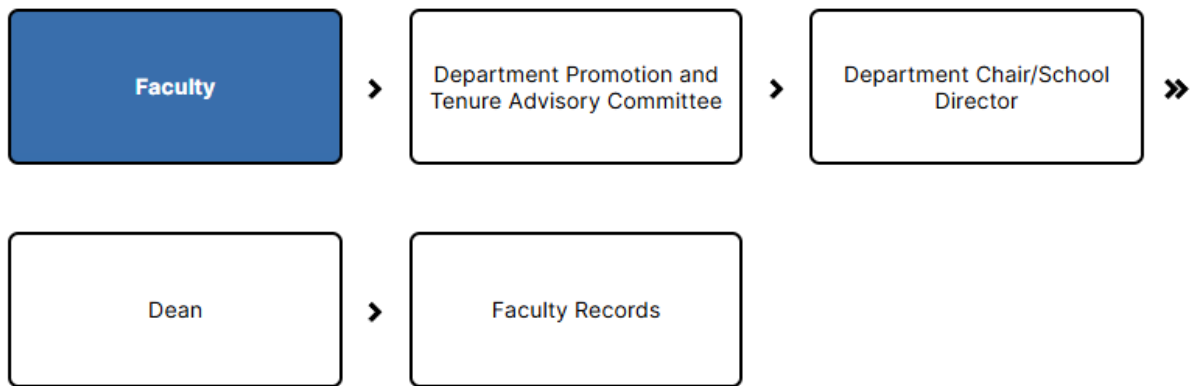


SHSU Watermark Workflow

Post-Tenure Review Process Help Guide

Watermark Workflow evaluations for Post-Tenure Review follow the multistep process illustrated in the flowchart below. Beginning at the Faculty submission step, the review portfolio is sent on to the Department Promotion and Tenure Advisory Committee (DPTAC) for a vote and evaluation. The review portfolio and DPTAC evaluation are then sent through administrative acknowledgement steps by the Department Chair/School Director and the Dean, and finally go to the Faculty Records step.



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 Post-Tenure Review - Spring 2025
Due Date: Saturday, February 1, 2025 11:59 PM CST

In accordance with [APS 980204](#), tenured 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/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/step/4a5fb3-f36d-4d45-a963-0589417fabd9/assignee/2390354?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=fda2b1c6-1b1b-4687-bafa-799a5d513737&orgId=1660&personId=2390354>

The Next step with faculty involvement will be the Departmental Promotion and Tenure Advisory Committee (DPTAC) step. Once a faculty member submits their Post-Tenure materials to the DPTAC members, the DPTAC chair will receive an automated email:

Dear Member DPTAC,

The following submission is now ready for your review:

Process: TEST Post-Tenure Review - Spring 2025
Candidate: Test Faculty
Due Date: Tuesday, April 1, 2025 11:59 PM CDT

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation. 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 DPTAC Chair for the faculty member and include a vote tally. 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/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/step/a333a64e-2a77-472e-9417-0084fc5c79ae/assignee/2388404?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=fda2b1c6-1b1b-4687-bafa-799a5d513737&orgId=1660&personId=2388404>

Dear Chair DPTAC,

The following submission is now ready for your review:

Process: TEST Post-Tenure Review - Spring 2025
Candidate: Test Faculty
Due Date: Tuesday, April 1, 2025 11:59 PM CDT

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation. 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 DPTAC Chair for the faculty member and include a vote tally. 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/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/step/a333a64e-2a77-472e-9417-0084fc5c79ae/assignee/2388403?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=fda2b1c6-1b1b-4687-bafa-799a5d513737&orgId=1660&personId=2388403>

The following step will be an acknowledgement by the Department Chair/School Director. Once the DPTAC chair submits the DPTAC vote and evaluation for a Post-Tenure review process 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 Post-Tenure Review - Spring 2025
Candidate: Test Faculty
Due Date: Tuesday, April 8, 2025 11:59 PM CDT

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members and provide a written summary of each faculty member. This summary will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the faculty member, and acknowledgment of this summary is required by the department chair/school director. Please reference the [training resources](#) on the Academic Affairs Watermark website for more information. The due date for your acknowledgment is **no later than April 8, 2025, at 11:59 p.m.**

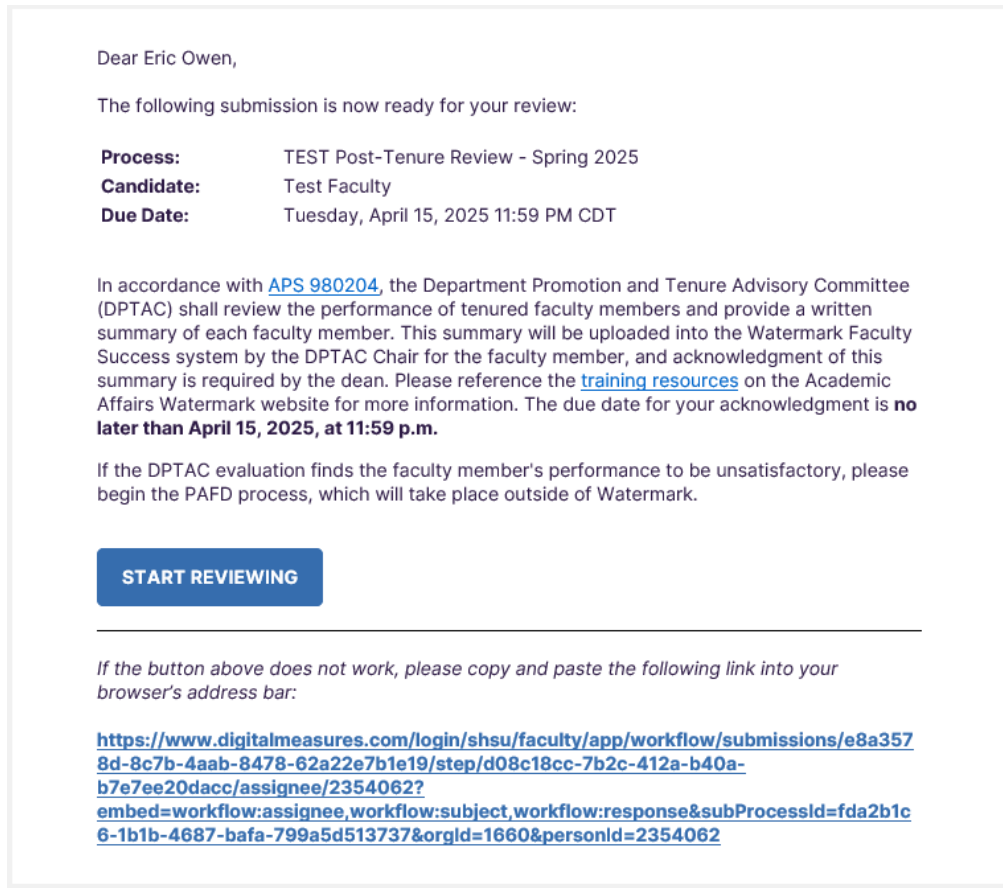
If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

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/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/step/174aa65b-1ed8-422c-8764-5d6f692b9c89/assignee/2357490?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=fda2b1c6-1b1b-4687-bafa-799a5d513737&orgId=1660&personId=2357490>

The next step will be the Dean’s acknowledgement step. Once the Department Chair/School Director has submitted their acknowledgement of receipt of the DPTAC vote and evaluation in Watermark Workflow, the College Dean/Executive Director will receive an automated email:

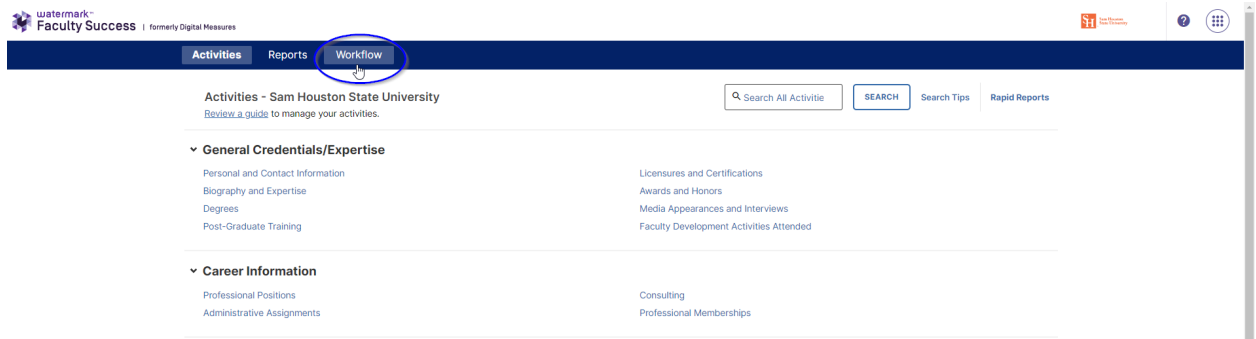


While the automated email will provide a link to Watermark, you can also navigate to Watermark following the login instructions below.

[Logging into Watermark Faculty Success](#)

1. Go to [Watermark Faculty Success](#) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
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.



4. Select an item from Workflow Task Inbox to enter your step in the process.

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 Due Date Status: Soon **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 Post-Tenure Review Process Steps

Faculty Step

- Under the Workflows Tasks Inbox click on Post-Tenure Review - Spring 2025 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 1/2 ^	DATE RECEIVED ^
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	December 10, 2024 @ 3:06 PM

▼ History (29)

- 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 20, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2024 - Last updated November 20, 2024 at 2:52 PM
- Review Activity Report for Calendar Year 2023 - Last updated November 20, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2022 - Last updated November 20, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2021 - Last updated November 20, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2020 (and older) - Last updated November 20, 2024 at 2:47 PM

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.

6. When working on your Post-Tenure 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 Department Promotion and Tenure Advisory Committee "** 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 Post-Tenure Review, it is no later than February 1, 2025, at 11:59 p.m.**
9. 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.
10. The Post-Tenure 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 📄 CANCEL Actions

Candidate: Test Faculty

Faculty Post-Tenure 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 Promotion and Tenure Advisory Committee" 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.xxxx" 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 post-tenure 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 20th, 2024 at 2:47 PM 🔄

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. You may upload or drag and drop files in the CV Upload area – any file type can be used.

Activities Reports **Workflow**

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

Candidate: Test Faculty


Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for post-tenure 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

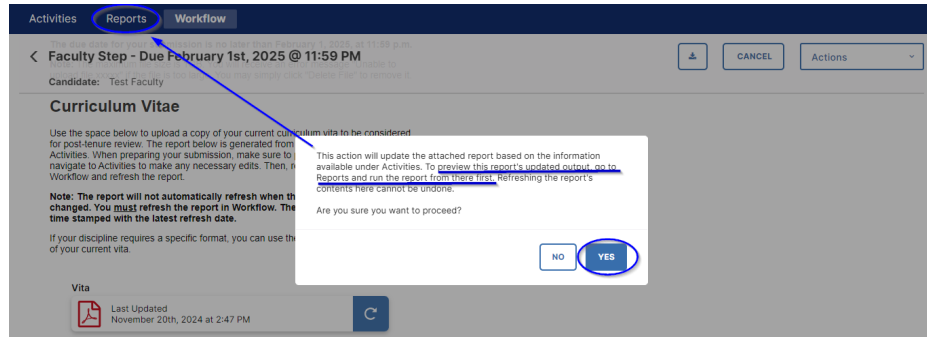
 Last Updated
November 20th, 2024 at 2:47 PM 🔄

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.



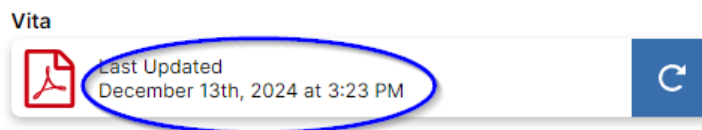
Once you have clicked Yes on the Vita Refresh popup window you will see the Last



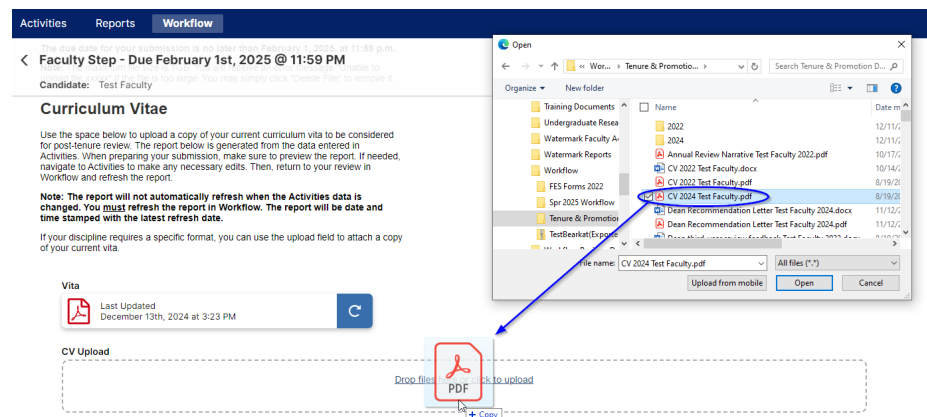
Updated date and time change.

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've uploaded by mistake by clicking the trash can icon to the right of the file name.

The due date for your submission is no later than February 1, 2025, at 11:59 p.m.
Note: The maximum file size is 1 GB. You will receive an email message "Unable to Upload File" if the file is too large. You may simply click "Delete File" to remove it.

Candidate: Test Faculty

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for post-tenure 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
December 13th, 2024 at 3:23 PM

CV Upload

Drop files here or click to upload

CV 2024 Test Faculty.pdf (249.66 KB)

15. The next section of the Post-Tenure Review Portfolio is a section for including 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 limited of just under 100,000 characters.

The due date for your submission is no later than February 1, 2025, at 11:59 p.m.
Note: The maximum file size is 1 GB. You will receive an email message "Unable to Upload File" if the file is too large. You may simply click "Delete File" to remove it.

Candidate: Test Faculty

Personal Narrative

Use the space below to upload a personal narrative file to be considered for post-tenure review.

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

Personal Narrative Upload

Drop files here or click to upload

PDF

Open

Personal NarrativeTest Faculty 2024.pdf



Activities Reports **Workflow**

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

Candidate: Test Faculty

Personal Narrative

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

Drop files here or click to upload

Personal NarrativeTest Faculty, 2024.pdf (252.83 KB)

Personal Narrative (99,999 character limit)

B I U Text Color Background Color Bulleted List Numbered List Link Table Undo Redo

A

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Cum corporis fuga non corrupti tunc qui eius prociunt. Qui quae cupiditate aut soluta dolor ut dicituram et voluptatem tempore eum totam delectat qui quae quis. Vel quia labore aut voluptatibus delectat aut prociunt sequat.

Characters: 873/99999

16. The final section of the Faculty Step is the Post-Tenure Review Documents area. This section provides several Review Activity Reports generated from your Activities records based upon Calendar Years (these reports yearly dates range will span from January 1st until the December 31st of each year). 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.

Activities Reports **Workflow**

< Faculty Step - Due February 1st, 2025 @ 11:59 PM Characters: 873/99999 Actions

Candidate: Test Faculty

Post-Tenure Review Documents

Use the space below to upload documents to be considered for post-tenure 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 Calendar Year

- Review Activity Report for Calendar Year 2024

Last Updated
November 20th, 2024 at 2:52 PM
- Review Activity Report for Calendar Year 2023


Last Updated
November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2022

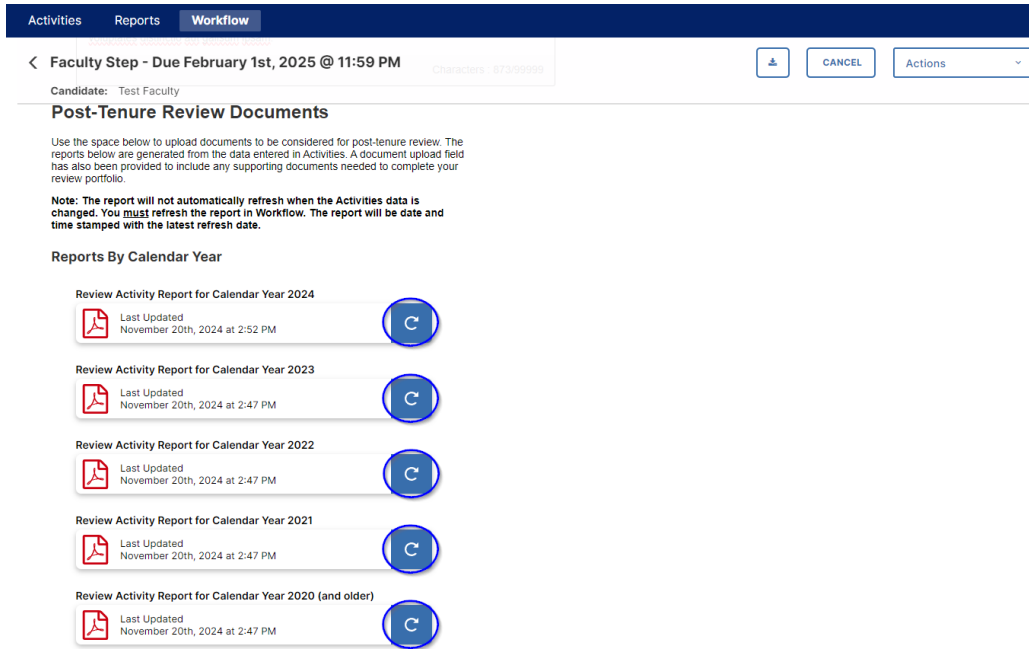
Last Updated
November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2021

Last Updated
November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2020 (and older)

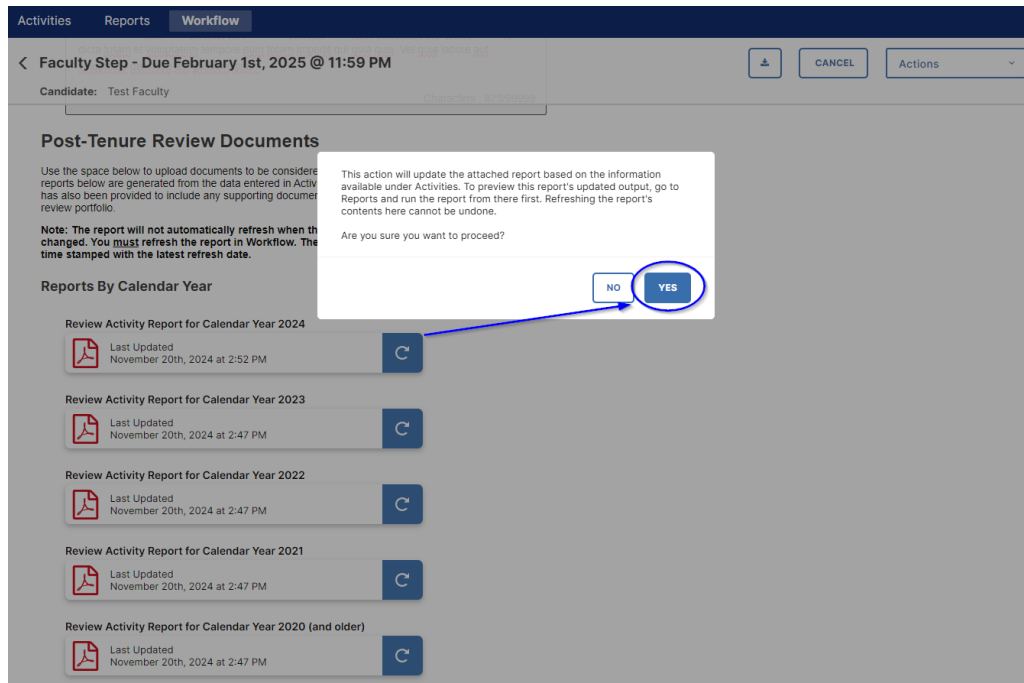
Last Updated
November 20th, 2024 at 2:47 PM

17.

18. 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.



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.



19. 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.

The screenshots illustrate the steps to generate a Review Activity Report:

- Reports Tab:** Shows a list of reports by calendar year (2022, 2023, 2024) with refresh icons.
- Reports Table:** Shows a table with columns for NAME, CREATED BY, and ACTIONS. The 'Review Activity Report' is highlighted.
- Run Review Activity Report Form:** Shows the configuration for the report, including Date Range (Start Date: 1/1/2024, End Date: 12/31/2024) and File Format (PDF).

20. 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.

Activities Reports Workflow

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

Candidate: Test Faculty

Reports By Calendar Year

- Review Activity Report for Calendar Year 2024
Last Updated December 13th, 2024 at 4:14 PM
- Review Activity Report for Calendar Year 2023
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2022
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2021
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2020 (and older)
Last Updated November 20th, 2024 at 2:47 PM

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

Drop files here or click to upload



Activities Reports Workflow

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

Candidate: Test Faculty

Reports By Calendar Year

- Review Activity Report for Calendar Year 2024
Last Updated December 13th, 2024 at 4:14 PM
- Review Activity Report for Calendar Year 2023
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2022
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2021
Last Updated November 20th, 2024 at 2:47 PM
- Review Activity Report for Calendar Year 2020 (and older)
Last Updated November 20th, 2024 at 2:47 PM

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

Drop files here or click to upload

Open

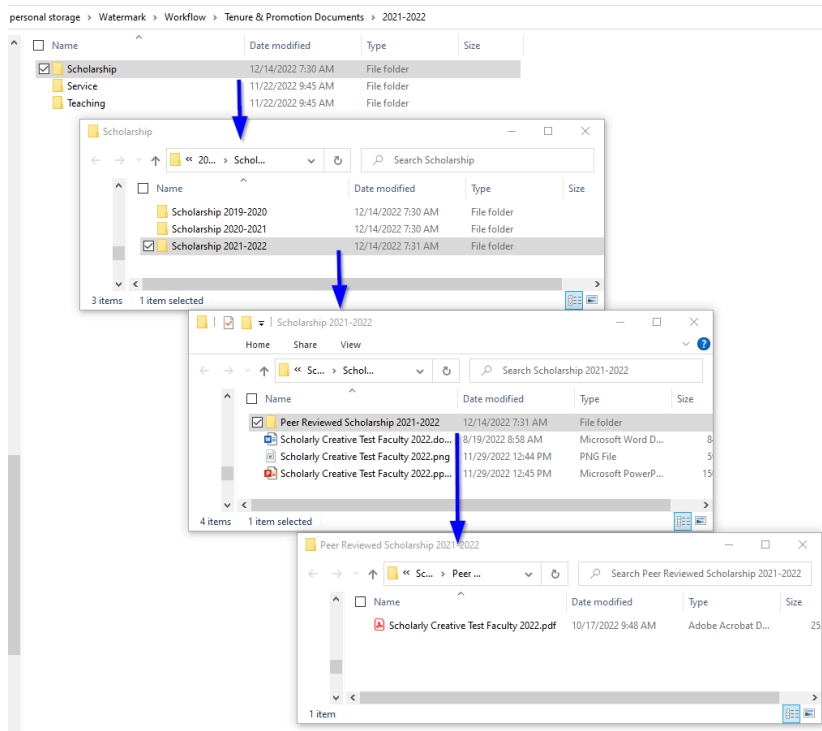
Supporting Documents Test Faculty 2024.pdf

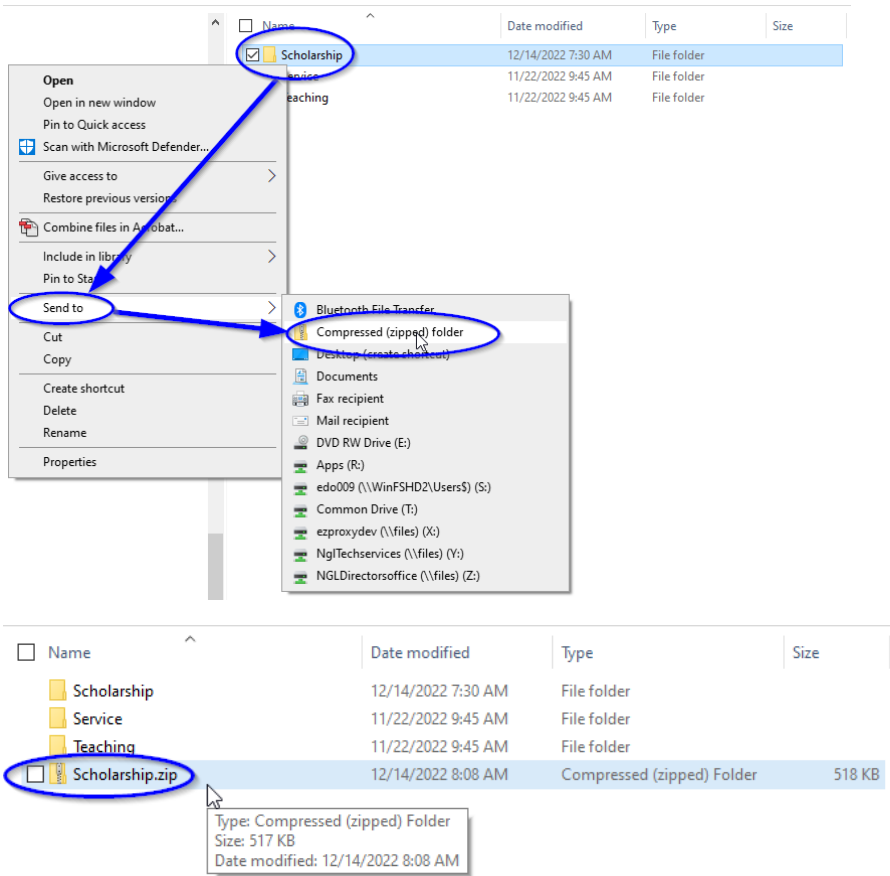
Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

If you wish to provide files appearing in folders and subfolders you are encouraged to save these files and structure 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 -

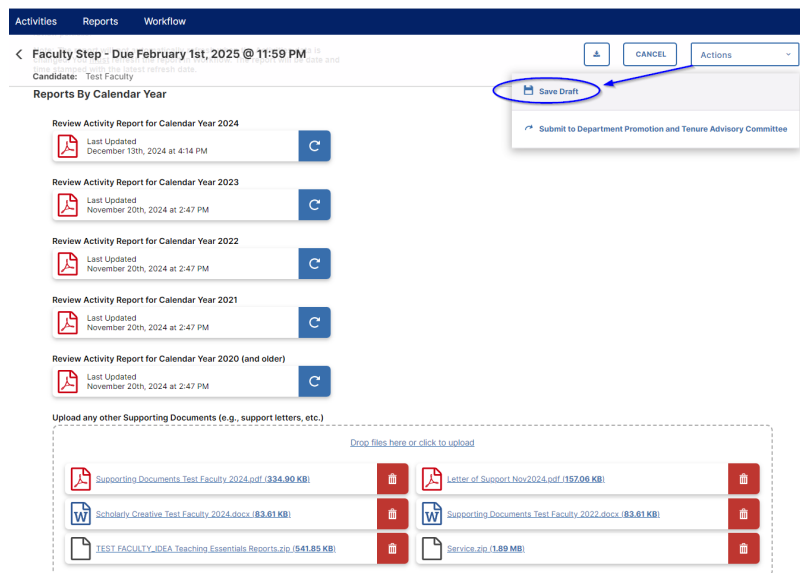
> Compressed (zipped) folder. The resulting zip file will be named as the top-level folder.zip. On a Mac you will Control-click on the top-level folder and then choose Compress from the shortcut menu. The resulting zip file will be named Archive.zip (which can, and should, be renamed.)

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.

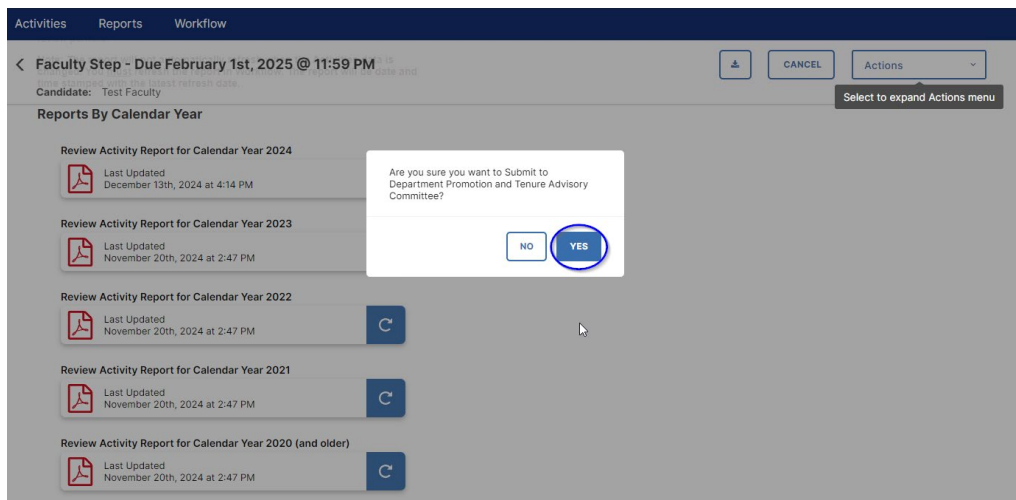
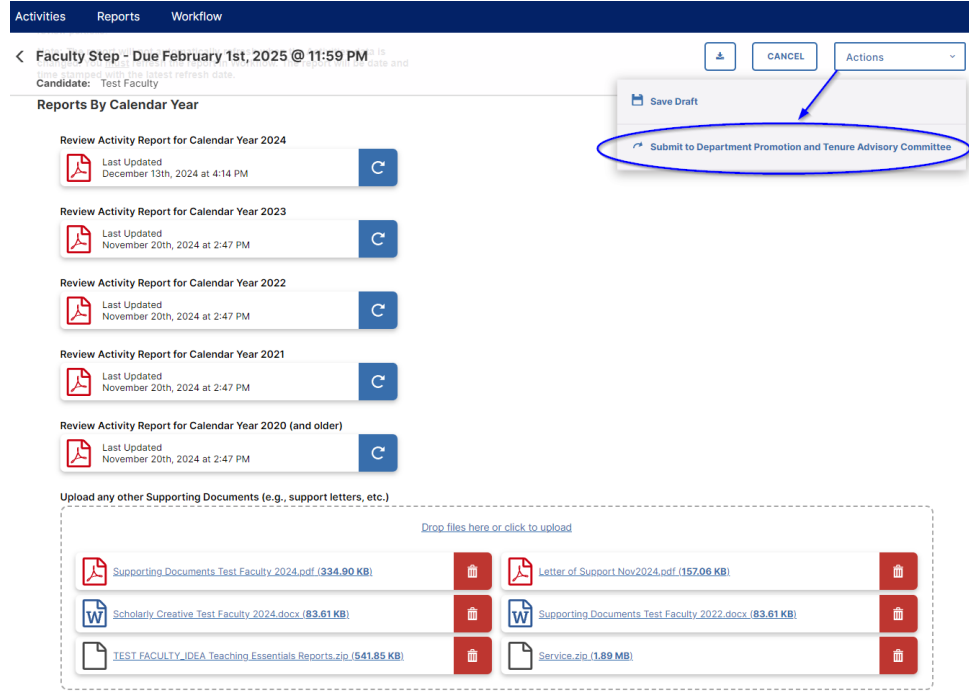




21. Faculty can click on Actions in the upper right and choose Save Draft, to retain any entries and file uploads they have done, but prior to a final submission to Department Promotion and Tenure Advisory Committee (DPTAC).



22. Once a faculty member has completed all of their entries and uploads for the Faculty Step, click on the Actions – Submit to Start Portfolio Evaluation and click Yes in the following popup window.



23. 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.

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

▶ Inbox (2)

▼ History (27)

NAME	CURRENT STEP ▲	CANDIDATE	DUE DATE	ACTIONS
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	▼
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	▼
TEST Post-Tenure Review - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM	▼
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Me	May 31, 2025 @ 11:59 PM	Recall Download
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty Records	Me	May 31, 2025 @ 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.

Department Promotion and Tenure Advisory Committee Member/Chair Step

1. For faculty members serving on a Department Promotion and Tenure Advisory Committee (DPTAC), 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 Post-Tenure Review - Spring 2025, currently at the DPTAC Step, in the University Wide Department, for the Candidate Test Faculty. The due date for your submission of your review step is April 1, 2025, by 11:59pm, and you received this submission available for your review at 8:50 AM on December 16, 2024.

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 1 1/2 ▼	DATE RECEIVED ▼
TEST Post-Tenure Review - Spring 2025	Department Promotion and Tenure Advisory Committee	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	December 16, 2024 @ 8:50 AM
▶ History (4)					

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

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Submitted December 16, 2024 by Test Faculty

▼ Faculty

Faculty Post-Tenure 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 Promotion and Tenure Advisory Committee" 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

- DPTAC 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.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Vita

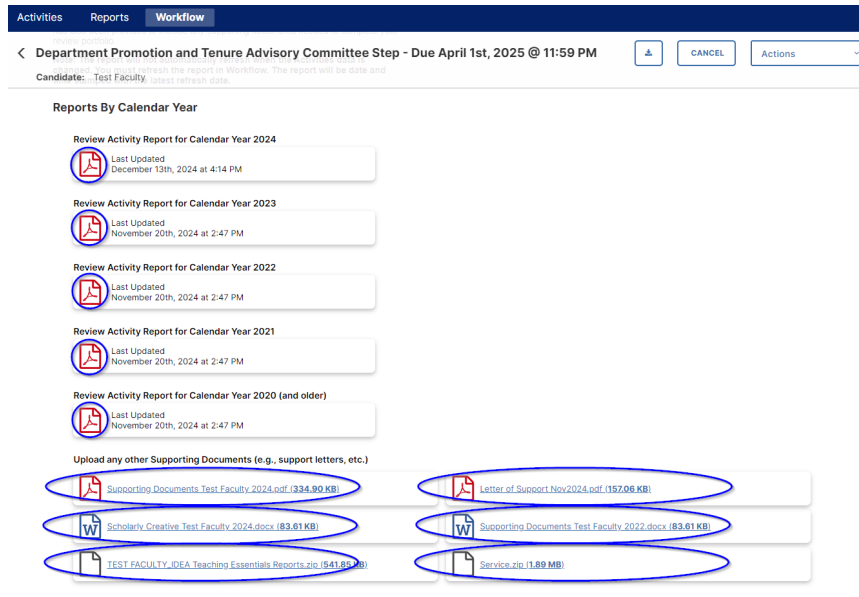
CV Upload

Personal Narrative

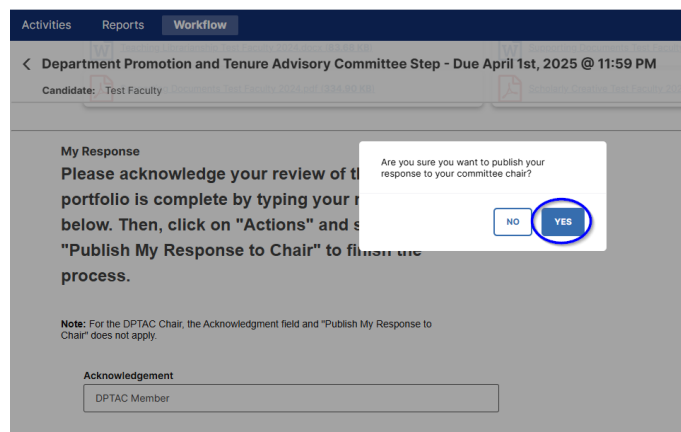
Personal Narrative Upload

Personal Narrative (99,999 characters limit)

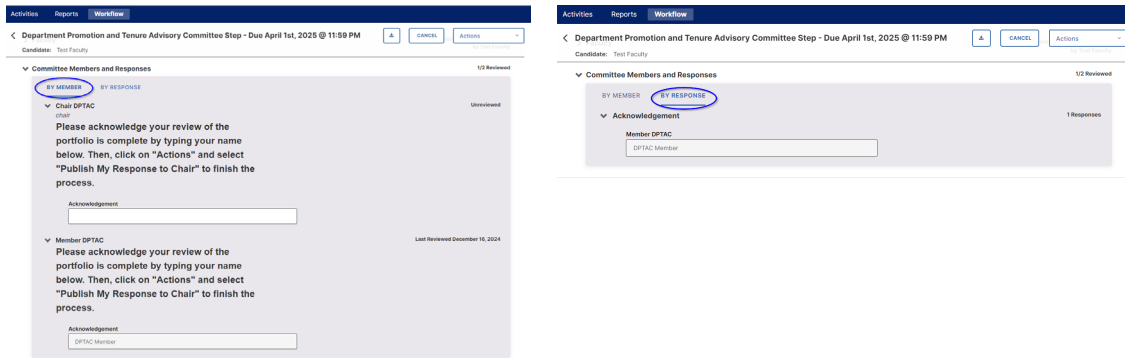
↓



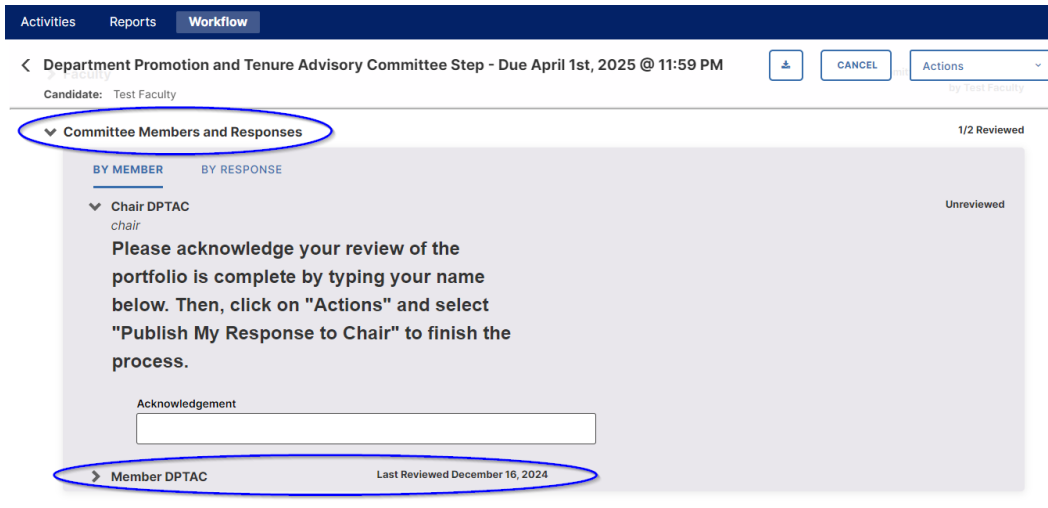
- The next area of the screen will differ for DPTAC members vs DPTAC chair. DPTAC members will see a single Text Box asking them to type their name after they have reviewed the faculty portfolio and then select the Actions -> Publish their Response to Chair and click Yes in the pop-up window to complete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



- For the DPTAC 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.



Within this area will be an Acknowledgement Text Box for the chair and each DPTAC member. The DPTAC 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 Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

1/2 Reviewed

BY MEMBER BY RESPONSE

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.

Acknowledgement

Member DPTAC

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.

Acknowledgement

DPTAC Member

Last Reviewed December 16, 2024

- The remaining section of the DPTAC chair screen contains the DPTAC Post-Tenure Vote and the uploaded notification of the vote and evaluation document that will be submitted to the Department Chair/School Director.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM

Candidate: Test Faculty

Faculty

Committee Members and Responses

This Committee's Response

Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

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

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 complete the review.

Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Post-Tenure Vote *

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation * ▲

Drop file or click to upload

PDF

+ Copy

Open

File name: DPTAC Post-Tenure Vote Evaluation Test Fa... All files (*.*)

Upload from mobile Open Cancel

- The DPTAC 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 DPTAC members to review the Committee's Response prior to submission.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM ↓ CANCEL Actions

Candidate: Test Faculty

> Faculty

> Committee Members and Responses

This Committee's Response

Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

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

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 complete the review.

Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.



DPTAC Post-Tenure Vote *

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation *

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

 DPTAC Post-Tenure Vote Evaluation Test Faculty 2024.pdf (252.83 KB) 

Save Draft

Submit to Department Chair/School Director

Send Back to Previous Step

- DPTAC members can click on the Workflow Tasks Inbox item to see any drafts saved by the DPTAC chair, which include the Recommendations as well as access to the DPTAC Recommendation Letter uploaded file.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM ↓ CANCEL Actions

Candidate: Test Faculty

Publish my response to Chair to finish the process.

Acknowledgement

DPTAC Member

This Committee's Response Saved Draft
by Chair DPTAC

Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

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

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 complete the review.


Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Post-Tenure Vote

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation

 DPTAC Post-Tenure Vote Evaluation Test Faculty 2024.pdf (252.83 KB)

9. Once the DPTAC has conferred and feels the Committee Response is complete, the DPTAC 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.

The screenshot shows the 'Workflow' tab of a system interface. At the top, it displays 'Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM' and 'Candidate: Test Faculty'. Below this, there are sections for 'Faculty' and 'Committee Members and Responses'. The 'Committee Members and Responses' section contains the following text:

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

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

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 complete the review.

Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.

DPTAC Post-Tenure Vote *

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation *

Drop files here or click to upload

DPTAC Post-Tenure Vote Evaluation Test Faculty 2024.odf (252.83 KB)

The 'Actions' dropdown menu is open, showing options: 'Save Draft', 'Submit to Department Chair/School Director' (circled in blue), and 'Send Back to Previous Step'. A blue arrow points to the 'Submit to Department Chair/School Director' option.



The screenshot shows the same workflow interface as above, but with a confirmation popup box overlaid. The popup box contains the text: 'Are you sure you want to Submit to Department Chair/School Director?'. Below the text are two buttons: 'NO' and 'YES' (circled in blue). The background interface is dimmed. In the top right corner, there is a notification: 'Submitted December 16, 2024 by Test Faculty' and '0/2 Reviewed'.

10. There is an option 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.

The screenshot shows the 'Workflow' tab in a system interface. The main heading is 'Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM'. Below this, there are sections for 'Candidate: Test Faculty', 'Faculty', and 'Committee Members and Responses'. The main content area is titled 'This Committee's Response' and 'Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation'. It includes instructions and a 'DPTAC Post-Tenure Vote' dropdown menu. A file upload section is also present. An 'Actions' dropdown menu is open, showing options: 'Save Draft', 'Submit to Department Chair/School Director', and 'Send Back to Previous Step'. The 'Send Back to Previous Step' option is circled in blue.

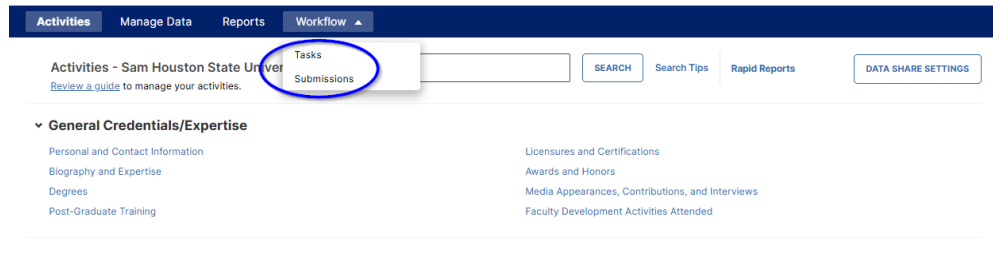
11. Once the DPTAC Chair has submitted the Committee Response, the members and the chair of the DPTAC will then see that process moved from their Workflow Tasks Inbox to History. The Recall and Download Actions are available – with Recall only taking place prior to the submission due date or following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

The screenshot shows the 'Workflow Tasks' section with a 'History (5)' table. The table has columns for NAME, CURRENT STEP, CANDIDATE, DUE DATE, and ACTIONS. The row 'TEST Post-Tenure Review - Spring 2025' is circled in blue. The 'ACTIONS' column for this row shows 'Recall' and 'Download' buttons, both of which are also circled in blue.

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	▼
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	▼
TEST Post-Tenure Review - Spring 2025	Department Chair/School Director	Test Faculty	April 8, 2025 @ 11:59 PM	▼
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 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 5 above](#). In the Workflow Tasks Inbox, you will see all review processes awaiting your input and submission.

The screenshot shows the 'Workflow Tasks' page with a table of review processes. The 'Inbox (3)' section is expanded, and the first row is circled in blue. The table has columns for NAME, STEP, DEPARTMENT, CANDIDATE, DUE DATE, and DATE RECEIVED. Below the table, there is a 'History (11)' section with a table of completed reviews.

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
TEST Post-Tenure Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	April 8, 2025 @ 11:59 PM	December 10, 2024 @ 9:29 AM
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 4:02 PM
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 4:01 PM

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 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 (2nd, 4th, and 5th year) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 3:40 PM

▼ History (11)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 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 DPTAC section on [page 20 above](#). This is followed by the Department Promotion and Tenure Advisory Committee (DPTAC) section contains their recommendation and evaluation summary.

Activities Manage Data Reports Workflow

< Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM

Candidate: Test Faculty

Submitted December 16, 2024 by Test Faculty

▼ Faculty

Faculty Post-Tenure 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 Promotion and Tenure Advisory Committee" 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 post-tenure 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
December 13th, 2024 at 3:23 PM

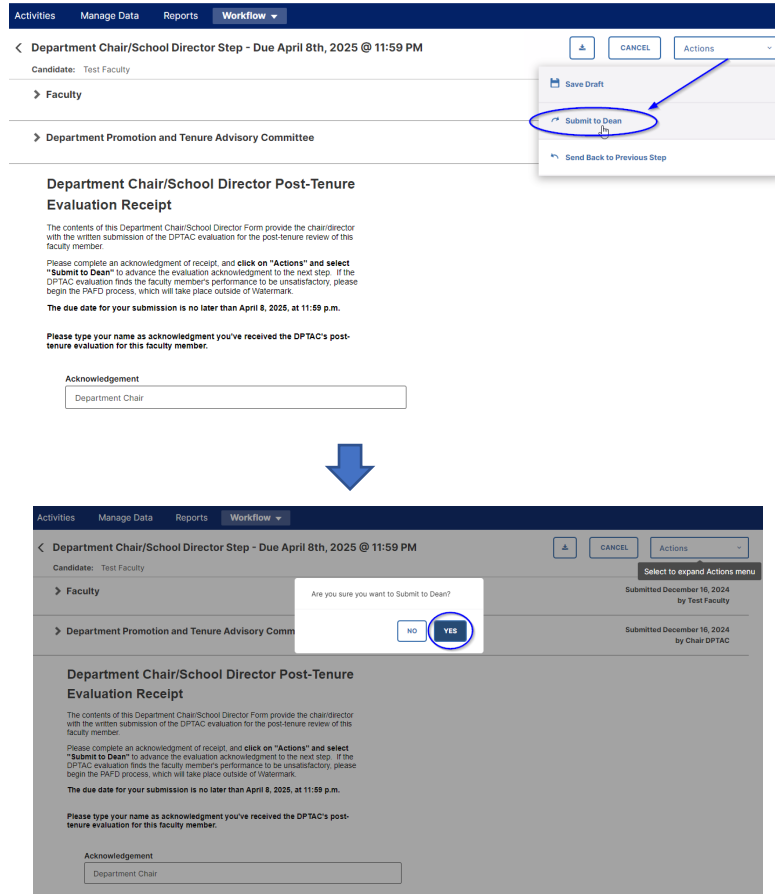
CV Upload

CV 2024_Test Faculty.pdf (249.66 KB)

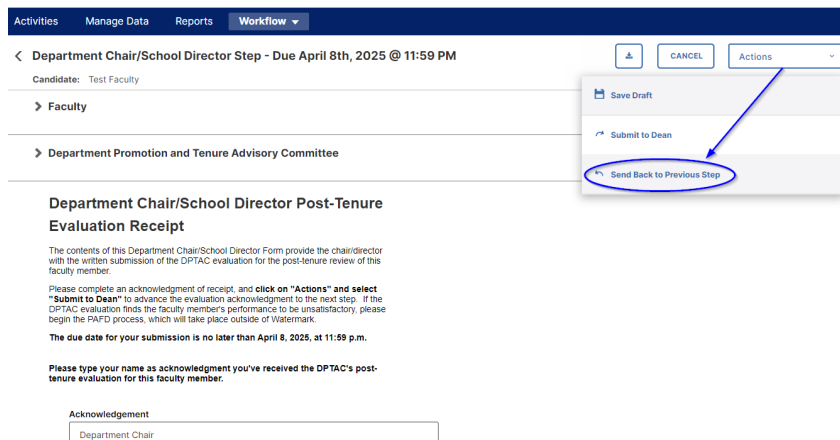


- The final section for the Department Chair/School Director step contains a field for the department chair to acknowledge receipt of the DPTAC’s vote and evaluation of the candidate. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

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



- There is an option 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.



- 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 Faculty Records Office.

The screenshot shows a navigation bar with 'Activities', 'Manage Data', 'Reports', and 'Workflow'. Below it is the 'Workflow Tasks' section with a sub-header 'Keep track of outstanding tasks in your inbox, and view your review history.' There are two sections: 'Inbox (2)' and 'History (12)'. The 'History' section contains a table with the following data:

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Post-Tenure Review - Spring 2025	Dean	Test Faculty	April 15, 2025 @ 11:59 PM	Recall, Download
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	
TEST Probationary Faculty (First-Year) - Spring 2025	Faculty	Test Faculty	February 1, 2025 @ 11:59 PM	
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	

Dean/Executive Director Step

1. 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](#).
2. In the Dean/Executive Director step, the sections include the Faculty’s Review Portfolio, the DPTAC section, and the Department Chair/School Director sections – all of which contain their associated reports, entries, uploaded documents, votes, and acknowledgements.

The screenshot shows the 'Dean Step - Due April 15th, 2025 @ 11:59 PM' interface. It includes a navigation bar, a candidate name 'Test Faculty', and a section for the 'Department Chair/School Director'. Below this section is a text prompt: 'Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.' There is a text input field labeled 'Acknowledgement' with the text 'Department Chair' entered.

10. The final section for the Dean/Executive Director step contains a field for the dean to acknowledge receipt of the DPTAC’s post-tenure evaluation of the faculty member, and acknowledgement from the Department Chair/School Director. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

Activities CV Imports Manage Data Reports Workflow Tools

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

Candidate: Test Faculty

Department Chair/School Director

Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Department Chair

College Dean/Executive Director Post-Tenure Evaluation Receipt

The contents of this College Dean/Executive Director Form provide the dean with the written submission of the DPTAC evaluation for the post-tenure review of this faculty member.

Once you have acknowledged receipt below, click on "Actions" and select "Submit" to complete the review process.

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

Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Dean

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

Activities CV Imports Manage Data Reports Workflow Tools

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

Candidate: Test Faculty

Department Chair/School Director

Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Department Chair

Save Draft
Submit to Faculty Records
Send Back to Previous Step

College Dean/Executive Director Post-Tenure Evaluation Receipt

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Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Dean



Activities CV Imports Manage Data Reports Workflow Tools

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

Candidate: Test Faculty

Department Chair/School Director

Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Department Chair

Are you sure you want to Submit to Faculty Records?

NO YES

Submitted December 16, 2024 by Bearkat Test

College Dean/Executive Director Post-Tenure Evaluation Receipt

The contents of this College Dean/Executive Director Form provide the dean with the written submission of the DPTAC evaluation for the post-tenure review of this faculty member.

Once you have acknowledged receipt below, click on "Actions" and select "Submit" to complete the review process.

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

Please type your name as acknowledgment you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement
Dean

- 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 submission due date or following consultation with the Faculty Records Office.

Activities CV Imports Manage Data Reports Workflow Tools

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 (4)

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	▼
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	▼
TEST Post-Tenure Review - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	▼
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	▼

Recall

Download