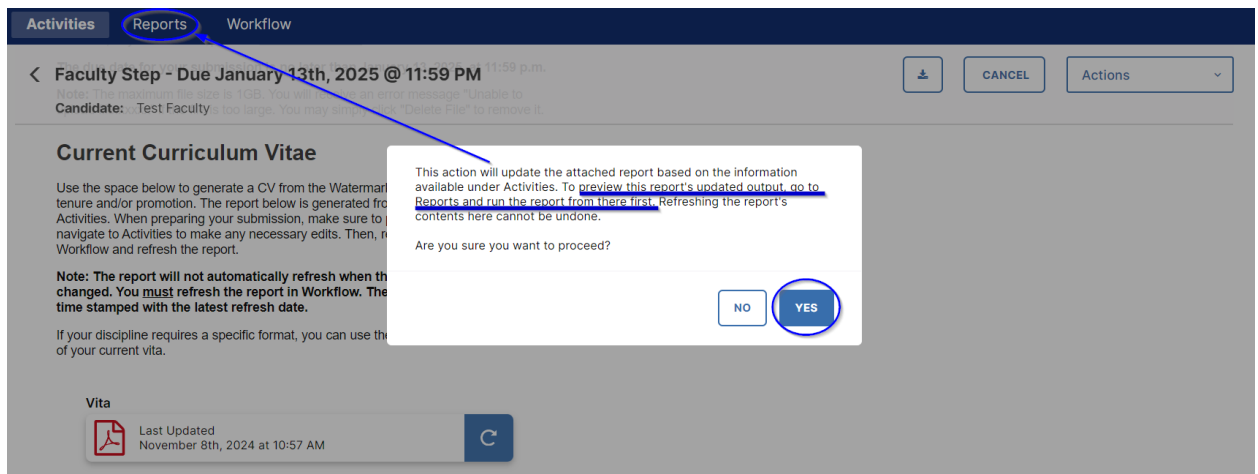
6. When working on your faculty review portfolio, click on the "Actions" button in the upper right and select "Save Draft" until your submission form is complete. You must click "Save Draft" to retain any entered or updated information if you wish to work on your review portfolio entries across several sessions logging into your Watermark account. If you close your browser window without saving, your work will not be retained.
7. Once you have completed your review portfolio, you should now click on "Actions" and select "Submit to Start Portfolio Evaluation" 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.**
8. **Note: you will see the due date for your submission – in the case of the Non-Tenure Track Promotion, it is no later than January 13, 2025, at 11:59 p.m.**
9. 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.
10. 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.



11. 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.



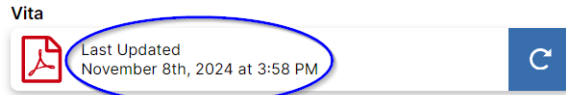
12. If you click on the Refresh icon to update the autogenerated Vita, you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone. You may generate a current copy of your Vita 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.



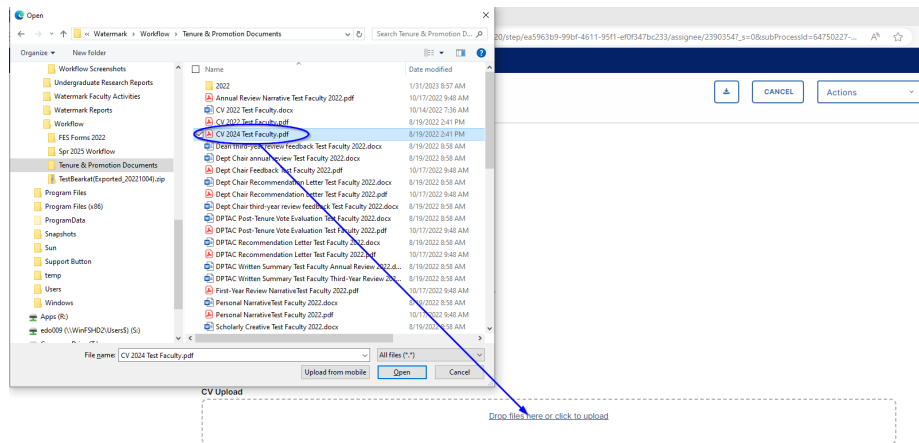
Once you have clicked Yes on the Vita Refresh popup window you will see the Last Updated date and time change.

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.

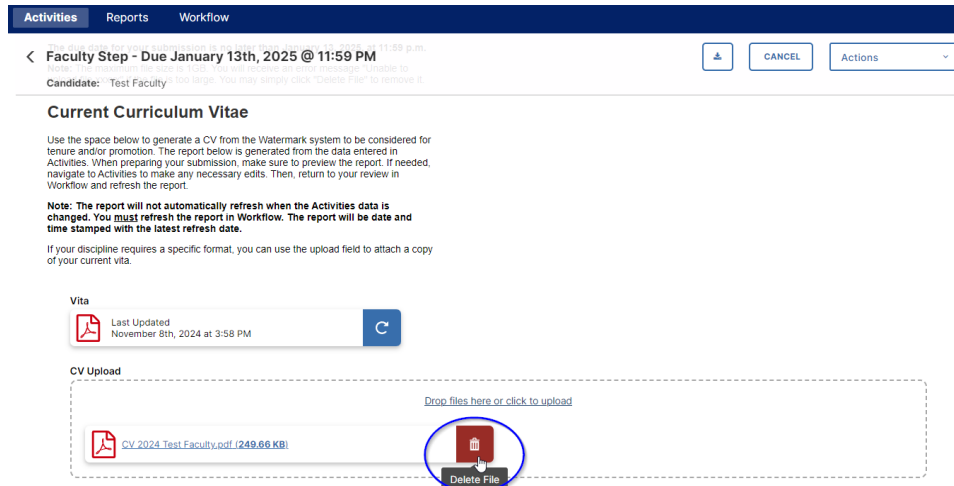
If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.



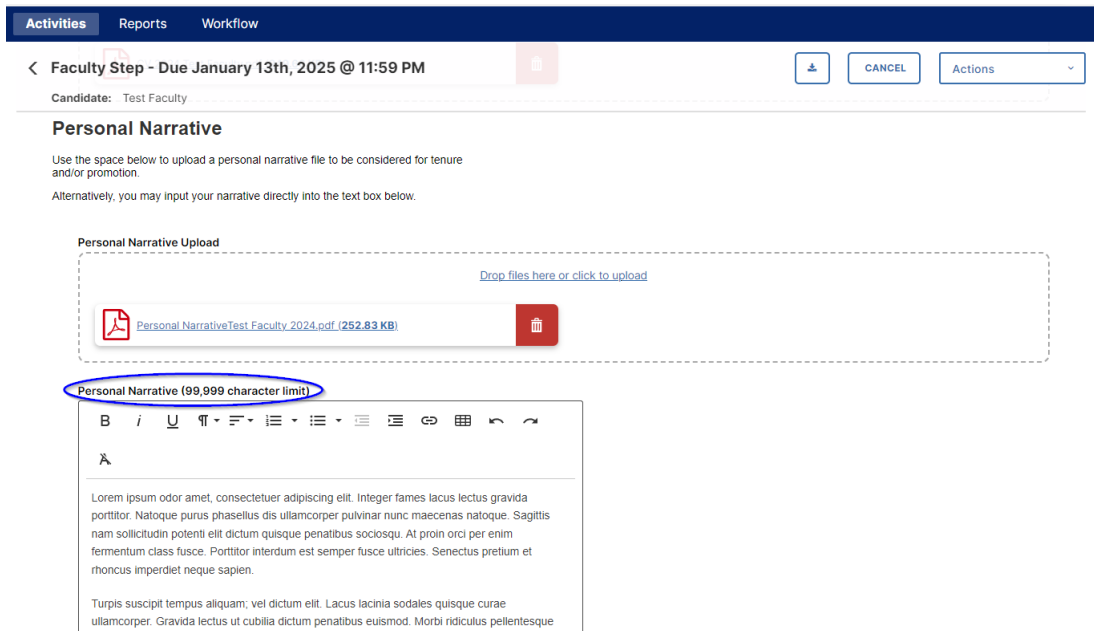
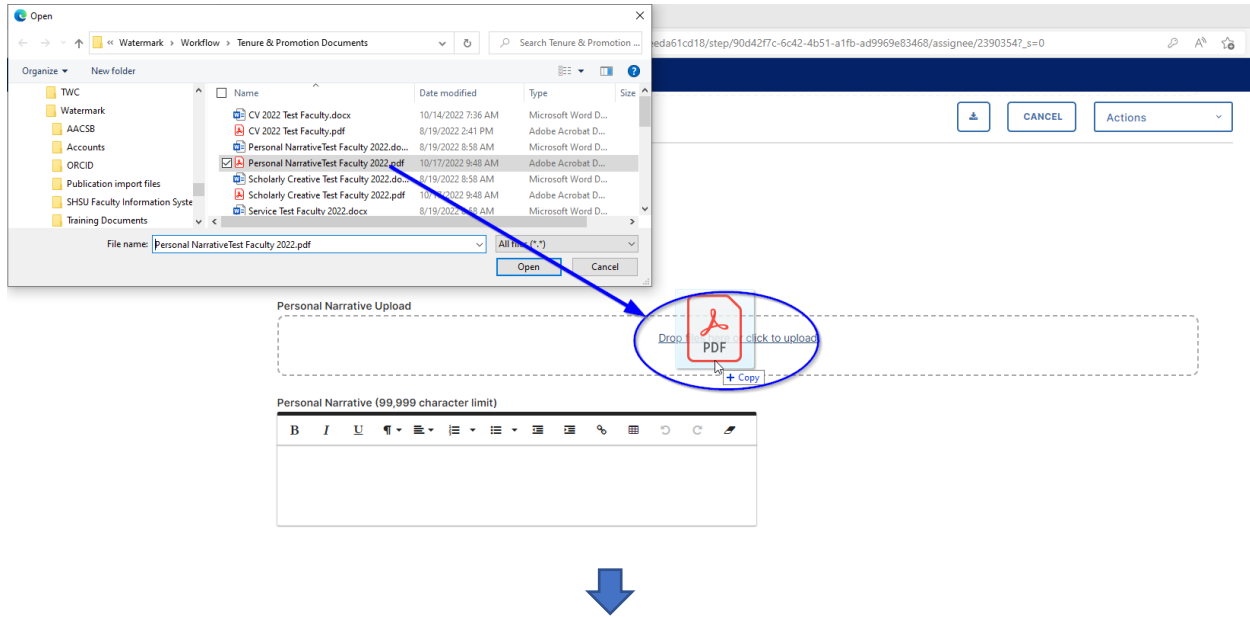
13. Alternatively, you may upload or drag and drop files into the CV Upload area – any file type can be used.



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




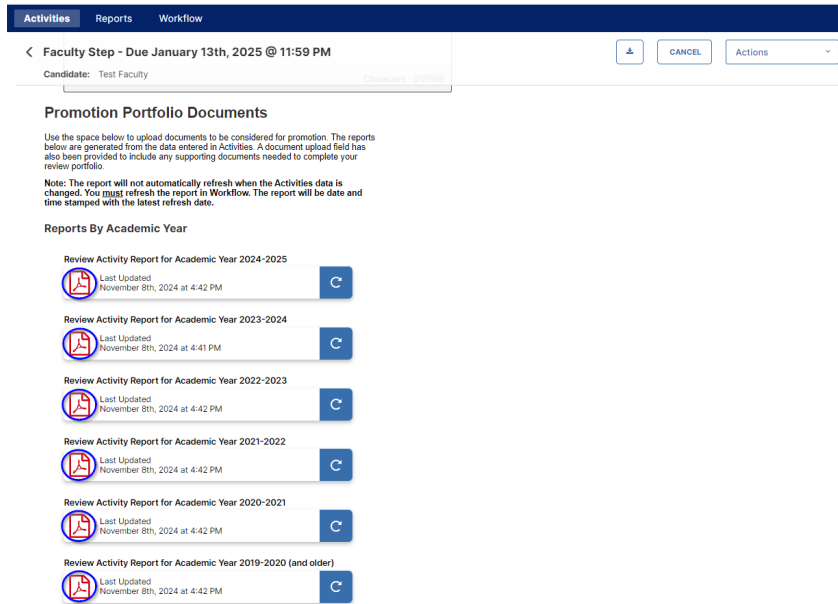
15. The next section of the Faculty Review Portfolio can be used to include a Personal Narrative. This is an optional step, and can be done either by uploading a file to the Personal Narrative Upload location, **OR** manually enter/cut and paste a narrative directly into the Text Box provided. The Text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



16. The final section of the Faculty Step is the Promotion Portfolio Documents area. This section provides several Review Activity Reports generated from your Activities records based upon Academic Years (these reports yearly dates range will span from September 1st until the following August 31st). These reports 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.

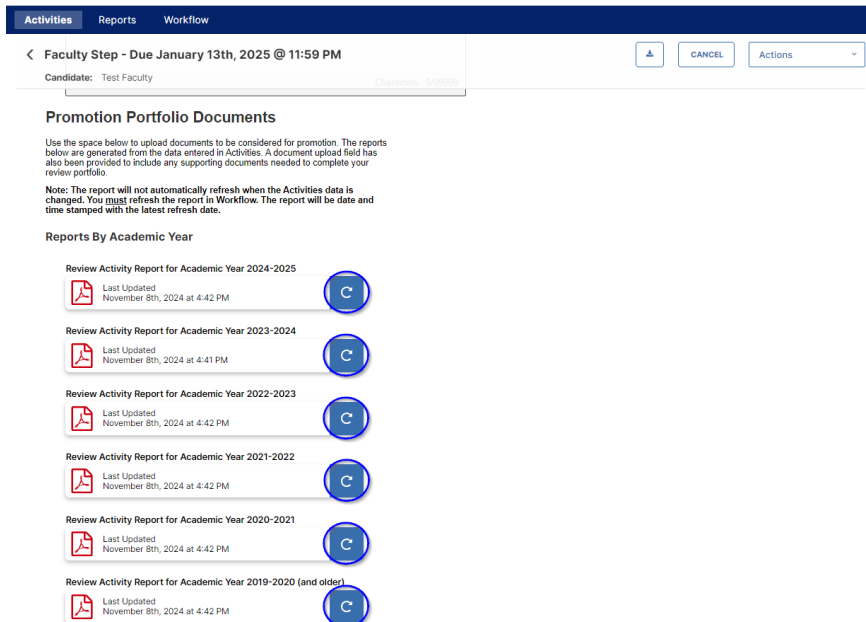
You can click on the Adobe Acrobat icon  on the left to view the current Review Activity Report associated with that Academic Year. This will open an additional browser tab to display a PDF version of the report.



The screenshot shows a web interface with a dark blue header containing 'Activities', 'Reports', and 'Workflow'. Below the header, there is a breadcrumb trail: '< Faculty Step - Due January 13th, 2025 @ 11:59 PM'. A candidate name 'Test Faculty' is displayed. The main content area is titled 'Promotion Portfolio Documents' and includes instructions for uploading documents. Below this, a section titled 'Reports By Academic Year' lists six reports, each with an Adobe Acrobat icon, a 'Last Updated' timestamp, and a blue circular refresh icon with a white 'C'.

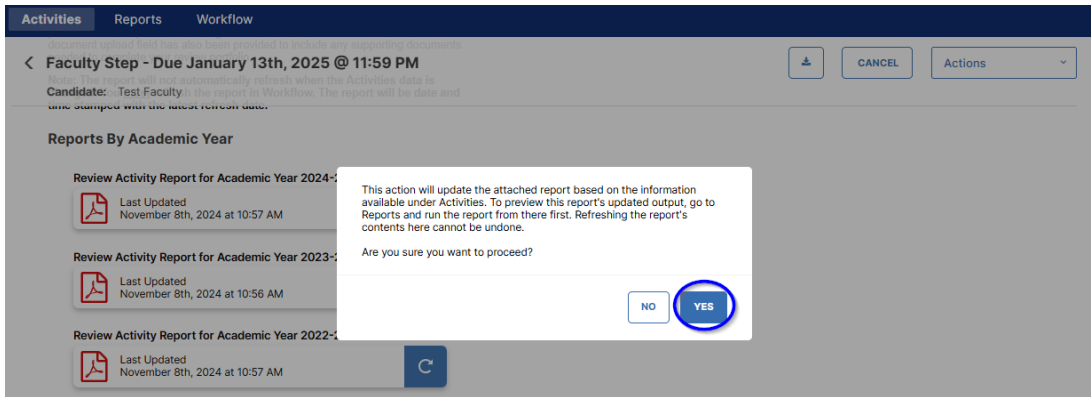
Report Title	Last Updated	Refresh Icon
Review Activity Report for Academic Year 2024-2025	November 8th, 2024 at 4:42 PM	Refresh (C)
Review Activity Report for Academic Year 2023-2024	November 8th, 2024 at 4:41 PM	Refresh (C)
Review Activity Report for Academic Year 2022-2023	November 8th, 2024 at 4:42 PM	Refresh (C)
Review Activity Report for Academic Year 2021-2022	November 8th, 2024 at 4:42 PM	Refresh (C)
Review Activity Report for Academic Year 2020-2021	November 8th, 2024 at 4:42 PM	Refresh (C)
Review Activity Report for Academic Year 2019-2020 (and older)	November 8th, 2024 at 4:42 PM	Refresh (C)

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.

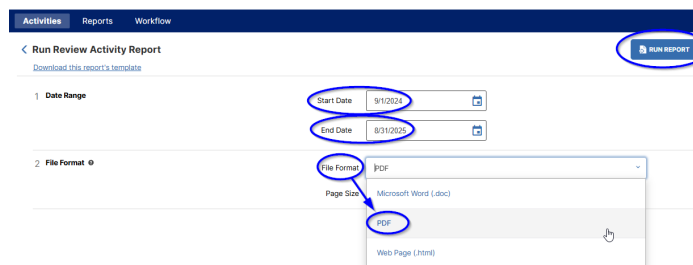
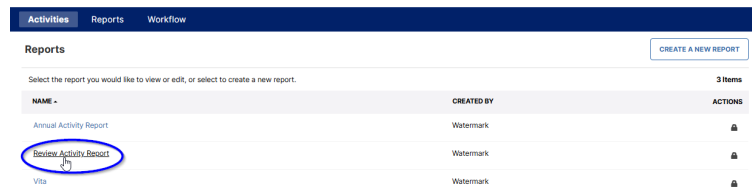
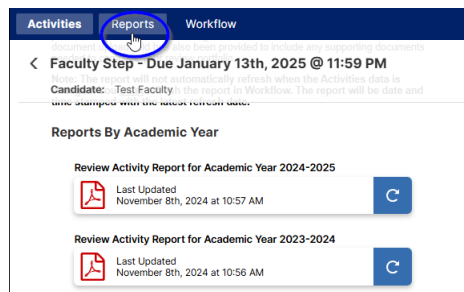


This screenshot is identical to the previous one, but the blue circular refresh icons with white 'C' characters are highlighted with larger blue circles to draw attention to them.

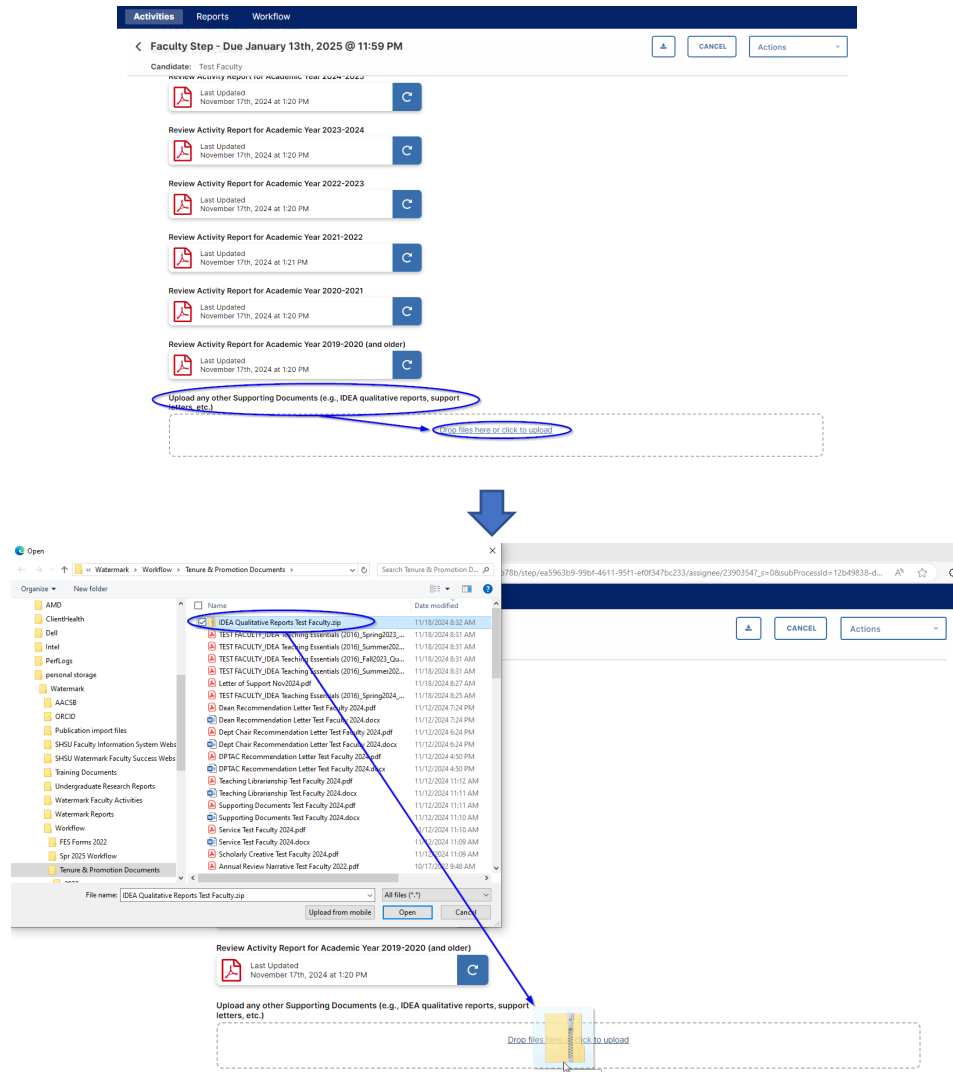
When you click on the Refresh button you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone.



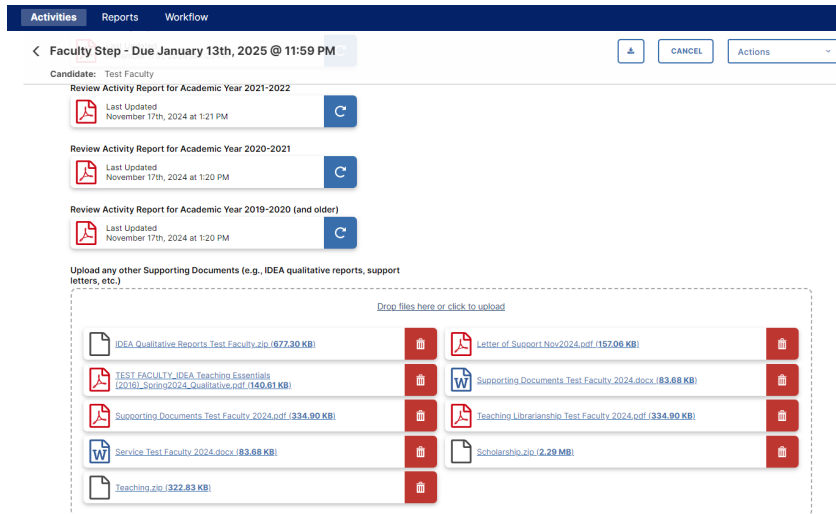
You may generate a current copy of a Review Activity Report by going to the Reports Tab and running a report with the same academic year date range being used in your portfolio documents. This will create a report in one of three file formats (MS Word, PDF, or HTML) for you to view before refreshing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



17. In addition to the Review Activity Reports 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.**

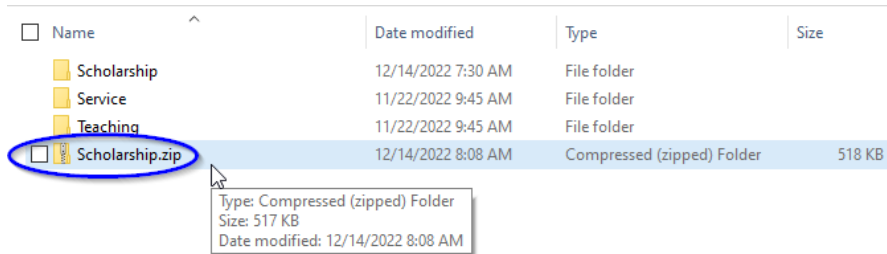
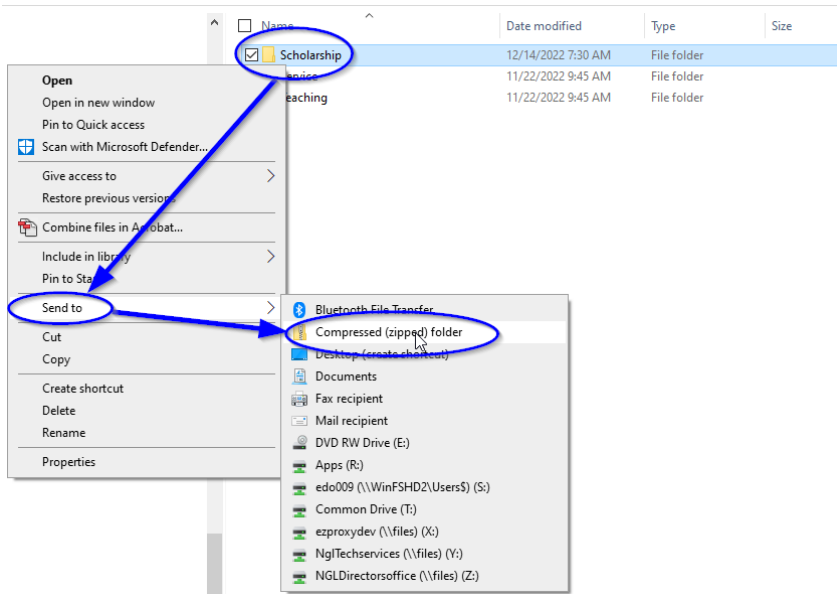
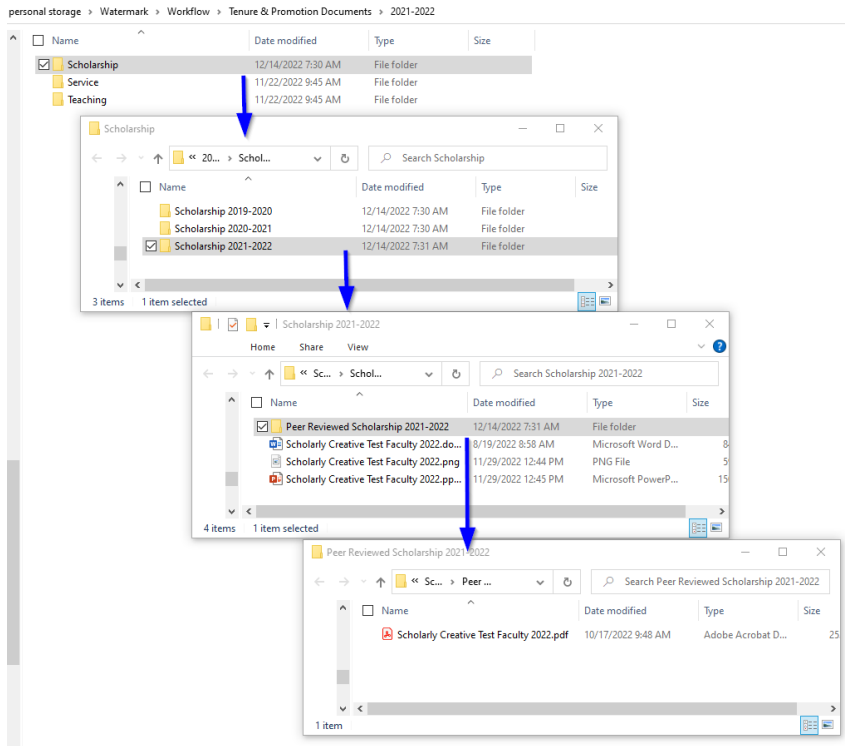


Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

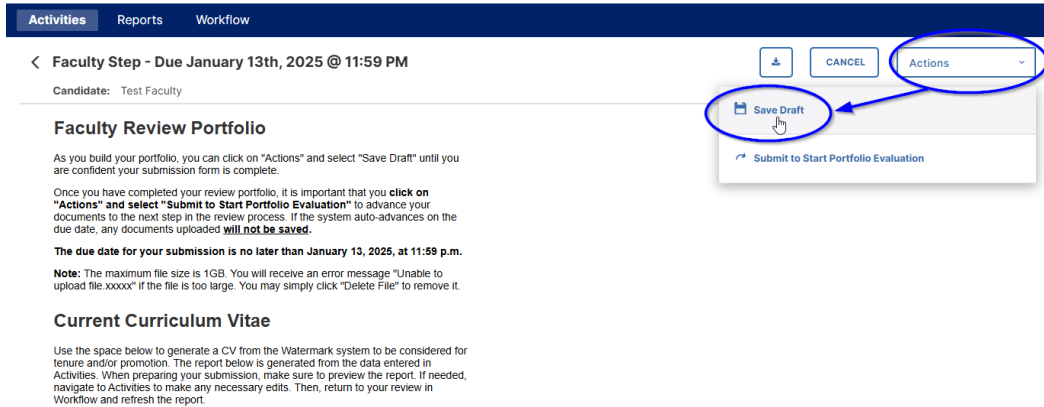


If you wish to provide files appearing in folders and subfolders, you are encouraged to save these files and structure them using a Zip file. To create a Zip file containing the desired folder structure, you may right-click (on a PC) on the top-level folder and select Send to -> Compressed (zipped) folder. 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).

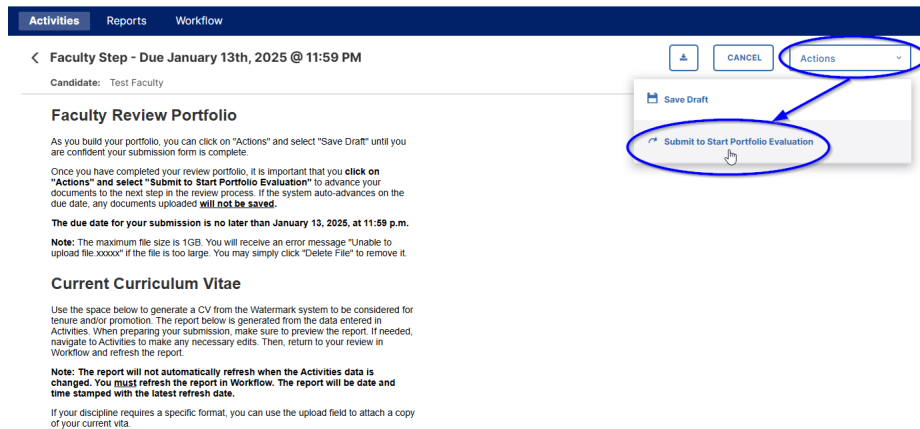
In the following example (on a PC), the Scholarship folder (which for illustration purposes contains 3 levels of subfolders and files,) is being zipped into a single file named Scholarship.zip. That resulting zip file will retain the folder structure when the zip file is subsequently opened.



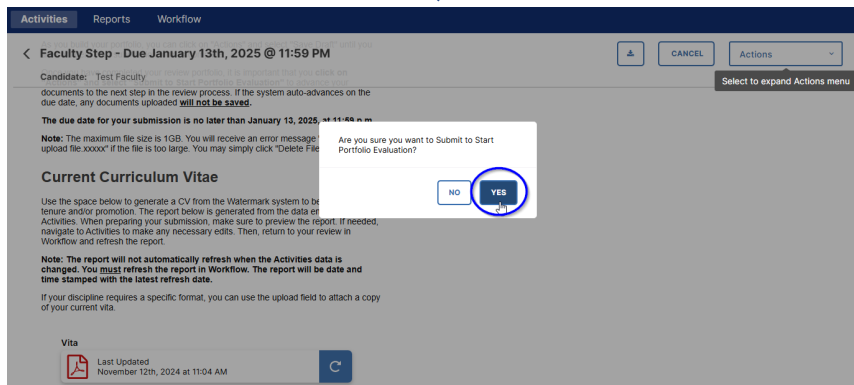
A reminder that you can click on Actions in the upper right and choose Save Draft to retain any entries and file uploads you have completed, but prior to a final submission to Start Portfolio Evaluation.



18. Once you have completed all of your entries and uploads for the Faculty Step, click on the Actions – Submit to Start Portfolio Evaluation and click Yes in the following popup window.



19.



20. The Faculty Workflow Tasks screen will now show the item that 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	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Me	February 11, 2025 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - 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	▼
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	▼
Annual Faculty Evaluation System (FES) Review (demo)	Completed	Me	May 1, 2023 @ 11:59 PM	▼

As the portfolio moves through the steps, the faculty member can track its progress with the Workflow Tasks History and view any submitted information they have permission to see from all steps completed prior to the Current Step.

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Me	February 11, 2025 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - 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	▼
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	▼

As an example, here is the faculty view of a DPAC submission once the History Current Step has reached the Department Chair/School Director.

Activities Reports Workflow

< Tenure and/or Promotion Review - Spring 2023 (Test) - Updated October 17, 2022 [Download] [RECALL] [CLOSE]

Department Promotion and Tenure Advisory Committee Step - Test Submitted October 17, 2022 by Chair DPTAC

Faculty

DPTAC Tenure Vote
Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "N/A".

DPTAC Tenure Recommendation
Yes - Recommend for Tenure

DPTAC Tally for Tenure (YES)
4

DPTAC Tally for Tenure (NO)
0

DPTAC Tally for Tenure (ABSTAIN)
0

DPTAC Promotion Vote
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".


DPTAC Promotion Recommendation
Yes - Recommend for Promotion

DPTAC Tally for Promotion (YES)
4

DPTAC Tally for Promotion (NO)
0

DPTAC Tally for Promotion (ABSTAIN)
0

Please upload the DPTAC recommendation letter in the space provided below.

DPTAC Recommendation Letter
 DPTAC Recommendation Letter Test Faculty 2022.pdf (252.83 KB)

Department Promotion Advisory Committee Member/Chair Step

- For faculty members serving on a Department Promotion Advisory Committee (DPAC), your Workflow Tasks Inbox will function the same way as Step #1 of Watermark Workflow Tasks on [page 5 above](#). In the Workflow Tasks Inbox, you will see all review processes currently awaiting your input and submission. In this example you will see TEST Promotion for Non-Tenure Track Faculty - Spring 2025, currently at the Department/College Promotion Advisory Committee Step, in the University Wide Department, for the Candidate Test Faculty. The due date for your submission of your review step is March 15, 2025 @ 11:59 PM, and you received this submission available for your review on November 18, 2024 @ 10:45 AM.

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 Promotion for Non-Tenure Track Faculty - Spring 2025	Department/College Promotion Advisory Committee	University Wide	Faculty, Test	March 15, 2025 @ 11:59 PM	November 18, 2024 @ 10:45 AM

▼ History (1)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Test Faculty	February 11, 2025 @ 11:59 PM	▼

- Once you click on the review name, both DPAC members and the DPAC chair will see the first section of this step contains the candidate faculty's Review Portfolio, with all entries and links to uploaded files.

The screenshot shows a web interface with a dark blue header containing 'Activities', 'Reports', and 'Workflow'. Below the header, there is a breadcrumb trail: '< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM'. To the right of the breadcrumb are buttons for 'CANCEL' and 'Actions'. The main content area is titled 'Candidate: Test Faculty' and features a section labeled 'Faculty' with a dropdown arrow. Below this is the 'Non-Tenure Track Faculty Review Portfolio' section, which is circled in blue. The text in this section includes instructions on how to build and submit the portfolio, a due date of January 13, 2025, and a note about the 1GB file size limit. Below this is the 'Current Curriculum Vitae' section, which provides instructions on how to generate a CV from the Watermark system.

- DPAC members and the chair can review all reports generated from the candidate's Watermark Activities by clicking on the Adobe Acrobat icons for the Vita and Review Activity Reports as well as field entries and links to uploaded files for the CV, Personal Narrative, and Other Supporting Documents.

The screenshot shows a web interface with a dark blue header containing 'Activities', 'Reports', and 'Workflow'. Below the header, there is a breadcrumb trail: '< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM'. To the right of the breadcrumb are buttons for 'CANCEL' and 'Actions'. The main content area is titled 'Candidate: Test Faculty' and features a section labeled 'Vita' with a dropdown arrow. Below this is the 'CV Upload' section, which is circled in blue. The text in this section includes instructions on how to upload a personal narrative file to be considered for promotion. Below this is the 'Personal Narrative' section, which provides instructions on how to upload a personal narrative file to be considered for promotion. Below this is the 'Personal Narrative Upload' section, which is circled in blue. The text in this section includes instructions on how to upload a personal narrative file to be considered for promotion. Below this is the 'Personal Narrative (90,000 character limit)' section, which is circled in blue. The text in this section includes instructions on how to upload a personal narrative file to be considered for promotion.



Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM

Candidate: Test Faculty latest refresh date.

Reports By Academic Year

- Review Activity Report for Academic Year 2024-2025
Last Updated November 8th, 2024 at 4:42 PM
- Review Activity Report for Academic Year 2023-2024
Last Updated November 8th, 2024 at 4:41 PM
- Review Activity Report for Academic Year 2022-2023
Last Updated November 8th, 2024 at 4:42 PM
- Review Activity Report for Academic Year 2021-2022
Last Updated November 8th, 2024 at 4:42 PM
- Review Activity Report for Academic Year 2020-2021
Last Updated November 8th, 2024 at 4:42 PM
- Review Activity Report for Academic Year 2019-2020 (and older)
Last Updated November 8th, 2024 at 4:42 PM

Upload any other Supporting Documents

- Supporting Documents Test Faculty 2024.docx (83.68 KB)
- Teaching Librarianship Test Faculty 2024.pdf (334.90 KB)
- Letter of Support Nov2024.pdf (157.06 KB)
- IDEA Qualitative Reports Test Faculty.zip (677.30 KB)
- TEST FACULTY_IDEA Teaching Essentials (2016)_Spring2023 Competitive.pdf (140.81 KB)
- Scholarship.zip (2.29 MB)
- Teaching.zip (322.83 KB)
- Service.zip (1.89 MB)

- There is a Start Portfolio Evaluation section that can show any Comments from the Faculty Records office concerning a Faculty Submission to the rest of the reviewing steps. Generally, this Comments field will be blank.

Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM

Candidate: Test Faculty

> Faculty Submitted November 18, 2024 by Test Faculty

Start Portfolio Evaluation Submitted November 18, 2024 by Jamilyn White

Comments

- The next area of the screen will differ for DPAC members vs DPAC chair. DPAC members will see a single Text Box asking them to type their name after they have reviewed the faculty portfolio and then select the Actions -> Publish their Response to Chair and click Yes in the pop-up window to complete their portion of the process.

Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM [CANCEL] [Actions]

Candidate: Test Faculty

> Faculty

Start Portfolio Evaluation by Jamilyn White

Comments

My Response

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement
DPAC Member



Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM [CANCEL] [Actions]

Candidate: Test Faculty

> Faculty

Start Portfolio Evaluation Submitted November 18, 2024 by Test Faculty

Comments

My Response

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement
DPAC Member

Are you sure you want to publish your response to your committee chair?
NO YES

- For the DPAC Chair, after the Faculty Review Portfolio section, you will see a Committee Members and Responses section. This section can be viewed either By Member or By Response.

Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM [CANCEL] [Actions]

Candidate: Test Faculty and Responses

BY MEMBER BY RESPONSE

Chair DPAC chair Unreviewed

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement
DPAC Chair

Member DPAC Last Reviewed November 18, 2024

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement
DPAC Member

Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM [CANCEL] [Actions]

Candidate: Test Faculty

Committee Members and Responses 1/2 Reviewed

BY MEMBER BY RESPONSE

Member DPAC 1 Response

Acknowledgement
DPAC Member

Within this area will be an Acknowledgement Text Box for the chair and each DPAC member. The DPAC member area shows whether or not they have completed their review of the portfolio to the right of the member's name. The status will either show as Unreviewed for those who have not published their Acknowledgement Response, or a Last Reviewed date for those members who have published their response.

Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM

Candidate: Test Faculty

Committee Members and Responses 1/2 Reviewed

BY MEMBER BY RESPONSE

Chair DPTAC Unreviewed

chair

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

DPAC Chair

Member DPTAC Last Reviewed November 18, 2024



Activities Reports Workflow

< Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM

Candidate: Test Faculty

Committee Members and Responses Unreviewed

Chair DPTAC

chair

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.

Note: For the DPAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.

Acknowledgement

DPAC Chair

Member DPTAC Last Reviewed November 18, 2024

DPAC Member

7. The remaining section of the DPAC chair screen contains the Committee Response entries that will be submitted to the Department Chair/School Director including a

recommendation for promotion, and a file upload with the DPAC letter of recommendation. Both of these fields are required.

The screenshot displays a web application interface for a Department/College Promotion Advisory Committee. The page title is "Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM". The candidate is "Test Faculty".

This Committee's Response
Department/College Promotion Advisory Committee Recommendation

The contents of this committee chair form constitute the promotion advisory committee's submission for non-tenure track faculty promotion.

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.

The due date for your submission is no later than March 15, 2025, at 11:59 p.m.
Note: The Committee chair does not complete the same acknowledgment step as the committee members.

Department/College Promotion Advisory Committee Vote

Enter the committee recommendation and voting tallies for promotion below.

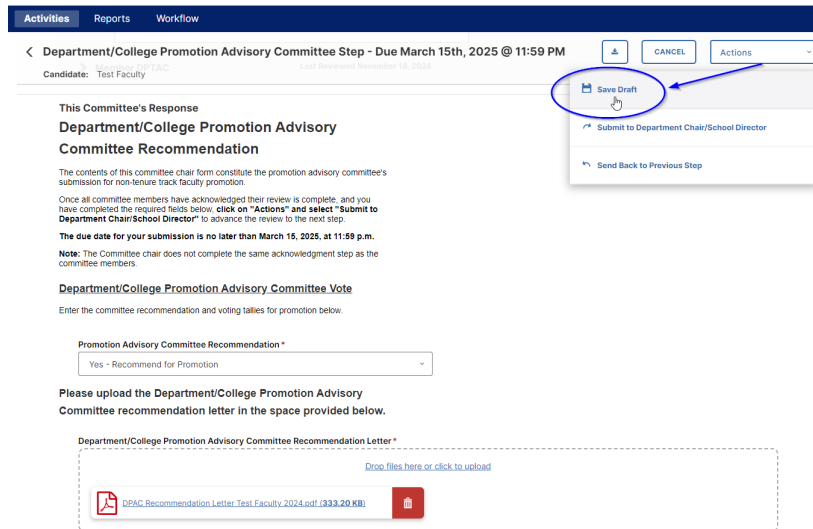
Promotion Advisory Committee Recommendation *

Yes - Recommend for Promotion
 No - Do Not Recommend for Promotion
 Split Vote

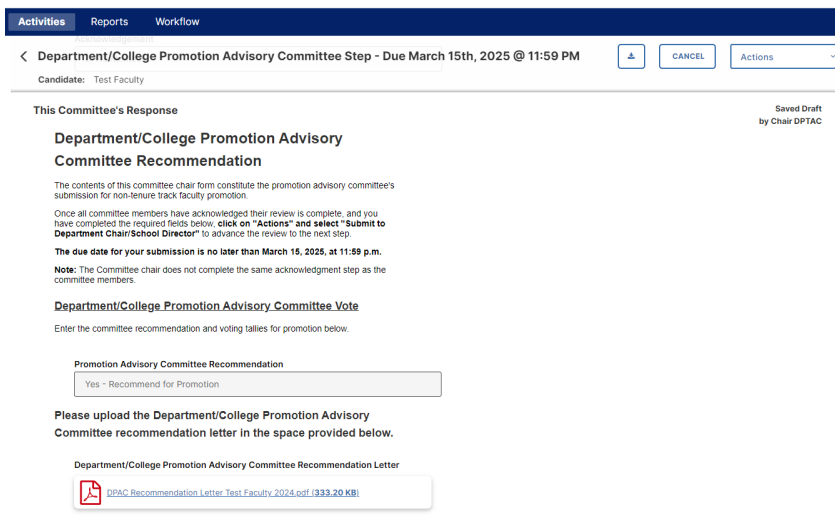
Please upload the Department/College Promotion Advisory Committee recommendation letter in the space provided below.

The second screenshot shows a file upload window with a list of files. A file named "DPAC Recommendation Letter Test Faculty 2024.docx" is selected and being uploaded.

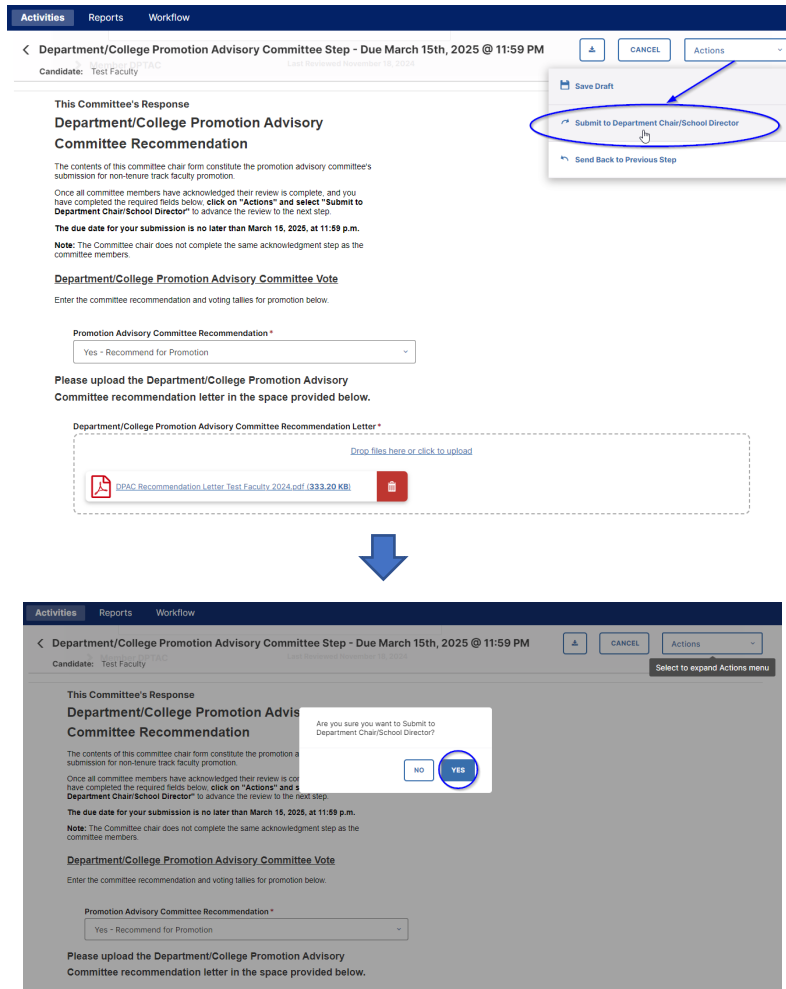
- The DPAC chair may choose the Save Draft option from the Actions drop-down menu at any time prior to Submitting to the Department Chair. This will also allow DPAC members to review the Committee's Response prior to submission.



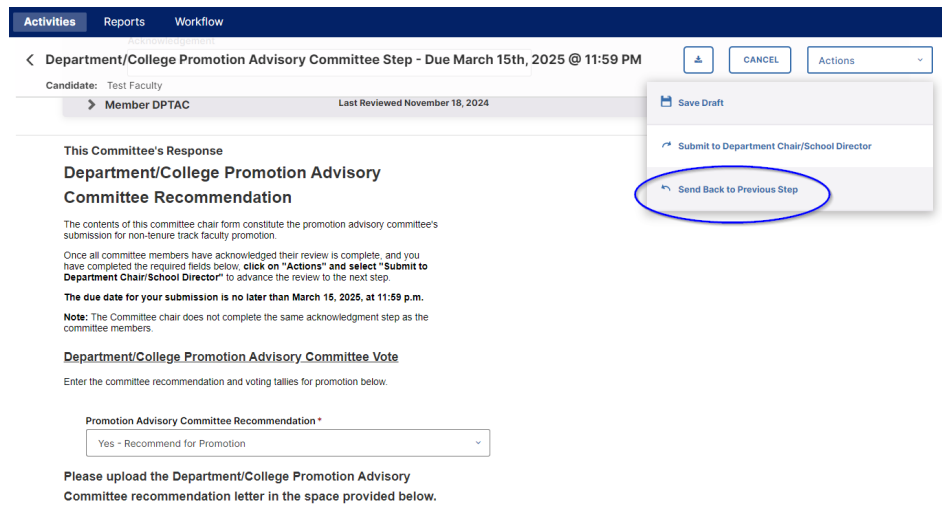
9. DPAC members can click on the Workflow Tasks Inbox item to see any drafts saved by the DPAC chair, including the Recommendations and access to the DPAC Recommendation Letter uploaded file.



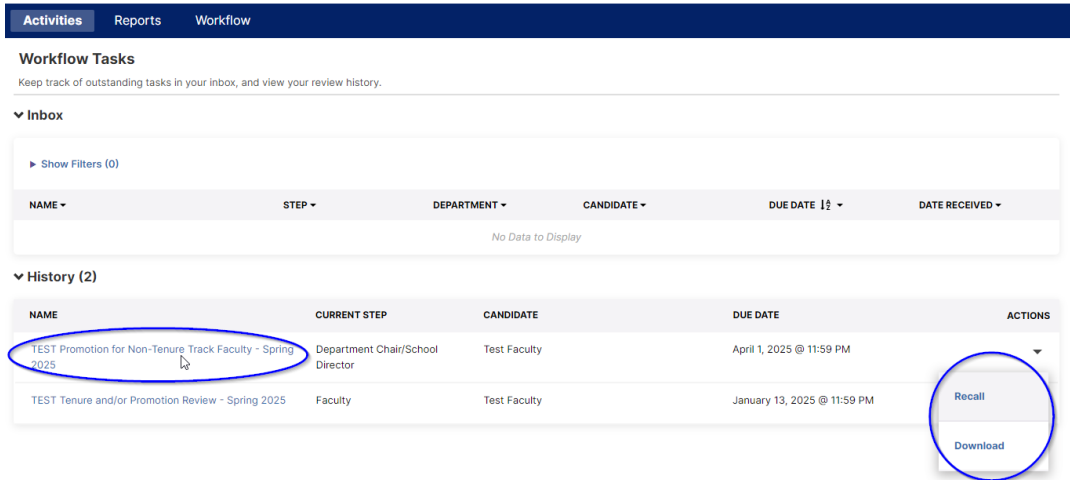
10. Once the DPAC has conferred and feels the Committee Response is complete, the DPAC Chair can select from the Actions drop-down menu the Submit to Department Chair/School Director option and click Yes on the following popup box.



11. The option currently exists for participants in later steps of the Workflow process to Send Back to Previous Step from the Actions drop-down menu. This should only be done after consultation with the Faculty Records Office.

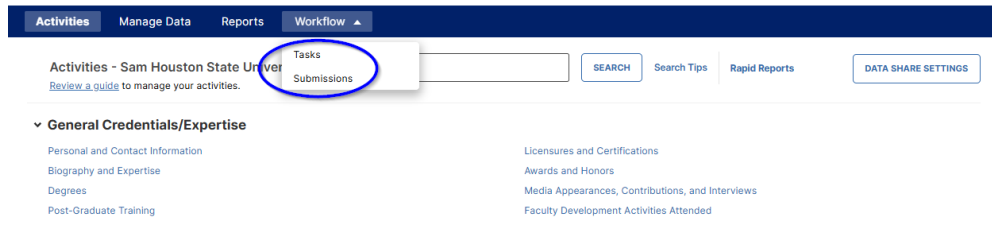


12. Once the DPAC Chair has submitted the Committee Response, the members and the chair of the DPAC will then see that process moved from their Workflow Tasks Inbox to History. The Recall and Download Actions are available – with Recall only taking place prior to the submission due date or following consultation with the Department Chair/School Director.



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 5 above](#). In the Workflow Tasks Inbox, you will see all review processes awaiting your input and submission.

Activities Manage Data 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 Promotion for Non-Tenure Track Faculty - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	November 18, 2024 @ 3:13 PM

▼ **History (7)**

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	▼
Test Annual Review - Test Accounts (2nd test) (Alternate DPTAC)	Completed	Me	October 8, 2022 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Completed	Me	November 12, 2022 @ 11:59 PM	▼
Test Annual Review - Test Accounts (1st test)	Completed	Me	October 10, 2022 @ 11:59 PM	▼
Test 2 Spring 2023 Annual Review - Probationary Faculty (duplicate)	Completed	Me	September 22, 2022 @ 11:59 PM	▼
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	▼

- 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

Dates below are displaying in US/Central.

Tasks
Submissions

BULK DOWNLOAD EXPORT VIEW

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.

Workflow Submissions

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.

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 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

▼ History (6)

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	▼

- 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. These submissions can be viewed following the same process as described in the DPAC section on [page 20 above](#). This is followed by the brief Start Portfolio Evaluation (with any Comments, if applicable). Then, the Department Promotion Advisory Committee (DPAC) section contains their recommendation and uploaded letter.

Activities Manage Data Reports Workflow

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

Candidate: Test Faculty

Submitted November 18, 2024 by Test Faculty

Faculty

Non-Tenure Track Faculty 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 Start Portfolio Evaluation" 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 January 13, 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.

Current Curriculum Vitae

Use the space below to generate a CV from the Watermark system to be considered for promotion. 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 8th, 2024 at 4:42 PM



Activities Manage Data Reports Workflow

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

Candidate: Test Faculty

Submitted November 18, 2024 by Test Faculty

Faculty

Start Portfolio Evaluation

Submitted November 18, 2024 by Jamilyn White

Department/College Promotion Advisory Committee

Submitted November 18, 2024 by Chair DPAC

Department/College Promotion Advisory Committee Vote

Enter the committee recommendation and voting tallies for promotion below:

Promotion Advisory Committee Recommendation

Yes - Recommend for Promotion

Please upload the Department/College Promotion Advisory Committee recommendation letter in the space provided below.

Department/College Promotion Advisory Committee Recommendation Letter

DPAC Recommendation Letter Test Faculty 2024.pdf (333.20 KB)

- The final section for the Department Chair/School Director step contains required fields with the recommendations for Promotion via drop-down menus, and a file upload area for their Recommendation Letter.

Activities Manage Data Reports Workflow

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

Candidate: Test Faculty

Start Portfolio Evaluation

Department/College Promotion Advisory Committee

Department Chair/School Director Promotion Recommendation

The contents of this Department Chair/School Director Form constitute the chair/director's submission for the non-tenure track faculty promotion.

Once you have completed the required fields below, click on "Actions" and select "Submit to Draft" to advance the review to the next step.

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

Department Chair/School Director Promotion Recommendation

Yes - Recommend for Promotion

Please upload the Department Chair/School Director's non-tenure track faculty promotion recommendation letter in the space provided below.

Department Chair/School Director Promotion Recommendation Letter*

Doc. file PDF to upload

This field is required

Open

Work... > Tenure & Promotion Docum... > Search Tenure & Promotion D...

personal storage

Watermark

JALCISB

ORCID

Publication Import Files

SHSU Faculty Information System Webs

SHSU Watermark Faculty Success Webs

Training Documents

Undergraduate Research Reports

Watermark Faculty Activities

Watermark Reports

Workflow

FES Forms 2022

Spr 2023 Workflow

Tenure & Promotion Documents

2022

2024

Annual Review Narrative Test Faculty 2022.pdf

CV 2022 Test Faculty.docx

CV 2022 Test Faculty.pdf

CV 2024 Test Faculty.pdf

Dean Recommendation Letter Test Faculty 2024.docx

Dean Recommendation Letter Test Faculty 2024.pdf

Dean third-year review feedback Test Faculty 2022.docx

Ddept Chair annual review Test Faculty 2022.docx

Ddept Chair Feedback Test Faculty 2023.pdf

Ddept Chair Recommendation Letter Test Faculty 2022.d...

Ddept Chair Recommendation Letter Test Faculty 2022.pdf

Ddept Chair Recommendation Letter Test Faculty 2024.d...

Ddept Chair Recommendation Letter Test Faculty 2024.pdf

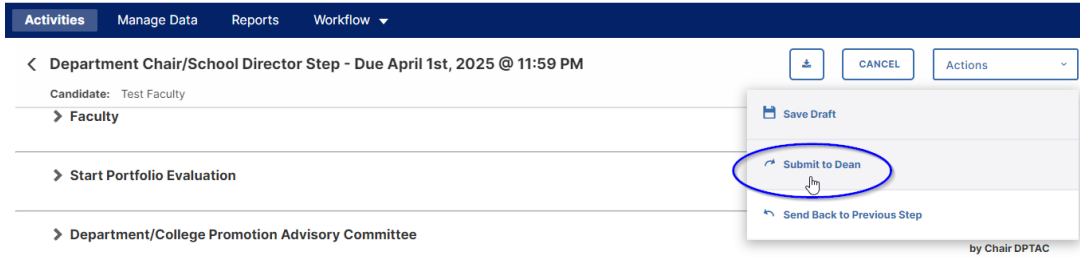
File name: Ddept Chair Recommendation Letter Test Faculty... All files (*)

Upload from mobile

Open

Cancel

- Once completed, the Department Chair/School Director can select from the Actions drop-down menu to the Submit to Dean option and click Yes on the following popup box.



Department Chair/School Director Promotion Recommendation

The contents of this Department Chair/School Director Form constitute the chair/director's submission for the non-tenure track faculty promotion.

Once you have completed the required fields below, **click on "Actions" and select "Submit to Dean"** to advance the review to the next step.

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

Department Chair/School Director Promotion Recommendation *

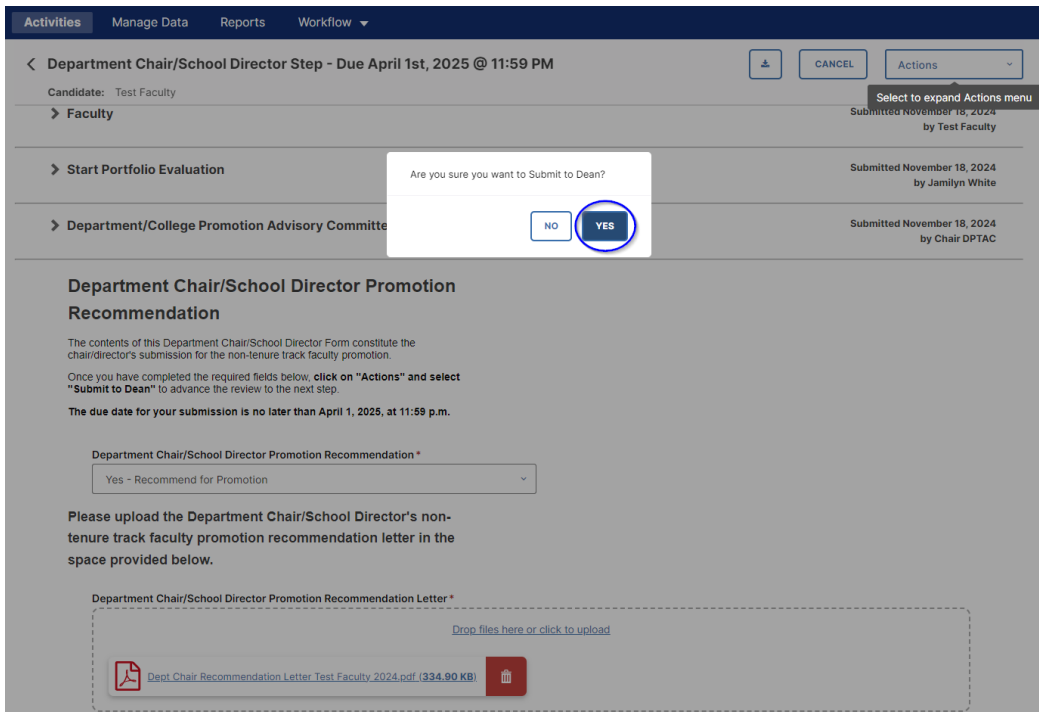
Yes - Recommend for Promotion

Please upload the Department Chair/School Director's non-tenure track faculty promotion recommendation letter in the space provided below.

Department Chair/School Director Promotion Recommendation Letter *

Drop files here or click to upload

Dept_Chair_Recommendation_Letter_Test_Faculty_2024.pdf (334.90 KB)



- Once the Department Chair/School Director has completed their submission to the Dean, 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 Dean.

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

▼ Inbox

► Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
No Data to Display					

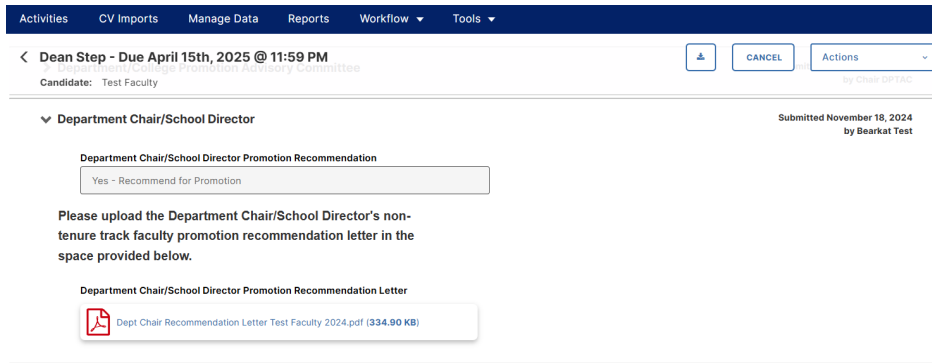
▼ History (8)

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	▼
Test Annual Review - Test Accounts (2nd test) (Alternate DPTAC)	Completed	Me	October 8, 2022 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Completed	Me	November 12, 2022 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Dean	Test Faculty	April 15, 2025 @ 11:59 PM	▼
Test Annual Review - Test Accounts (1st test)	Completed	Me	October 10, 2022 @ 11:59 PM	▼
Test 2 Spring 2023 Annual Review - Probationary Faculty (duplicate)	Completed	Me	September 22, 2022 @ 11:59 PM	▼
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	▼

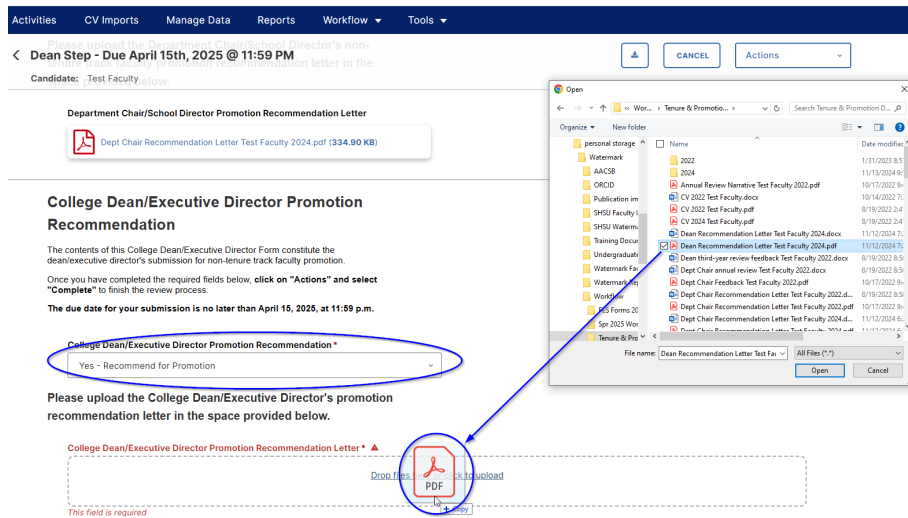
Recall
Download

Dean/Executive Director Step

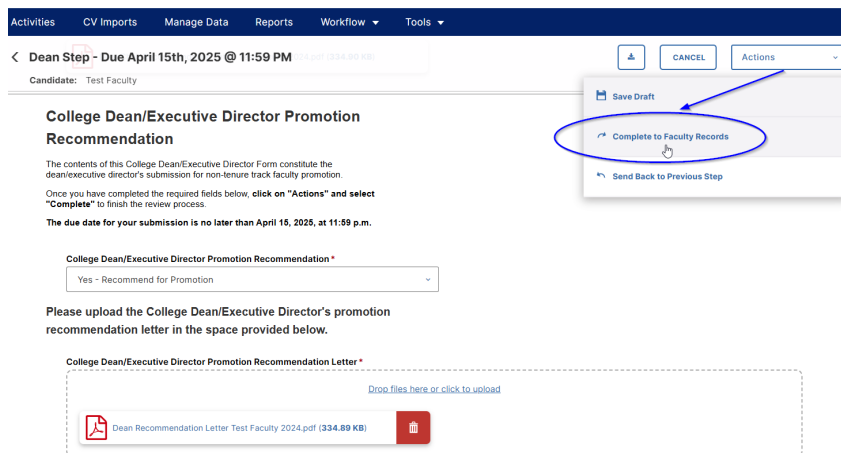
- The Watermark Navigation bar for Deans and the Executive Director of Library Services includes the modules visible to Department Chairs/School Directors. The Workflow tab for a Dean has the Tasks and Submissions options, and they have all of the Tasks and Submissions available to a Department Chair/School Director, with the added ability to interact with all review processes that take place within their college – see the processes as described in the Department Chair/School Director step on [page 28 above](#).
- In the Dean/Executive Director step, the sections include the Faculty’s Review Portfolio, the Start Portfolio Evaluation (with any Comments, if applicable), the DPAC section, and the Department Chair/School Director sections – all of which contain their associated reports, entries, uploaded documents, and recommendations.



- The final section for the Dean/Executive Director step contains required fields with the recommendation for Promotion via drop-down menus, and a file upload area for their Recommendation Letter.



- Once completed, the Dean/Executive Director can select from the Actions drop-down menu to the Submit to Provost option and click Yes on the following popup box.





Dean Step - Due April 15th, 2025 @ 11:59 PM

Candidate: Test Faculty

College Dean/Executive Director Promotion Recommendation

The contents of this College Dean/Executive Director Form constitute the dean/executive director's submission for non-tenure track faculty promotion.

Once you have completed the required fields below, click on "Action" "Complete" to finish the review process.

The due date for your submission is no later than April 15, 2025, at 11:59 p.m.

College Dean/Executive Director Promotion Recommendation *

Yes - Recommend for Promotion

Please upload the College Dean/Executive Director's promotion recommendation letter in the space provided below.

College Dean/Executive Director Promotion Recommendation Letter *

Drop files here or click to upload

Dean Recommendation Letter Test Faculty 2024.pdf (334.89 KB)

Are you sure you want to Complete to Faculty Records?

NO YES

- Once the Dean/Executive 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 completion due date or following consultation with the Faculty Records Office.

Workflow Tasks

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

▼ Inbox

► Show Filters (0)

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
No Data to Display					

▼ History (1)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	

Recall

Download