# SHSU Watermark Workflow Probationary Faculty (Third-Year Review) Process Help Guide

Watermark Workflow for the Probationary Faculty Third-Year (straw poll) Review follows 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. The portfolio then moves the administrative review steps from the Department Chair/School Director 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 Probationary Faculty - (Third-Year Straw Poll) - Spring 2025
Due Date:	Saturday, February 1, 2025 11:59 PM CST

If you do not submit your materials by the due date, this will automatically advance to the Department Promotion and Tenure Advisory Committee review.

In accordance with <u>APS 900417</u>, probationary faculty members must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. Please reference the <u>training resources</u> 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/01c1b795-c1cc-411c-9b95-307519842425/ step/f80d3820-ef83-4f59-9ef9-28eea19b2483/assignee/2390354? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=f4ade086-e74b-443f-8b8ee101a0fd4078&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 materials, the DPTAC members and the DPTAC chair will receive an automated email:



The following step will be the Department Chair/School Director. Once the DPTAC chair submits the DPTAC preview votes and written summary for a review process in Watermark Workflow, the Department Chair/School Director will receive an automated email:

The following	submission is now ready for your review:
Process:	TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025
Candidate:	Test Faculty
Due Date:	Thursday, May 1, 2025 11:59 PM CDT
	nployment. Please reference the training resources on the
A written sum Watermark Fa	irs Watermark website for more information. mary for each faculty member will be uploaded into the culty Success system by the department chair/school director for mber. The due date for your submission is <b>no later than May 1,</b> <b>9 p.m.</b>
A written sum Watermark Fa the faculty me 2025, at 11:5 START REV	irs Watermark website for more information. mary for each faculty member will be uploaded into the culty Success system by the department chair/school director for mber. The due date for your submission is <b>no later than May 1,</b> <b>9 p.m.</b>

The next step will be the Dean's step. Once the Department Chair/School Director has submitted their review letter for Third-Year Annual Review in Watermark Workflow, the College Dean/Executive Director will receive an automated email:

The following cu	bmission is now ready for your review:
The following su	billission is now ready for your review.
Process:	TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025
Candidate:	Test Faculty
Due Date:	Thursday, May 15, 2025 11:59 PM CDT
of the performa	ith <u>APS 900417</u> , the dean/executive director shall acknowledge the review nce of probationary faculty members during the third year of employment. e the <u>training resources</u> on the Academic Affairs Watermark website for more
information.	-
Faculty Success	ch faculty member is optional and may be uploaded into the Watermark system by the dean/executive director for the faculty member. t of the third-year review in Watermark is due <b>no later than May 15, 2025,</b>
Feedback for ea Faculty Success Acknowledgmen	system by the dean/executive director for the faculty member. t of the third-year review in Watermark is due <b>no later than May 15, 2025,</b>
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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

- Go to <u>Watermark Faculty Success</u> (<u>https://login.watermarkinsights.com/connect/samhoustonstateuniversity</u>)
- 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.

Activities - Sam Houston State University	R Search SEARCH Search Tips Rapid Reports DATA SHARE SETTINGS
Review a guide to manage your activities.	
<ul> <li>General Credentials/Expertise</li> </ul>	
Personal and Contact Information	Licensures and Certifications
Biography and Expertise	Awards and Honors
Degrees	Media Appearances, Contributions, and Interviews
Post-Graduate Training	Faculty Development Activities Attended
<ul> <li>Career Information</li> </ul>	
Professional Positions	Consulting
Administrative Assignments	Professional Memberships

# 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.)

eep track of outstanding tasks in your inbox, and vi	iew your review history	<i>I</i> .			
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	Sort Sort Order	>
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me		
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me		у D
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 @ 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

2. 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.

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Inbox (8)					
Show Filters (0)					
NAME J <sup>z</sup> -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM

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ep track of outstanding tasks in your inbox, and vi	ew your revie	w history.				
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Department		Due Date Status		-		
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TEST Tenure and/or Promotion Review - Spring	Faculty	University Wide	Me		January 13, 2025 @ 11:59	November 8, 2024 @
2025	Taconty	University vide	NIC .		PM	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 @ 4:4 PM
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Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox Mame Enter Name Department		Step Enter Step Due Date Status	CANDIDATE -	Enter Candidate		DATE RECEIVED -

3. 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.

Norkflow Tasks ieep track of outstanding tasks in your inbox, and view yo	our review history.			
Inbox (7)				
History (23)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIO
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	Recall
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	Download



Activities Reports Workflow				
Workflow Tasks Keep track of outstanding tasks in your inbox, and view yo	ur 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	Ŀ
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	ownload

# Watermark Workflow Probationary Faculty (Third-Year Straw Poll) Review Process Steps

#### **Faculty Step**

4. Under the Workflows Tasks Inbox click on Probationary Faculty - (Third-Year Straw Poll) - Spring 2025 to begin entering your portfolio.

Workflow Tasks         Keep track of outstanding tasks in your inbox, and view your review history. <ul> <li>Inbox (1)         </li> <li>Show Filters (0)         </li> <li>NAME          </li> <li>Step          </li> <li>DEPARTMENT          </li> <li>CANDIDATE          </li> <li>DUE DATE 12          </li> <li>DATE</li> </ul>	
► Show Filters (0)	
NAME* STEP* DEPARTMENT* CANDIDATE* DUE DATE \$2 * DATE	RECEIVED -
TEST Probationary Faculty - (Third-Year Straw)     Faculty     University Wide     Me     February 1, 2025 @ 11:59     Dece       Poll) - Spring 2025     PM     AM	mber 9, 2024 @ 10:1
✓ History (29)	
NAME CURRENT STEP CANDIDATE DUE DATE	ACTION
Schedule Annual Faculty Evaluation System (FES)     Completed     Me     November 9, 2023 @ 11:59 PM       Review (T/TT Faculty) - Spring 2024	•
Schedule Post-Tenure Review - Spring 2024 Completed Me November 11, 2023 @ 11:59 PM	

5. 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 Third-Year 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 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 Probationary Faculty (Third-Year Straw Poll), 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.
- 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.

Ac	vities Reports Workflow	
<	Cancel Actions	<i>,</i>
	Curriculum Vitae	
	Jse the space below to generate a CV from the Watermark system to be considered for rour third-year review (straw poli). The report below is generated from the data entered n 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 Novrkflow and refresh the report.	
	Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> refresh the report in Workflow. The report will be date and ime stamped with the latest refresh date.	
	f your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.	
	Last Updated November 22nd, 2024 at 2:00 PM C	
	Drop files here or click to upload	

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.

Ac	tivities Reports Workflow				
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	Curriculum Vitae				
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	Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> 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 Refresh Vita Button				
	CV Upload				
	Drop files here or click to upload				

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.

Activities Reports Workflow		
Faculty Step - Due Pebruary 1st, 2025 @ 11:59 PM Candidate: Test Faculty	L CANCEL	Actions ~
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Vita		
Last Updated November 22nd, 2024 at 2:00 PM		
•		

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



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.

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Workflow Screenshots	Name ^	Date modified		
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Watermark Reports	CV 2022 Test Faculty.docx	10/14/2022 7:36 AM		
Workflow	CV 2022 Test Faculty.pdf	8/19/2022 2:41 PM		
FES Forms 2022	CV 2024 Test Faculty.pdf	8/19/2022 2:41 PM		
Spr 2025 Workflow	Dean third-yea review feedback Test Faculty 2022.docx	8/19/2022 8:58 AM		
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Program Files	Dept Chair Recommendation Letter Test Faculty 2022.pdf			
Program Files (x86)	Dept Chair third-year review feedback Test Faculty 2022.do			
ProgramData	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.docs			
Snapshots	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf			
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File name: CV 2024 Test Faculty	All All	files (*.*)		
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	CV Upload			
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14. You can delete any files you have uploaded by mistake by clicking the trash can icon to the right of the file name.

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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.

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Use the space below to upload	a narrative file to be considered for yo	our first-year			
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16. After the Personal Narrative is a required field used to convey to the reviewers which approved tenure unit standard you wish to be used for this evaluation. The field asks you to enter the Year of the approved standard. You can review the guidelines for

selecting the tenure unit standard within <u>APS 900417</u> (Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty), Section 5.03 for more details. Your department will maintain copies of previous tenure unit standards.

Activities Reports Workflow		
Carculty Step - Due February 1st, 2025 @ 11:59 Pt Candidate: Test Faculty	M Characters : 0/99999	CANCEL Actions ~
Tenure Unit Standards		
Use the space below to indicate the approval year of the tenure unit stan to use during this evaluation. Reference <u>APS 900417</u> , Section 5.03 for m		
Year *		

17. The final section of the Faculty Step is the Third-Year Review 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 1<sup>st</sup> until the following August 31<sup>st</sup>). 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 in 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 Candidate: Test Faculty	Actions ~
Third-Year Review Portfolio Documents	
Use the space below to upload documents to be considered for your third-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.	
Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
Reports By Academic Year	
Review Activity Report for Academic Year 2024-2025	
Last Updated December 3rd, 2024 at 12:00 PM	
Review Activity Report for Academic Year 2023-2024	
Last Updated December 3rd, 2024 at 12:00 PM	
Review Activity Report for Academic Year 2022-2023 (and older) Last Updated December 3rd, 2024 at 12:00 PM	

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 con the right of each report to update the report.

Act	tivities Reports Workflow						
<	Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty	_	<u>*</u>	CANCEL	[	Actions	~
	Third-Year Review Portfolio Documents						
	Use the space below to upload documents to be considered for your third-year review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.						
	Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.						
	Reports By Academic Year						
	Review Activity Report for Academic Year 2024-2025						
	Last Updated December 3rd, 2024 at 12:00 PM						
	Review Activity Report for Academic Year 2023-2024						
	Last Updated December 3rd, 2024 at 12:00 PM						
	Review Activity Report for Academic Year 2022-2023 (and older)						
	Last Updated December 3rd, 2024 at 12:00 PM						

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.

Activities Reports Workflow				
Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty	*	CANCEL	Actions	~
<section-header><section-header></section-header></section-header>				

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.

<ul> <li>C Faculty Step - Due February 1st, 2025 @ 11:59 PM</li> <li>Candidate: Test Faculty</li> <li>Changed. You <u>must</u> refresh the report in Workflow. The report will be date and the stamped with the latest refresh date.</li> <li>Dependencies and the report of a cademic Year 2024-2025</li> <li>Last Updated December 9th, 2024 at 1:38 PM</li> <li>C constrained becomber 3rd, 2024 at 12:00 PM</li> <li>Last Updated December 3rd, 2024 at 12:00 PM</li> <li>C constrained becomber 3rd, 2024 at 12:00 PM</li> </ul>
Note: The report will no cutomated by refresh when the Activities date to   changed. You <u>must</u> refresh the report in Workflow. The report will be date and   changed. You <u>must</u> refresh the report in Workflow. The report will be date and   changed. You <u>must</u> refresh the report in Workflow. The report will be date and   changed. You <u>must</u> refresh the report in Workflow. The report will be date and   changed. You <u>must</u> refresh the report in Workflow. The report will be date and   changed. You <u>must</u> refresh the report for Academic Year 2024-2025   changed. You <u>Must</u> <u>Canademic Year 2024-2025</u> changed. You <u>Must</u> <u>Canademic Year 2023-2024</u>
time stamped with the latest refresh date. Reports By Academic Year Review Activity Report for Academic Year 2024-2025 Last Updated December 9th, 2024 at 1:38 PM C C C C C C C
Review Activity Report for Academic Year 2024-2025         Ist Updated         December 9th, 2024 at 1:38 PM         C         Mate Updated         December 3rd, 2024 at 1:30 PM         Ist Updated         December 3rd, 2024 at 1:30 PM         Ist Updated         December 3rd, 2024 at 1:30 PM         Ist Updated         December 3rd, 2024 at 1:30 PM
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18. 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.

Activities	Reports	Workflow					
< Faculty	Step - Due	February 1st, 2025 @ 11:59 PM		*	CANCEL	Actions	~
	e: Test Faculty						
changed.	You must refres	the report in Workflow. The report will be date and est refresh date.					
Reports	By Academ	nic Year					
Revie	Last Update	brt for Academic Year 2024-2025 dth, 2024 at 1:38 PM					
Revie	Last Updates	ort for Academic Year 2023-2024					
_►	December 3	rd, 2024 at 12:00 PM					
Revie	Last Update	d d, 2024 at 12:00 PM					
Uplo	ad any other Su	pporting 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	/. ad e	*	CANCEL	Actions	~
	portfolio Test Faculty						
changed.	ou must refres	utomatically refresh when the Activities data is h the report in Workflow. The report will be date and	C Open			×	
time stamp	ped with the late	est refresh date.	← → ✓ ↑	∨ ð Sear	ch Tenure & Promotion I		
Reports	By Academ	ic Year	Organize - New folder		Date :	modifie ^	
Revie	w Activity Renc	rt for Academic Year 2024-2025	Publication import fil     Dept Chair Let year Free SHSU Faculty Inform     TEST FACULTY_IDEA Tea	dhack Test Facult	2024.pdf 12/2/	2024 3:	
	Last Updated		SHSU Watermark Fac	n Letter Test Facu	ity 2024.pdf 11/18	/2024 2 /2024 2	
4	December 9t	h, 2024 at 1:38 PM C	Undergraduate Resea	ching Essentials (	2016)_Spring2 11/18	/2024.8	
Povio	w Activity Bond	ort for Academic Year 2023-2024	REST ACULTY_IDEA Tea	ching Essentials	2016)_Fall2023 11/18	/2024 8	
Revie	Last Updated		Workflow Putter of Support Nov2	024.pdf	11/18	/2024.8	
쓰		d, 2024 at 12:00 PM	EES Forms 2022 TEST FACULTY JDEA Tea Spr 2025 Workflow Dean Recommendation			/2024 8 /2024 7	
Devie	w Activity Pro-	ort for Academic Year 2022-2023 (and older)	File nemer TEST FACULTY_IDEA Teaching Essenti	als Rep 🗸 🛛 All	files (*.*)	> ~	
	Last Updated		Upload from		Open Cano		
Uploa	d any other Su	oporting Documents (e.g., support letters, etc.)					
			Drop files have a dick to upload				
			+ Copy				

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

Activities Reports Workflow	
Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Actions ~
Reports By Academic Year Review Activity Report for Academic Year 2024-2025	
Last Updated December 9th, 2024 at 1:38 PM Review Activity Report for Academic Year 2023-2024 Last Updated	
Last Updated December 3rd, 2024 at 12:00 PM C Review Activity Report for Academic Year 2022-2023 (and older) Last Updated December 3rd, 2024 at 12:00 PM C	
Upload any other Supporting Documents (e.g., support letters, etc.)	Trop files here or click to upload
TEST FACULTY_IDEA Teaching Essentials Reports.zip (541.85 KB)	1 Teaching Librarianship Test Faculty 2024,pdf (334.90 KB)
Supporting Documents Test Faculty 2024.pdf (334.90 KB)	Service Test Faculty 2024.docx (63.68 KB)
Teaching Librarianship Test Faculty 2024.docx (83.68 KB)	Supporting Documents Test Faculty 2024.docx (83.68 KB)
Supporting Documents Test Faculty 2024.pdf (334.90 KB)	Scholarly Creative Test Faculty 2024.pdf (333.22 KB)

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

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



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

Activities	Reports	Workflow	
		sh the report in Workflow. The report will be date and February 1st, 2025 @ 11:59 PM	CANCEL Actions ~
Candidat	te: B Test Facult	nic Year	Save Draft
Revi	iew Activity Rep	port for Academic Year 2024-2025	Save Draft
Z	Last Update December 9	ed hth, 2024 at 1:38 PM	Submit to Department Promotion and Tenure Advisory Committee
Revi	iew Activity Rep	port for Academic Year 2023-2024	
	Last Update December 3	ed 8rd, 2024 at 12:00 PM	
Revi	iew Activity Rep	port for Academic Year 2022-2023 (and older)	
X	Last Update December 3	od ord, 2024 at 12:00 PM	

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

Activities Reports Workflow	
Your review portion         Image: Constraint of the second of the seco	CANCEL Actions Save Draft Cancel Comparison of the second
Last Updated December 3rd, 2024 at 12:00 PM Upload any other Supporting Documents (e.g., support letters, etc.)	) files here or click to upload
TEST FACULTY JDEA Teaching Essentials Reports.zip (541.85 KB) Supporting Documents Test Faculty 2024.pdf (334.90 KB)	Image: Control of the second secon
Teaching Librarianship Test Faculty 2024.docx (83.68 KB)	Image: Supporting Documents Test Faculty 2024.docx (83.68 KB)         Image: Supporting Documents Test Faculty 2024.docx (83.68 KB)
Supporting Documents Test Faculty 2024.pdf (334.90 KB)	Image: Scholarly Creative Test Faculty 2024.pdf (333.22 KB)         Image:

20.

Activities Reports Workflow				
<ul> <li>Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty</li> </ul>			CANCEL	Actions     Select to expand Actions menu
Reports By Academic Year				
Review Activity Report for Academic Year 2024-2025 Last Updated December 9th, 2024 at 1:38 PM	Are you sure you want to Department Promotion ar Committee?			
Review Activity Report for Academic Year 2023-2024		NO		
Review Activity Report for Academic Year 2022-2023 (and old Last Updated December 3rd, 2024 at 12:00 PM	er) C			
Upload any other Supporting Documents (e.g., support letters,	, etc.)			
	Drop files here	or click to upload		
TEST FACULTY_IDEA Teaching Essentials Reports.zip (54	11.85 KB)	Teaching Librarianship Test F	Faculty 2024.pdf ( <b>334.90 KB</b> )	Ê
Supporting Documents Test Faculty 2024,pdf (334.90 K	BL Â	Service Test Faculty 2024.do	DCX (83.68 KB)	tin di la constante di la const
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Supporting Documents Test Faculty 2024.pdf (334.90 K	8)	Scholarly Creative Test Facul	Ity 2024.pdf ( <b>333.22 KB</b> )	Ê

21. 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.

Vorkflow Tasks					
PORKTION TASKS	<, and view your review history.				
Inbox					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
		No Data to	Display		
History (30)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIO
	traw Poll) - Department Pr	romotion and Me		April 1, 2025 @ 11:59 PM	
TEST Probationary Faculty - (Third-Year S Spring 2025	Tenure Advisor	ry Committee			
	Tenure Advisor	ry Committee		November 9, 2023 @ 11:59 PM	Recall

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.

Activities Reports Workflow				
Workflow Tasks Keep track of outstanding tasks in your inbox, and view y	our review history.			
> Inbox (2)				
✓ History (28)				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	•
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	•
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	•

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

	A RECALL CLOS
Faculty Step - Test Faculty	Submitted December 9, 2024 by Test Faculty
Department Promotion and Tenure Advisory Committee Step - Test	Submitted December 10, 2024 by Chair DPTAC
Faculty DPTAC Preview Vote	
Enter the DPTAC Preview (Straw Poll) consensus vote.	
DPTAC Preview Tally (YES)	
5	
DPTAC Preview Tally (NO)	
0	
DPTAC Preview Tally (ABSTAIN)	
0	
Please upload the DPTAC written summary in the space	
provided below.	
DPTAC approved written summary	
DPTAC Written Summary Test Faculty Third-Year Review 2024.pdf (334.90 KB)	

#### **Department Promotion and Tenure Advisory Committee Member/Chair Step**

 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 <u>page 5 above</u>. In the Workflow Tasks Inbox, you will see all review processes currently awaiting your input and submission. In this example you will see TEST Probationary Faculty - (Third-Year Straw Poll) - 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 2:02 PM on December 9, 2024.

Activities Reports Workflow					
Workflow Tasks Keep track of outstanding tasks in your inbox, and vie	w your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE \$\$ -	DATE RECEIVED -
PEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Department Promotion and Tenure Advisory Committee	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	December 9, 2024 @ 2:02 PM
✓ History (4)					

2. 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	
Coppartment Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Coppleter: Test Faculty	CANCEL Actions ~
Faculty     Third-Year Review Portfolio     As you build your portfolio, you can click on "Actions" and select "Save Draft" until you     are confident your submission form is complete.	Submitted December 9, 2024 by Test Faculty
Once you have completed your review portfolio, 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 <u>will not be saved</u> .	
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	

3. 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

Changed, You must refresh the report in Workflow. The report will be date and C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM

	Vita
	ast Updated
	Jecember 3rd, 2024 at 12:00 PM
	CV Upload
	CV 2024 Test Faculty.pdf (249.66 KB)
	Third Veer Newstine
	Third-Year Narrative
	Use the space below to upload a narrative file to be considered for your third-year review (straw poll).
	Alternatively, you may input your narrative directly into the text box below.
	Third-Year Review Narrative Upload
	Third-Year Review Narrative Test Faculty 2024.pdf (252.83 KB)
	Third-Year Review Narrative (98,999 character limit)
	Lorem Ipsum dolor sit amet. Cum dolor suscipit sit autem saepe et labore enim est doloremque impedit est aliquam sequi in quos accusantium. At nemo autem hic
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4	Reports Workflow
Activities	s also been provide to include any supporting documents needed to complete
neid na	nent Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM 🔹 CANCEL Actions
< Departi	nent Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM  CANCEL Actions CANCEL Actions
Candidate	The report will not automatically refresh when the Activities data is
Candidate	The report will not automatecally refresh when the Activities data is 2 <sup>1</sup> Test Facility resh the report will be date and ambed with the latest refresh date.
Candidate	Ar report will not automatically refresh when the Activities data is 2 Test Facility refresh the report will be date and annoted when the latest refresh date. rts By Academic Year
< Departi Candidate Repo	Test Bacility and Automatically refresh when the Activities data is
< Departi Candidate Repo	The report will not automatically refresh when the Activities data is "Test Facility" refresh the report will be date and integer with the latest refresh date. Provide Activity Report for Academic Year 2024-2025 December 9th, 2024 at 1:38 PM
< Departu Candidate Repo R R R R	The report will not automatcally refresh when the Activities data is Test Bay Cademic Year Tris By Academic Year Second S
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< Departi Candidate Repo R R R R R R R	The report will not automatedaily refresh when the Activities data is Tast Bacillar shaft merger will be date and integer will the latest merger date. rule Activity Report for Academic Year 2024-2025 Last Updated December 3rd, 2024 at 1:38 PM wiew Activity Report for Academic Year 2023-2024 Last Updated December 3rd, 2024 at 1:2:00 PM Last Updated December 3rd, 2024 at 1:2:00 PM
< Departi Candidate Report Report R R R R R R R R R R	The report will not automatedaily refresh when the Activities data is Table Facility Less refresh the report will be date and intered exciting Less refresh date. The report will be date and where Activity Report for Academic Year 2024-2025 December 9th, 2024 at 1:38 PM wiew Activity Report for Academic Year 2023-2024 Last Updated December 3rd, 2024 at 1:200 PM Last Updated December 3rd, 2024 at 1:200 PM
< Departi Candidate Report Report R R R R R R R R R R	The report will not automatedaily refresh when the Activities data is interest environment and automatedaily refresh when the Activities data is interest environment and automatedaily refresh date  rts By Academic Year  where Activity Report for Academic Year 2024-2025  Last Updated December 9th, 2024 at 1:38 PM  where Activity Report for Academic Year 2023-2024  Last Updated December 3rd, 2024 at 1:200 PM  Last Updated D
< Departi Candidate Report Report R R R R R R R R R R	The report will not automatedaily refresh when the Activities data is interest exciting latest memory will be date and interest exciting latest memory date  interest exciting latest memory datest excitence  interest exciting latest excitence latest excitence  interest excitence latest excitence latest excitence latest excitence  interest excitence latest excitence latest excitence latest excitence  interest excitence latest exciten

**NOTE:** The candidate's Faculty Review Portfolio will also contain the Year of the Tenure Unit Standards under which they wish to be evaluated. You can review the guidelines concerning selection of tenure unit standards within <u>APS 900417</u> (Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty), Section 5.03 for more details. Your department will maintain copies of previous tenure unit standards.



4. 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.

	omotion and Tenure Advisory Committee Step - D	de April 151, 2025 @ 11.53	PM 🛎 CANCEL Actions
Candidate: Test Fa	ulty a Documents Test Faculty 2024.odf (334.90 KB)		
			🗎 Save Draft
My Response			Publish My Response to Chair
Please ac	nowledge your review of the		
	s complete by typing your name		
	en, click on "Actions" and select		
	ly Response to Chair" to finish the		
process.			
	AC Chair, the Acknowledgment field and "Publish My Response to		
Chair" does not ap	pty.		
Acknowledg	ement		
DPTAC M	ember		
_	•		
< 1	vities Reports Workflow	Committee Step - Due A	pril 1st, 2025 @ 11:59 PM
< 1	Teaching Librarianship Test Faculty 2024.docx (8	Committee Step - Due A	pril 1st, 2025 @ 11:59 PM
< 1	Department Promotion and Tenure Advisory Candidate: Test Faculty	Committee Step - Due A	prii 1st, 2025 @ 11:59 PM
< 1	Department Promotion and Tenure Advisory Candidate: Test Faculty My Response	Are you sure you want to	Definition Constitution Test Country 2022 A
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of	Are you sure you want to response to your commit	Definition Constitution Test Country 2022 A
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of portfolio is complete by typing you	Are you sure you want to response to your commit	Definition Constitution Test Country 2022 A
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of portfolio is complete by typing you below. Then, click on "Actions" ar	Are you sure you want to response to your commit ur n td s	publish your tee chair?
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of portfolio is complete by typing you below. Then, click on "Actions" ar "Publish My Response to Chair" to	Are you sure you want to response to your commit ur n td s	publish your tee chair?
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of portfolio is complete by typing you below. Then, click on "Actions" ar	Are you sure you want to response to your commit ur n td s	publish your tee chair?
< 1	Department Promotion and Tenure Advisory andidate: Test Faculty My Response Please acknowledge your review of portfolio is complete by typing you below. Then, click on "Actions" ar "Publish My Response to Chair" to	Are you sure you want to response to your commit ur r Ind s o filmon ure	publish your tee chair?

5. 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.

Activities Reports Workflow		Activities Reports Workflow	i .
Constitute The April 1st, 2025 @ 11:59 PM     Constitute Teal Party     Constitute Teal Party	Actions *	Compartment Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM     A     Candidate: Test Pacaty	Actions ~
V HANNER     V Clair OFINC     Calar     Please acknowledge your review of the     portfolio is complete by typing your name     below. Then, click on "Actions" and select	Unreviewed	EY MEMBER  V RESPONSE  Acknowledgement  Munibut BY12C   DY12C Mantow	1 Responses
"Publish My Response to Chair" to finish the process. Next Frank Chair Count of the Advanced grant failed and Tradies My Response to Chair dawn of reppin			
<ul> <li>V Member 0773C</li> <li>Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select</li> <li>"Publish My Response to Chair" to finish the process.</li> <li>Wee Fact CPEC to Advance/quest 64 and "Adva by Reports to the state and account of the second second second second second Memory and the second second second second second second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second Second</li></ul>	Last Reviewed Presentor 10, 3234		

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	
Candidate: Test Faculty	CANCEL Actions ~      Submitted December 9, 2024
	by lest Faculty
Committee Members and Responses	1/2 Reviewed
BY MEMBER BY RESPONSE	
✓ Chair DPTAC	Unreviewed
chair Dhacan an Irrendad an transform of the	
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 DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.	
Acknowledgement	
Member DPTAC Last Reviewed December 10, 2024	
_	

Activities Reports Workflow	
Committee Step - Due April 1st, 2025 @ 11:59 PM Committee Members and Responses	Actions ~
BY MEMBER BY RESPONSE	
Chair DPTAC 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 DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply. Acknowledgement	
V Member DPTAC	Last Reviewed December 10, 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 DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.	
Acknowledgement	
DPTAC Member	

6. The remaining section of the DPTAC chair screen contains the Committee Response entries that will be submitted to the Department Chair/School Director including a recommendation for tenure and tally of votes, a recommendation for promotion and tally of votes, and a file upload with the DPTAC letter of recommendation. All of these fields are required – some are drop-down menus while tallies require a number (or N/A) if either Tenure or Promotion is not being sought as part of the process.

Activities Reports Workflow				
C Department Promotion and Tenure Advisory C Candidate: Test Faculty	ommittee Step - Due April 1st	2025 @ 11:59 PM	± CANCEL	Actions
This Committee's Response Department Promotion and Tenure	Advisory			
Committee (DPTAC) Third-Year Rev Poll) Recommendation	iew (Straw			
The contents of this Committee Chair Form constitute the DPTA( year review (straw poll).	's submission for third-			
Once all committee members have acknowledged their review is have completed the required fields below, click on "Actions" ar Department Chair/School Director" to advance the review to the	i select "Submit to			
The due date for DPTAC submission is no later than April 1, Note: The DPTAC Chair does not complete the same acknowled committee members.				
DPTAC Preview Vote				
Enter the DPTAC Preview (Straw Poll) consensus vote.				
DPTAC Preview Tally (YES) *				
DPTAC Preview Tally (NO) *				
DPTAC Preview Tally (ABSTAIN) *				
<u> </u>				

Poll) Recommendation				
The contents of this Committee Chair Form co	institute the DPTAC's submission for third-	C Open		
year review (straw poll).		$\leftarrow \rightarrow \checkmark \uparrow \blacksquare$	« Wor > Tenure & Prom > マ で Search Tenure &	Promotion D 🔎
Once all committee members have acknowled have completed the required fields below, clic Department Chair/School Director" to advar	k on "Actions" and select "Submit to	Organize 🔻 New	. ^	•
The due date for DPTAC submission is no I	1	This PC	<ul> <li>Name</li> <li>DPTAC Post-Tenure Vote Evaluation Test Faculty 2022</li> </ul>	Date mo 8/19/202
		3D Objects	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022 DPTAC Post-Tenure Vote Evaluation Test Faculty 2022	8/19/202
Note: The DPTAC Chair does not complete th committee members.	e same acknowledgment stêp as the	Desktop	DPTAC Post- lenure vote Evaluation Test Faculty 2022	8/19/202
		Documents	DPTAC Recommendation Letter Test Faculty 2022	10/17/202
DPTAC Preview Vote		Downloads	DPTAC Recommendation Letter Test Faculty 2022	11/12/20
Enter the DPTAC Preview (Straw Poll) consen	sus vote	h Music	DPTAC Recommendation Letter Test Faculty 2024	11/12/20
		Pictures	DPTAC Written Summary Test Faculty Annual Review 202	
		Videos	DPTAC Written Summary Test Faculty Third-Year Review	
DPTAC Preview Tally (YES) *			DPTAC Written Summany Test Faculty Third-Year Review	2024 8/19/202
5		• OS (C:)	DPTAC Written Summary Test Faculty Third-Year Review	2024 12/10/20
		DATA (D:)	First-Year Review Narrative lest Faculty 2022	10/17/20
DPTAC Preview Tally (NO) *		ERICS NOTES (E	First-Year Review NarrativeTest Faculty 2024	10/17/20
0		ERICS NOTES (E)	Letter of Support Nov2024	11/18/20
0		- transfer	v <	2
DPTAC Preview Tally (ABSTAIN) *			File name: DPTAC Written Summary Test Fact > All files	~
			Upload from mobile Open	Cancel
0				

7. 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.

ctivities Reports	Workflow	i i						
	tion and Responses	Advisory Commit	tee Step - Due A	pril 1st, 2025 @ 11:59 PM	*	CANCEL	Actions	lewed
Candidate: Test Faculty								
Department P	romotion and	I Tenure Advis	sory	(	🗎 Save Draft			
Committee (D	PTAC) Third-	Year Review (	Straw					
Poll) Recomm	nendation				Submit to	Department Cha	ir/School Director	
The contents of this Com year review (straw poll).	mittee Chair Form cons	itute the DPTAC's submis	ssion for third-		Send Back	to Previous Ste	þ	
Once all committee mem have completed the requi Department Chair/Scho	ired fields below, click o	on "Actions" and select '	"Submit to					
The due date for DPTAC	C submission is no lat	r than April 1, 2025, at 1	l1:59 p.m.					
Note: The DPTAC Chair committee members.	does not complete the s	ame acknowledgment ste	ep as the					
DPTAC Preview Vo	ote							
Enter the DPTAC Preview	v (Straw Poll) consensu	s vote.						
DPTAC Preview Ta	lly (YES) *			1				
5								
DPTAC Preview Ta	illy (NO) *			_				
0								
DPTAC Preview Ta	IIIy (ABSTAIN) *			-				
0	-							
Please upload the provided below.		Immary in the space	ce	_				
	in the standing sta							
			Drop files here of	or click to upload				
		aculty Third-Year Review 2	2024.pdf					

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

ctivities Reports Workflow	
Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Actions *
This Committee's Response	saved bran by Chair DPTAC
Department Promotion and Tenure Advisory	
Committee (DPTAC) Third-Year Review (Straw	
Poll) Recommendation	
The contents of this Committee Chair Form constitute the DPTAC's submission for third- year review (straw poll).	
Once all committee members have actionaledged 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 DPTAC submission is no later than April 1, 2025, at 11:59 p.m.	
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.	
DPTAC Preview Vote	
Enter the DPTAC Preview (Straw Poll) consensus vote.	
DPTAC Preview Tally (YES) 5	
DPTAC Preview Tally (NO)	
0	
DPTAC Preview Tally (ABSTAIN)	
0	
Please upload the DPTAC written summary in the space provided below.	
DPTAC approved written summary	
DPTAC Whitten Summary Test Faculty Third-Year Review 2024.pdf (334.90 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.

ctivities Reports Workflow					
Department Promotion and Ten	re Advisory Committee Step - Due April	1st, 2025 @ 11:59 PM	<u>±</u>	CANCEL	ons
Candidate: Test Faculty					
This Committee's Response			🗎 Save Draft		
Department Promotion	and Tenure Advisory		al Culturity Day		
Committee (DPTAC) Thi	rd-Year Review (Straw		VF Submit to Depa	rtment Chair/School	Director
Poll) Recommendation			Send Back to Pr	evious Step	
The contents of this Committee Chair Form year review (straw poll).	constitute the DPTAC's submission for third-				
Once all committee members have acknow have completed the required fields below, or Department Chair/School Director" to ad	ick on "Actions" and select "Submit to				
The due date for DPTAC submission is r	o later than April 1, 2025, at 11:59 p.m.				
Note: The DPTAC Chair does not complete committee members.	the same acknowledgment step as the				
DPTAC Preview Vote					
Enter the DPTAC Preview (Straw Poll) cons	ensus vote.				
, , , , , , , , , , , , , , , , , , ,					
DPTAC Preview Tally (YES) *					
5					
DPTAC Preview Tally (NO) *					
0					
DPTAC Preview Tally (ABSTAIN) *					
0					
Please upload the DPTAC writte provided below. DPTAC approved written summary					
· · · · · · · · · · · · · · · · · · ·	Drop files here or cli	ck to upload			
DPTAC Written Summary T (334.90 KB)	est Faculty Third-Year Review 2024.pdf				

Activities Reports Workflow		
C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	<b>±</b> C	Actions  Select to expand Actions menu
This Committee's Response Department Promotion and Tenure Advisory		
Committee (DPTAC) Third-Year Revie Poll) Recommendation Are you sure you want to Submit to Department Chal/School Director?		
The contents of this Conveitee Chair Form constitute the DPTAC's s year review (straw pol). Once all committee members have acknowledged their review is cor have completed the required fields below, click on "Actions" and s Department Chair/School Director' to advance the review to the next sep.		
The due date for DPTAC submission is no later than April 1, 2025, at 11:59 p.m. Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.		
DPTAC Preview Vote Enter the DPTAC Preview (Straw Poll) consensus vote.		
DPTAC Preview Tally (YES) * 5		
DPTAC Preview Tally (NO) * 0		
DPTAC Preview Tally (ABSTAIN) * 0		

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 <u>after</u> consultation with the Faculty Records Office.

ities Reports Workflow	
Peaculty Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM	CANCEL Actions
andidate: Test Faculty	Bave Draft
This Committee's Response Department Promotion and Tenure Advisory	C* Submit to Department Chair/School Director
Committee (DPTAC) Third-Year Review (Straw	*> Send Back to Previous Step
Poll) Recommendation	
The contents of this Committee Chair Form constitute the DPTAC's submission for third- year review (straw poll).	
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 DPTAC submission is no later than April 1, 2025, at 11:59 p.m.	
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.	
DPTAC Preview Vote	
Enter the DPTAC Preview (Straw Poll) consensus vote.	
DPTAC Preview Tally (YES) •	
5	
DPTAC Preview Tally (NO) *	
0	
DPTAC Preview Tally (ABSTAIN) *	
0	

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.

forkflow Tasks ep track of outstanding tasks in your inbox, and					
	i view your review history.				
nbox					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT *	CANDIDATE -	DUE DATE 🎼 👻	DATE RECEIVED -
		No Data to E	lisplay		
History (5)					
NAME	CURRENT STE	P CANDIDATE		DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Spring 2025	Poll) Department C Director	Chair/School Test Faculty		May 1, 2025 @ 11:59 PM	<u> </u>
TEST Promotion for Non-Tenure Track Faculty 2025	- Spring Department C Director	Chair/School Test Faculty		April 1, 2025 @ 11:59 PM	Recall
TEST Probationary Faculty (2nd, 4th, and 5th y Spring 2025	ear) - Faculty	Test Faculty		February 1, 2025 @ 11:59 PM	Download
TEST Post-Tenure Review - Spring 2025	Faculty	Test Faculty		February 1, 2025 @ 11:59 PM	•
TEST Tenure and/or Promotion Review - Spring	2025 Dean	Test Faculty		February 25, 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.

Activities - Sam Houston State Univer Review a guide to manage your activities.	SEARCH Search Tips Rapid Reports DATA SHARE SETTINGS
General Credentials/Expertise	
Personal and Contact Information	Licensures and Certifications
Biography and Expertise	Awards and Honors
Degrees	Media Appearances, Contributions, and Interviews
Post-Graduate Training	Faculty Development Activities Attended

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.

Norkflow Tasks eep track of outstanding tasks in your inbox, and vi	ew your review history.				
Inbox (5)					
► Show Filters (0)					
NAME *	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 17 -	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 - (Third-Year Straw Poll) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 11:26 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 9, 2024 @ 10:29 AM
TEST Probationary Faculty (First-Year) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 9, 2024 @ 10:23 AM
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 9, 2024 @ 10:29 AM

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 N	lanage Data 🛛 🖡	Reports Work	iow 🔺						
Norkflow Sub		Tasks Submis	ssions					BULK DOWNLOAD EX	PORT VIEW
Filters Status: O	pen ×								
CANDIDATE 12 -	TEMPLATE -	SCHEDULE -	STATUS Y -	COLLEGE -	DEPARTMENT -	STEP -	REVIEWER -	DUE DATE -	ACTION
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	Ŧ

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 Sub Dates below are disp	laying in US/Central.							K DOWNLOAD	PORT VIEW
Filters: None	_								
	TEMPLATE		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	•

4. 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 Rep	orts Workflow 🔻				
Workflow Tasks Keep track of outstanding tasks in your inbox, an	nd view your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP +	DEPARTMENT -	CANDIDATE *	DUE DATE 12 -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Sprin 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 - Probationa	ry Faculty Completed	Me		September 20, 2022 @ 11:59 PM	•
Annual Faculty Evaluation System (FES) Revie (Tenured/Tenure-track) (DEMO	ew Completed	Me		May 1, 2023 @ 11:59 PM	•

5. In the Department Chair/School Director step, the first section will contain the Faculty's Review Portfolio, with all reports, entries, and links to uploaded files, as well as the Tenure Unit Standard year requested for the evaluation. These submissions can be viewed following the same process as described in the DPTAC section on page 22 above. This is followed by the Department Promotion and Tenure Advisory Committee (DPTAC) section contains all of their preview votes, and uploaded summary letters.

Activities	Manage Data	Reports	Workflow 🔻						
	tment Chair/Sch te: Test Faculty	ool Directo	or Step - Due M	ay 1st, 2025 @ 11:59	РМ	*	CANCEL	Actions	~
V Facu							Subm	itted December 9, 202	
Thi	rd-Year Revi	ew Portfo	olio					by Test Facult	/
As yo are o	u build your portfolio, yo onfident your submissio	ou can click on "/ n form is comple	Actions" and select "S te.	ave Draft" until you					
Once "Sub your the d	you have completed yo mit to Department Pro documents to the next s ue date, any documents	ur review portfol motion and Ter tep in the review uploaded will n	io, click on "Actions nure Advisory Comm process. If the syster ot be saved.	" and select ittee" to advance m auto-advances on					
The o	lue date for your subn The maximum file size d file.xxxxx" if the file is	nission is no lat is 1GB. You will	er than February 1, 2 receive an error mes	sage "Unable to					
	rriculum Vita		ay simply alon Dolor						
Use t your in Act need in Wo	he space below to gene third-year review (straw ivities. When preparing ed, navigate to Activities rkflow and refresh the r	rate a CV from t poll). The report your submission to make any ne eport.	he Watermark system below is generated fr n, make sure to previe cessary edits. Then, r	to be considered for om the data entered w the report. If return to your review					
time If vou	: The report will not au ged. You <u>must</u> refresh stamped with the late r discipline requires a s	st refresh date.							
	ur current vita.								
	Vita Last Updated December 3rd	, 2024 at 12:00 F	PM						
	CV Upload								
	CV 2024 Test F	aculty.pdf (249.	36 KB)						
Activities	Manage Data	Reports	Workflow 🔻						
		ool Directo	or Step - Due M	lay 1st, 2025 @ 11:59	PM	*	CANCEL	Actions	~
> Facu	e: Test Faculty						Sub	omitted December 9, 20 by Test Fac	
🗸 🗸 Depa	artment Promotio	n and Tenur	e Advisory Com	mittee			Subr	nitted December 10, 20	
DPT	AC Preview Vote							by Chair DP1	AC
Enter	the DPTAC Preview (S	traw Poll) conse	nsus vote.						
I C	OPTAC Preview Tally (	YES)			_				
	5								
c ſ	OPTAC Preview Tally (	NO)							
l									
(	OPTAC Preview Tally (	AUSTAIN)							
	se upload the DF ided below.	TAC written	summary in th	e space					
	OPTAC approved writt	en summary							
			aculty Third-Year Revi	iew 2024.pdf (334.90 KB)					
	ك								

6. The final section for the Department Chair/School Director step contains a required acknowledgement field that the department chair/school director has met and discussed the DPTAC review with the third-year probationary faculty member. There is an additional file upload area for optional feedback from the department chair/school director.

Activities Manage Data Reports Workflow -	
Compartment Chair/School Director Step - Due May 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Actions ~
> Faculty	€ Open     ×       ← ⇒ ✓ ↑     ≪     Wor > Tenure & Prom >     ✓     Ø   Search Tenure & Promotion D, Ø
> Department Promotion and Tenure Advisory Committee	Organize  Vew folder  Organize  Name  Date m  Date m
Department Chair/School Director Third-Year         Review (Straw Poll)         Desses provide an acknowledgement that the DFTAC review vote and summary has         The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The due date for your submission is no later than May 1, 2025, at 11:59 p.m.         Output       The requered fields below, Cick on "Actions" and select         "Submit to Dean" to advance the review to the next step.       Department Chair/School Director Third-Year Review (Straw Poll) Acknowledgement to being true member.         Department Chair/School Director's Third-Year       Straw Poll) Partment Chair/School Director's Third-Year         Cyraw Poll) review/feedback (optional)       Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)         Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)       Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	Pictures Pictures Pictures Pictoria insuper Feedback Test Faculty 2024 Pictoria Pictoria Insuper Version Pictoria Picto

7. 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.

Activities Manage Data Reports Workflow -	
Department Chair/School Director Step - Due May 1st, 2025 @ 11:59 PM     Candidate: Test Faculty	Lettons -
> Faculty	Save Draft
Department Promotion and Tenure Advisory Committee	Submit to Dean     Send Back to Previous Step
Department Chair/School Director Third-Year Review (Straw Poll)	
Please provide an acknowledgement that the DPTAC review vote and summary has been shared and discussed with the faculty member.	
The due date for your submission is no later than May 1, 2025, at 11:59 p.m. Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.	
Department Chair/School Director Third-Year Review (Straw Poll) Acknowledgement of sharing DPTAC review and meeting to discuss with faculty member.	
Acknowledgement the Department Chair/School Director has met and discussed  PTAC review with the faculty member.	
Department Chair	
Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional) Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	
Drop files here or click to upload	
Dept Chair third-year review feedback Test Faculty 2024.docx. (83.61	
-	

tivities Manage Data Reports Workflow -	uary 11th, 2025 @ 11:59 PM	CANCEL Actions
Candidate: Test Faculty		Select to expand Actions
> Start Portfolio Evaluation		Submitted November 12, 2024 by Jamilyn White
> Department Promotion and Tenure Advisory Comm	Are you sure you want to Submit to Dean?	Submitted November 12, 2024 by Chair DPTAC
Department Chair/School Director Te	NO	
and/or Promotion Recommendation		
The contents of this Department Chair/School Director Form constitute chair/director's submission for tenure and/or promotion.	the	
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 February 11, 20	25. at 11-50 n m	
The due date for your submission is no later than Pebruary 11, 20.	es, at 11.59 p.m.	
Department Chair/School Director Tenure Recommendation	•	
Yes - Recommend for Tenure	~ ]	
Department Chair/School Director Promotion Recommendat	ion *	
Yes - Recommend for Promotion	~	
Please upload the Department Chair/School Direct recommendation letter in the space provided below		
Department Chair/School Director Recommendation Letter *		
	Drop files here or click to upload	
Dept Chair Recommendation Letter Test Faculty 2024	pdf (334.90 KB)	

8. 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 <u>after</u> consultation with the Faculty Records Office.

Activities Manage Data Reports Workflow 🔻	
Compartment Chair/School Director Step - Due May 1st, 2025 @ 11:59 PM     Candidate: Test Faculty	Actions ~
Faculty	🗎 Save Draft
¢ i usuny	- C Submit to Dean
Department Promotion and Tenure Advisory Committee	Sumit to beam
(	*> Send Back to Previous Step
Department Chair/School Director Third-Year	
Review (Straw Poll)	
Please provide an acknowledgement that the DPTAC review vote and summary has been shared and discussed with the faculty member.	
The due date for your submission is no later than May 1, 2025, at 11:59 p.m.	
Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.	
Department Chair/School Director Third-Year Review (Straw	
Poll) Acknowledgement of sharing DPTAC review and meeting	
to discuss with faculty member.	
Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.	
Department Chair	
Upload the Department Chair/School Director's Third-Year	
(Straw Poll) review/feedback (optional)	
Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	
Drop files here or click to upload	
Deet Chair third-year review feedback Test Faculty 2024.docx (83.61	

9. 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.

	-			
Activities Manage Data Reports	Workflow 🔻			
Vorkflow Tasks eep track of outstanding tasks in your inbox, and view yo	ur review history.			
Inbox (4)				
History (8)				
NAME	CURRENT STEP *	CANDIDATE	DUE DATE	ACTION
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Dean	Test Faculty	May 15, 2025 @ 11:59 PM	<u> </u>
TEST Tenure and/or Promotion Review - Spring 2025	Dean	Test Faculty	February 25, 2025 @ 11:59 PM	Recall
Test Spring 2023 Annual Review - Probationary Faculty	Completed	Me	September 20, 2022 @ 11:59 PM	Download
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO	Completed	Me	May 1, 2023 @ 11:59 PM	

## **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 <u>page 31 above</u>.
- 2. In the Dean step, the first section will contain the Faculty's Review Portfolio, with all entries and links to uploaded files. The second section will contain the preview vote tallies and an uploaded file with the DPTAC's written summary. The third section contains the Department Chair/School Director's acknowledgement of meeting the probationary faculty member, and potentially a file upload with their optional feedback.

Activities Manage Data Reports Workflow 🔻	
C TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025 - Updated December 10, 2024	LOSE CLOSE
> Faculty Step - Test Faculty	Submitted December 9, 2024 by Test Faculty
Department Promotion and Tenure Advisory Committee Step - Test Faculty	Submitted December 10, 2024 by Chair DPTAC
♥ Department Chair/School Director Step - Test Faculty	Submitted December 10, 2024 by Bearkat Test
Acknowledgement the Department Chair/School Director has met and discussed DPTAC review with the faculty member.	
Department Chair	
Upload the Department Chair/School Director's Third-Year (Straw Poll) review/feedback (optional) Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	
Rect. Chair third-year review feedback. Test Faculty. 2024.docx (83.61KB)	

3. The final section for the Dean Director step contains a required acknowledgement field that the Dean has received the third-year year review of the probationary faculty member. There is an additional file upload area for optional feedback from the dean.

Organic     Degrain     Nackdar       College Dean/Executive Director Tenure and/or Promotion Recommendation     Image: Status and S	andidate: Test Faculty	🚱 Open
College Dean/Executive Director Tenure and/or Promotion Recommendation  The context of the College Dean/Executive Director from constitute the  deantext of the College Dean/Executive Director from constitute the  deantext of the College Dean/Executive Director from constitute the  deantext of the College Dean from Actions and  the constitute Director from constitute the  deantext of the College Dean from Actions and  the constitute Director from constitute the  deantext of the College Dean from Actions and  the constitute Director from constitute the  deantext of the College Dean from Actions and  the constitute Director from the  deantext of the College Dean from Actions and  the constitute Director from the  deantext of the College Dean from Actions and  the  deantext of the College Dean from Actions and  the  deantext of the Actions and  the  deantext of the Actions and  the  deantext of t	Department Chair/School Director	← → × ↑ 🛄 « War > Tenure & Prom > 🗸 O Search Tenure & Prome
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Promotion Recommendation The context of this College DeardExective Director Form constitute the deardexective director forms of the college DeardExective Director Form constitute the deardexective director forms and for promotion The context of this College DeardExective Director Formure Recommendation* The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your submitsion is no later than Fabruary 23, 232, at 11:89 pm. The dear dark for your 23, 232, at 11:89 pm. The dear dark for your 23, 232, at 11:89 pm. The dear dark for your 23, 232, at 12:89 pm. The dear dark for your 23, 232, at 12:89 pm. The dear dark for your 23, 232, at 12:89 pm. The dear dark for your 23, 232, at 12:89 pm. The dear dark for your 23, 232, at 12:89 pm. The dear dark for your 23, 232,		E Pictures of A Name Date r
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The content of the College Dear Executive Director Form constitute the down constitute the down constitute the fully goal directory of the Content of the College Dear Executive Director Former Recommendation *	Promotion Recommendation	Tenure and Pron Both Dept Chair Recommendation Letter Test Faculty 2024 11/12.
deambersouther detective submission for tenure and/or promotion.		Training Docury Dept Chair Recommendation Letter Test Faculty 2024 11/12
Once you have completed the regulard fields below, click on "Actions" and select "Summit of Provers" to shrance the receiver to the next steps" and data for your submission is no later than Pebruary 25, 2025, at 11:59 p.m. Cettings Dear(Executive Director Tenure Recommendation * Ves - Recommend for Tenure		DPTAC Recommendation Letter Test Faculty 2024 11/12.
Submit to Provest to abrance the review to the next seg. The due dates for your submission is no later than February 28, 2028, at 11:59 p.m. Defining DeamExecutive Director Tenure Recommendation* Yes - Recommend for Tenure	deaniexecutive director's submission for tenure and/or promotion.	<ul> <li>DV IAC Recommendation Letter list Faculty 2024</li> <li>10/12</li> </ul>
The due date for your submission is no lister than February 25, 2225, at 11:39 p.m.  Definition Dentifies Dean(Executive Director Tenure Recommendation*  Ves - Recommend for Tenure  Particle Dentifies Dean(Executive Director Tenure Recommendation*  Ves - Recommend for Tenure  Particle Dentifies Dean(Executive Director Tenure Recommendation*  Particle Dentifies Dean(Executive Dentifies Dean(Executive Dean(Executive Dean(Executive Dean(Executive Dentifies Dean(Executive Dean(Executive Dean(Executive De		
The due date for your submittable is no litter than February 28, 2023, at 11.39 p.m.  Defining Deard Executive Director Tenure Recommendation*  Yes - Recommend for Tenure  Particle Deard Executive Director Tenure Recommendation*  Particle Deard Executive Director Tenure  Particle Deard Executive Deard Executive Director Te	"Submit to Provost" to advance the review to the next step.	
Defining Dear/Executive Director Tenure Recommendation*	The due date for your submission is no later than Eebouany 25, 2025, at 11:59 n.m.	Supporting Documents Test Faculty 2024 11/12
Charge Dean/Executive Director Tenure Recommendation*		
Pointing: Dear/Executive Director Tenure Recommendation*           Yes - Recommend for Tenure         •           ************************************	nie dae date for your submission is no later man residary 20, 2020, at 11.00 p.m.	<ul> <li>Supporting Documents Test Faculty 2024 11/12.</li> </ul>
Ves - Recommend for Tenure	The due date for your additionation for noter than their dury 20, 2020, at 11.00 p.m.	Email attachmer Email attachmer Supporting Documents Test Faculty 2024 11/12 Service Test Faculty 2024 11/12
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College Dean/Executive Director Promotion Recommendation * File name: Dean Recommendation Letter Test v All Files	Contege Dean/Executive Director Tenure Recommendation *	Ensul standow         G Seporting Decuments for Longh 2024         10720           Image: Standow         G Service Rest Longh 2024         10720           Image: Standow         G Service Rest Longh 2024         10720           Image: Standow         G Service Lett Longh 2024         10720
Yes - Recommend for Promotion	Childege Dean/Executive Director Tenure Recommendation *	Ensul standow         G Seporting Decuments for Longh 2024         10720           Image: Standow         G Service Rest Longh 2024         10720           Image: Standow         G Service Rest Longh 2024         10720           Image: Standow         G Service Lett Longh 2024         10720
	College Dear/Executive Director Tenure Recommendation* Ves - Recommend for Tenure College Dear/Executive Director Promotion Recommendation* Ves - Recommend for Promotion	End stacher End s
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recommendation letter in the space provided below.	Delige Dear/Executive Director Tenure Recommendation* Viss - Recommend for Tenure College Dear/Executive Director Promotion Recommendation* Viss - Recommend for Promotion  Please upload the College Dear/Executive Directorie	End stacher End s
	Catego Deav/Executive Director Tenure Recommendation* Viss - Recommend for Tenure Catego Deav/Executive Director Fromotion Recommendation* Viss - Recommend for Promotion Please upload the Contego DeaulExecutive Director's recommendation letter in the space provided below.	End stacher End s

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

Dean Step - Due May 15th, 2025 @ 11:59 PM & Third-Year Candidate: Test Faculty wifeedback (optional)	Actions
Candidate: Test Faculty Wielesconce (optioner) Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	🗄 Save Draft
Dept.Chair.third-year.review feedback.Test.Faculty.2024.docx.(83.61KB)	C* Submit to Faculty Records
College Dean/Executive Director Third-Year	Send Back to Previous Step
Review (Straw Poll) Acknowledgement	
Please acknowledge your receipt of the third-year review (straw poll) by typing your name below, and providing optional feedbackfreivew. Then, <b>click on "Actions" and select "Submit"</b> to complete the review process.	
The due date for your submission is no later than May 15, 2025, at 11:59 p.m.	
Acknowledgement *	
Dean	
Upload the Dean's Third-Year (Straw Poll) review/feedback (optional)	
Dean's Third-Year (Straw Poll) review/feedback (optional)	
Drop files here or click to upload	
Dean third-year review feedback Test Faculty 2024.docx (83.61 KB)	
<u></u>	
•	
Cean Step - Due May 15th, 2025 @ 11:59 PM is third year	Actions -
	Select to expand Actions menu
Department Chair/School Director Third-Year (Straw Poll) review/feedback (optional)	
Cecil Chair third-year review feedback Test Facury 201 Records?	
College Dean/Executive Director Thir	
Review (Straw Poll) Acknowledgement	
Please acknowledge your receipt of the third-year review (straw poll) by typing your name below, and providing optional feedback/review. Then, click on "Actions" and select "Submit' to complete the review process.	
select automit to complete the review process. The due date for your submission is no later than May 15, 2025, at 11:59 p.m.	
Acknowledgement *	
Dean	
Upload the Dean's Third-Year (Straw Poll) review/feedback (optional)	
Dean's Third-Year (Straw Poll) review/feedback (optional)	
Drop files here or click to upload	
Dean third-year review feedback. Test Faculty, 2024.docx (83.61KB)	
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5. 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.

ean Step - Due May 15th, 2025 @ 11:59 PM ndidate: Test Faculty	CANCEL Actions
totoate: Test Faculty	🗎 Save Draft
College Dean/Executive Director Third-Year	Submit to Faculty Records
Review (Straw Poll) Acknowledgement	
Please acknowledge your receipt of the third-year review (straw poll) by typing your name below, and providing optional feedback/review. Then, click on "Actions" and select "Submit" to complete the review process.	Send Back to Previous Step
The due date for your submission is no later than May 15, 2025, at 11:50 n m	
The due date for your submission is no later than May 15, 2025, at 11:59 p.m.	
The due date for your submission is no later than May 15, 2025, at 11:59 p.m. Acknowledgement*	
Acknowledgement*	
Acknowledgement*           Dean           Upload the Dean's Third-Year (Straw Poll) review/feedback (optional)	o unicad
Acknowledgement *           Dean           Upload the Dean's Third-Year (Straw Poll) review/feedback (optional)           Dean's Third-Year (Straw Poll) review/feedback (optional)	o upload

6. 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.

Keep track of outstanding tasks in your inbox, and vi	iew your review history.				
lnbox (1)					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🔓 👻	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Dean	University Wide	Faculty, Test	February 25, 2025 @ 11:59 PM	December 6, 2024 @ 1:38 PM
History (2)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Po Spring 2025	Faculty Records	s Test Faculty		May 31, 2025 @ 11:59 PM	•
TEST Promotion for Non-Tenure Track Faculty - S 2025	pring Department Ch Director	air/School Test Faculty		April 1, 2025 @ 11:59 PM	Recall