SHSU Watermark Workflow Non-Tenure Track Promotion Help Guide

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



Email Messages

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

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

Process:	TEST Promotion for Non-Tenure Track Faculty - Spring 2025
Due Date:	Monday, January 13, 2025 11:59 PM CST

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

In accordance with <u>APS 890301</u>, non-tenure track faculty members who intend to be considered for promotion must upload a complete Faculty Review Portfolio in Watermark Workflow by the due date. Please reference the <u>training</u> <u>resources</u> on the Academic Affairs Watermark website for more information.

The due date for your submission is no later than January 13, 2025, at 11:59 p.m.

SUBMIT REVIEW MATERIALS

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

https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/9149cbf6-526b-4459-9de3-99e8e126ce0c/ step/5ea6b91b-babf-4ec6-8e8e-b33727295ef4/assignee/2390354? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=cf9fafa1-f655-4d2b-a0b6-9eaf04c80e4b&orgId=1660&personId=2390354

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

	Dear Chair DPAC,
The following submission is now ready for your review:	The following submission is now ready for your review:
Process: TEST Promotion for Non-Tenure Track Faculty - Spring 2025 Candidate: Test Faculty Due Date: Saturday, March 15, 2025 11:59 PM CDT	Process: TEST Promotion for Non-Tenure Track Faculty - Spring 2025 Candidate: Test Faculty Due Date: Saturday, March 15, 2025 11:59 PM CDT
In accordance with <u>APS 890301</u> , the Department/College Promotion Advisory committee will evaluate the faculty review portfolios of candidates being reviewed. Please reference the <u>training resources</u> on the Academic Affairs Watermark website for more information. A written summary for each candidate will be uploaded into the Watermark Workflow by the DPAC Chair for the candidate. The summary must include a recommendation and vote tally for or against promotion. The due date for your submission is no later than March 15, 2025, at 11:59 p.m. START REVIEWING	In accordance with <u>APS 890301</u> , the Department/College Promotion Advisory Committee will evaluate the faculty review portfolios of candidates being reviewed. Please reference the <u>training resources</u> on the Academic Affairs Watermark website for more information. A written summary for each candidate will be uploaded into the Watermark Workflow by the DPAC Chair for the candidate. The summary must include a recommendation and vote tally for or against promotion. The due date for your submission is no later than March 15, 2025, at 11:59 p.m.
If the button above does not work, please copy and paste the following link into your browser's address bar:	If the button above does not work, please copy and paste the following link into your browser's address bar:
https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/9149cbf6-526b-4459-99de3-99e8e126ce0c/ step/cc1ed068-5f22-40c8-85f1-1191957d28b0/assignee/23884042 embed-workflow:assignee.workflow:subject,workflow:	https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/9149cbf6-526b-4459-9de3-99e&e126ce0c/ step/cc1ed068-5f22-40c8-85f1-1191957d28b0/assignee/23884032 embed=workflow:assignee,workflow:subject.workflow: response8subProcessId=cf9fafa1-f655-4d2b-a0b6-

The following step will be the Department Chair/School Director. Once the DPAC chair submits the DPAC vote and recommendation letter for Promotion in Watermark Workflow, the Department Chair/School Director will receive an automated email:

The following s	submission is now ready for your review:
Process:	TEST Promotion for Non-Tenure Track Faculty - Spring 2025
Candidate:	Test Faculty
Due Date:	Tuesday, April 1, 2025 11:59 PM CDT
	with <u>APS 890301</u> , department chairs/school directors will aculty review portfolios of candidates being reviewed. Please
	training resources on the Academic Affairs Watermark website for
uploaded into chair/school di	tion letter for or against promotion for each candidate will be the Watermark Faculty Success system by the department rector for the candidate. The due date for your submission is no il 1, 2025, at 11:59 p.m.
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uploaded into chair/school di later than Apr START REV If the button a into your brow	the Watermark Faculty Success system by the department rector for the candidate. The due date for your submission is no il 1, 2025, at 11:59 p.m.

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

The following su	bmission is now ready for your review:			
Process:	TEST Promotion for Non-Tenure Track Faculty - Spring 2025			
Candidate:	Test Faculty			
Due Date: Tuesday, April 15, 2025 11:59 PM CDT				
	ith <u>APS 890301</u> , deans/executive directors shall evaluate the faculty review didates being reviewed. Please reference the training resources on the Academi			
	rk website for more information.			
Affairs Waterma A decision letter by the dean/exe				
Affairs Waterma A decision letter by the dean/exe than April 15, 20	rk website for more information. for each candidate will be uploaded into the Watermark Faculty Success system cutive director for the candidate. The due date for your submission is no later D25, at 11:59 p.m.			
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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

- 1. 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 Review a guide to manage your activities.	BEARCH 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
 Career Information 	
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 1 ^z	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

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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 @ 4:4 PM
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Workflow Tasks Keep track of outstanding tasks in your inbox, a Inbox Hide Filter (2) Name Enter Name Department Department		Step Enter Step Due Date Status	CANDIDATE -	Enter Candidate		NATE 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.

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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 you	ur review history.			
> Inbox (7) ✓ History (23)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIONS
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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	wnload

Watermark Workflow Non-Tenure Track Promotion Process Steps

Faculty Step

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

Activities Reports Workflow					
/orkflow Tasks eep track of outstanding tasks in your inbox, and y	iew your review histor				
Inbox (7)	iew your review histor	1			
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🔓 👻	DATE RECEIVED -
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 12, 2024 @ 11:56 AM
TEST Annual Review - Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:35 AM
TEST Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:24 AM
TEST Annual Review - Probationary Faculty (First-Year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:15 AM
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:09 AM
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 9:54 AM
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 9:45 AM

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).

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	d for your submission is current, we recommend that you refresh these reports. Y can use the "Refresh All" button here to refresh the reports listed above.	ou can do this by selecting the "Refresh Report" button next to each

- 6. When working on your faculty review portfolio, click on the "Actions" button in the upper right and select "Save Draft" until your submission form is complete. You must click "Save Draft" to retain any entered or updated information if you wish to work on your review portfolio entries across several sessions logging into your Watermark account. If you close your browser window without saving, your work will not be retained.
- Once you have completed your review portfolio, you should now click on "Actions" and select "Submit to Start Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded <u>will not be saved</u>.
- 8. Note: you will see the due date for your submission in the case of the Non-Tenure Track Promotion, it is no later than January 13, 2025, at 11:59 p.m.
- 9. Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.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.

Activities Reports Workflow	
K Faculty Step - Due January 13th, 2025 @ 11:59 PM	± CANCEL Actions ~
Note: The maximum lie size is 1GB. You will receive an error message "Unable to Candidate: oTest Facultys loo large. You may simply dick "Delete File" to remove it.	
Current Curriculum Vitae	
Use the space below to generate a CV from the Watermark system to be considered for terure and/or promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.	
Note: The report will not automatically refresh when the Activities data is changed. You <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 Last Updated November 8th, 2024 at 10:57 AM	
CV Upload	······
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.

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Use the space below to generate a CV from the Watermark system to be considered for tenure and/or promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.	
Note: The report will not automatically refresh when the Activities data is changed. You <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 Last Updated November 8th, 2024 at 10:57 AM	
CV Upload	
Drop files here or click to upload	
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12. If you click on the Refresh icon to update the autogenerated Vita, you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone. You may generate a current copy of your Vita report by going to the Reports Tab if you want to see what the resulting Vita will look like before refreshing the version in your review portfolio.



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



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

Organize - New folder) · · · · · · · · · · · · · · · · · · ·	
Workflow Screenshots	↑ Name	Date modified	
Undergraduate Research Reports	2022	1/31/2023 8:57 AM	
Watermark Faculty Activities	Annual Review Narrative Test Faculty 2022.pdf	10/17/2022 9:48 AM	▲ CANCEL Actions
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-year review feedback Test Faculty 2022.dock	8/19/2022 8:58 AM	
Tenure & Promotion Documents	Dept Chair annual eview Test Faculty 2022.docx	8/19/2022 8:58 AM	
	Dept Chair Feedback Net Faculty 2022.pdf	10/17/2022 9:48 AM	
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Program Files (x86)	Dept Chair third-year review feedback Test Faculty 2022.		
ProgramData	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.do		
Snapshots	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pc		
Sun	DPTAC Recommendation Letter Test Faculty 2022.docx	8/19/2022 8:58 AM	
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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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[Last Update	d th, 2024 at 3:58 PM	С							
C	/ Upload									
				Drop files here or	click to upload					
_	CV 2024 1	Test Faculty,pdf (249,66 KB)		Delete File						

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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16. The final section of the Faculty Step is the Promotion Portfolio Documents area. This section provides several Review Activity Reports generated from your Activities records based upon Academic Years (these reports yearly dates range will span from September 1st until the following August 31st). These reports will not automatically refresh when the

Activities data is added or changed. You must refresh the report in Workflow reviews. Each report will be date and time stamped with the latest refresh date.

You can click on the Adobe Acrobat icon 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	
C Faculty Step - Due January 13th, 2025 @ 11:59 PM Candidate: Test Faculty Concession and the Concession and	Actions ~
Promotion Portfolio Documents	
Use the space below to upload documents to be considered for promotion. The reports below are generated from the data entered in Achilles. A document upload field has review portfolio. In bindues any supporting documents meeded to completely your review portfolio.	
Note: The report will not automatically refresh when the Activities data is changed. You mgg (refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
Reports By Academic Year	
Review Activity Report for Academic Year 2024-2025	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2023-2024	
Last Updated November 8th, 2024 at 4:41 PM	
Review Activity Report for Academic Year 2022-2023	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2021-2022	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2020-2021	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2019-2020 (and older)	
Last Updated November 8th, 2024 at 4:42 PM C	

If the loaded Review Activity Report is missing entries that have been added to the

Activities database since the Last Updated timestamp, click on the Refresh icon control on the right of each report to update the report.

Activities Reports Workflow	
Faculty Step - Due January 13th, 2025 @ 11:59 PM	Actions ×
Candidate: Test Faculty Characters : 0/99999	
Promotion Portfolio Documents	
Use the space below to upload documents to be considered for promotion. The reports below are generated from the date entered in chardines. A document guidand field has also been provided to include any supporting documents needed to complete your review potfolo.	
Note: The report will not automatically refresh when the Activities data is changed. You <u>mays</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	
November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2023-2024	
Review Activity Report for Academic Year 2022-2023	
Review Activity Report for Academic Year 2021-2022	
Review Activity Report for Academic Year 2020-2021	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2019-2020 (and older	
Last Updated November 8th, 2024 at 4:42 PM	

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



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

	Activities	Reports	Workflow	
	< Faculty	y Step - Du	e January 13th, 2025 @ 11:59 PM	
		te: Test Facult	t automatically refresh when the Activities data is by the report in Workflow. The report will be date and nost refresh date.	
	-	s By Acader		
	Revi	Last Update	port for Academic Year 2024-2025	
	Ľ	November	ed 8th, 2024 at 10:57 AM	
	Revi	iew Activity Rep	port for Academic Year 2023-2024	
		Last Update	ed 8th, 2024 at 10:56 AM C	
		-		
			_	
tivities Reports Wo				
	rkflow			
ports				CREATE A NEW REPOR
ect the report you would like to view	or edit, or select to cre	ate a new report.		3 Item
			CREATED BY	
nual Activity Report			Watermark	4
nnual Activity Report			Watermark Watermark	
nnual Activity Report			Watermark	<u> </u>
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nual Activity Report			Watermark Watermark	a a
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Activities Reports	leport		Watermark Watermark	2 2 2
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17. In addition to the Review Activity Reports generated from your Activities database entries, there is also an area where you may upload or drag and drop files with any other Supporting Documents for your review portfolio – any file type can be used. This is the best location to add any IDEA Qualitative Reports that will be used in your evaluation.



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

Faculty Step - Due January 13th, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions
Review Activity Report for Academic Year 2021-2022	c
Review Activity Report for Academic Year 2020-2021	c
Review Activity Report for Academic Year 2019-2020 (and older	1
Last Updated	C
Last Updated November 17th, 2024 at 1:20 PM	c
Last Updated November 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative r letters, etc.)	
Vovember 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative r	
Vovember 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative r	eports, support
November 17th, 2024 at 120 PM Upload any other Supporting Documents (e.g., IDEA qualitative r letters, etc.)	eports, support Droo files here or elick to unlead
November 17th, 2024 at 120 PM Upload any other Supporting Documents (e.g., IDEA qualitative r letters, etc.) IDEA Qualitative Reports Test Eacuhy.zip. (627.30 KB)	eports, support Ditrop files here or click to upbad file Letter of Support Nov2024.orf 157.06 KBI file W Support Statute Zeader (B3.68 KB) file W Supporting Documents Test Eacuty 2024.docx (B3.68 KB)

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

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



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

Activities Reports Workflow	
< Faculty Step - Due January 13th, 2025 @ 11:59 PM	CANCEL Actions V
Candidate: Test Faculty	
Faculty Review Portfolio	Save Draft
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.	C* Submit to Start Portfolio Evaluation
Once you have completed your review portfolio, it is important that you click on "Actions" and select "Submit to Start Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded <u>will not be saved</u> .	
The due date for your submission is no later than January 13, 2025, at 11:59 p.m.	
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.	
Current Curriculum Vitae	
Use the space below to generate a CV from the Watermark system to be considered for tenure and/or promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.	

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

Faculty	Step - Due January 13th, 2025 @	11:59 PM		*	CANCEL CActions	s
Candidate	Test Faculty					-
oundute.	Test receity			🗎 Save	Draft	
Facult	y Review Portfolio					
As you build	your portfolio, you can click on "Actions" and sel	lect "Save Draft" until you		C Subm	nit to Start Portfolio Evaluation	
	nt your submission form is complete. ave completed your review portfolio, it is importan	that you click on			J.	
"Actions" a documents	and select "Submit to Start Portfolio Evaluation to the next step in the review process. If the syste ny documents uploaded <u>will not be saved</u> .	n" to advance your				
The due da	te for your submission is no later than Januar	ry 13, 2025, at 11:59 p.m.				
	naximum file size is 1GB. You will receive an erro xxxx" if the file is too large. You may simply click '					
Currer	nt Curriculum Vitae					
Activities. W	the below to generate a CV from the Watermark s or promotion. The report below is generated from then preparing your submission, make sure to pre Activities to make any necessary edits. Then, return d refresh the report.	the data entered in eview the report. If needed,				
changed. Y	report will not automatically refresh when the <i>i</i> ou <u>must</u> refresh the report in Workflow. The re red with the latest refresh date.	Activities data is eport will be date and				
If your discip of your curre	pline requires a specific format, you can use the u	upload field to attach a copy				
	pline requires a specific format, you can use the u	upload field to attach a copy	•			
	pline requires a specific format, you can use the u ent vita.	upload field to attach a copy	₽			
of your curre	pline requires a specific format, you can use the u ent vita.		•		CANCEL Actions	
Activities	pline requires a specific format, you can use the u ent vita.		•		Actions	~
Activities	pline requires a specific format, you can use the u ent vita. Reports Workflow Ity Step - Due January 13th, 2025 (Cate: Task Faculty Itigs for the data in the rever process. If the system is the next second secon	⊉11:59 PM	₽	*	CANCEL Actions Select to expand A	× J
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Activities < Facu Candid Candid Candid Note: aviga Workfit Note: aviga Workfit Note: aviga Note: Aviga Note: Avi	pline requires a specific format, you can use the u ent vita. Reports Workflow Itty Step - Due January 13th, 2025 @ G date: Test Faculty ents of the next step in the reverse process. If the system G add of the next step in the reverse process. If the system G add the for your submission is no later than January Test Faculty ends for your submission is no later than January Step reverse the system add the for your submission is no later than January Step reverse the system add add for your submission is no later than January Step reverse the system add add for your submission may samply circle add for more step reparant your submission make sume to you and referate the report in Works Text. The report below tage. The report set was the for the system set the report in Works the system	T1:59 PM Item auto-advances on the ary 13, 2022, ********************************		•	Actions	د ctions men

19.

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

tivities Reports Workflow				
prkflow Tasks p track of outstanding tasks in your inbox, and view you	r review history.			
nbox (6)				
listory (24)				
VAME	CURRENT STEP .	CANDIDATE	DUE DATE	ACTIONS
EST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Me	February 11, 2025 @ 11:59 PM	•
EST Promotion for Non-Tenure Track Faculty - Spring	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	-
chedule Annual Faculty Evaluation System (FES) eview (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	iload
Annual Faculty Evaluation System (FES) Review (demo)	Completed	Me	May 1, 2023 @ 11:59 PM	*

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

Vorkflow Tasks eep track of outstanding tasks in your inbox, and view your	review history.			
Inbox (6)				
History (24)				
NAME	CURRENT STEP +	CANDIDATE	DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Me	February 11, 2025 @ 11:59 PM	•
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	•
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	•
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59	•

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

	Workflow	
enure and/or Pro	omotion Review - Spring 2023 (Test) - Updated October 17, 2022	So RECALL D CLOSE
	notion and Tenure Advisory Committee Step - Test	Submitted October 17, 2022 by Chair DPTAC
aculty DPTAC Tenure \	Vote	-,
Enter the DPTAC reco candidate is not seek	ommendation and voting tallies for tenure below. If the king tenure, please enter "N/A".	
DPTAC Tenure F	Recommendation	
Yes - Recomm	mend for Tenure	
DPTAC Tally for	Tenure (YES)	
4		
DPTAC Tally for	Tenure (NO)	
0		
DPTAC Tally for	Tenure (ABSTAIN)	
0		
DPTAC Promotie		
Enter the DPTAC reco candidate is not seek	on Vote ommendation and voting tailies for promotion below. If the sing promotion, please enter "NA".	
Enter the DPTAC rec candidate is not see	ommendation and voting tallies for promotion below. If the king promotion, please enter "N/A".	
Enter the DPTAC reci candidate is not seek DPTAC Promotion Yes - Recomm	ommendation and voting tailies for promotion below. If the wing promotion, please enter "NAC.	
Enter the DPTAC reci candidate is not seek DPTAC Promotion Yes - Recomm	ommendation and voting tailies for promotion below. If the promotion, please enter "NR". on Recommendation mend for Promotion	
Enter the DPTAC reci candidate is not seek DPTAC Promotion Yes - Recommon DPTAC Tally for	ommendation and voting tailies for promotion below. If the ining promotion, please enter "NAC. on Recommendation mend for Promotion Promotion (VES)	
Enter the DPTAC recc candidate is not seek DPTAC Promotio Yes - Recomm DPTAC Tally for 4	ommendation and voting tailies for promotion below. If the ining promotion, please enter "NAC. on Recommendation mend for Promotion Promotion (VES)	
Enter the DPTAC recu candidate is not seek DPTAC Promotiv Yes - Recome DPTAC Tally for 0	ommendation and voting tailies for promotion below. If the ining promotion, please enter "NAC. on Recommendation mend for Promotion Promotion (VES)	
Enter the DPTAC recu candidate is not seek DPTAC Promotiv Yes - Recome DPTAC Tally for 0	ommendation and voting stalling for promotion below. If the starting premotion, please enser 1947	
Enter the DPTAC reco candidate is not seek DPTAC Promotik Yas - Recomm DPTAC Tally for 0 DPTAC Tally for 0 DPTAC Tally for 0	ommendation and voting tailies for promotion below. If the infig promotion, please enter "VEA". Promotion (PES) Promotion (NPD) Promotion (ABSTAIN) he DPTAC recommendation letter in the space	
Enter the DPTAC reco candidate is not seek DPTAC Promoti- Yes - Recomm DPTAC Tally for 4 DPTAC Tally for 0 DPTAC Tally for 0 DPTAC Tally for 0 PHease upload ti	ommendation and voting tailing for promotion below, if the infing promotion phases enser "NEA". Promotion (VES) Promotion (NO) Promotion (ABSTAIN) he DPTAC recommendation letter in the space	

Department Promotion Advisory Committee Member/Chair Step

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

Activities Reports Workflow					
Workflow Tasks Keep track of outstanding tasks in your inbox, and view you	ur review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME - STE	P - DE	EPARTMENT -	CANDIDATE -	DUE DATE 🎼 👻	DATE RECEIVED -
Spring 2025 Pro	partment/College Ur motion Advisory nmittee	niversity Wide	Faculty, Test	March 15, 2025 @ 11:59 PM	November 18, 2024 @ 10:45 AM
✓ History (1)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	Test Faculty		February 11, 2025 @ 11:59 PM	•

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

Activities Reports Workflow	
C Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM	Lactions -
Candidate: Test Faculty	
Non-Tenure Track Faculty Review Portfolio	Submitted November 18, 2024 by Test Faculty
As you huld your portfolio, you can click on "Actions" and salest "save Draft" until you are confident your submission form is compare	
Once you have completed your review portfole. It is important that you click on "Actions" and select "submit to Start Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents upolaed <u>will inclue the saved</u> .	
The due date for your submission is no later than January 13, 2025, at 11:59 p.m.	
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file xxxxx" if the file is too large. You may simply click "Delete File" to remove it.	
Current Curriculum Vitae	
Use the space below to generate a CV from the Watermark system to be considered for promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report if meeded, navgate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.	

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

Activities Reports Workflow				
Candidate: Test Faculty	*	CANCEL	Actions	~
Vita Last Updated November 8th, 2024 at 4:42 PM				
Personal Narrative				
Use the space below to upload a personal narrative file to be considered for promotion. Alternatively, you may input your narrative directly into the text box below.				
Personal Narrative Upload				
Personal Narrative (99,699 character limit) Lorent psum 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 dolor consequenture It aborum aspenatur quo eaque laborum sit suut voluptatem qui rerum aperiam. Ea veilt officiis qui accusamus recusandae 33 exercitationem corporis non autem facilis.				
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doncur dicta totan et voluptate de monore dun tione qui ess includint. Voi quae cupinitate au solutat doncur dicta totan et voluptatent empore eum totani impedit qui quia quis. Vel quia labore au voluptates distinctio aut galisum ipsam.				

Activities Reports Workflow	
Candidate: Test Faculty	March 15th, 2025 @ 11:59 PM 🛓 CANCEL Actions 🗸
Reports By Academic Year	
Review Activity Report for Academic Year 2024-2025	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2023-2024	
Last Updated November 8th, 2024 at 4:41 PM	
Review Activity Report for Academic Year 2022-2023	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2021-2022	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2020-2021	
Last Updated November 8th, 2024 at 4:42 PM	
Review Activity Report for Academic Year 2019-2020 (and older)	
Last Updated November 8th, 2024 at 4:42 PM	
Upload any other Supporting Documents	
Supporting Documents Test Faculty 2024.docx (83.68 KB)	Teaching Librarianship Test Faculty 2024.pdf (334.90 KB)
Letter of Support Nov2024,pdf (157.06 KB)	IDEA Qualitative Reports Test Faculty zip (677.30 KB)
IEST FACULTY JDEA Teaching Essentials (2016). Spring2024 Comparise pdf (140.61KB)	Scholarship.zic (2.29 MB)
Teaching.zip (322.83 KB)	Service.zip.(1.89 MB)

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

Activities Reports Workflow	
Candidate: Test Faculty	Actions ~
> Faculty	Submitted November 18, 2024 by Test Faculty
✓ Start Portfolio Evaluation	Submitted November 18, 2024 by Jamilyn White
Comments	

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

C Department/College Promotion Advisory Comm	ittee Step - Due March 15th, 2025 @ 11:59 PM	La CANCEL Actions ~
Candidate: Test Faculty		
> Faculty		🗎 Save Draft
		✓ Publish My Response to Chair
❤ Start Portfolio Evaluation		by Jamilyn White
Comments		by Jamiryn wnite
Comments		
My Response		
Please acknowledge your review of t	he	
portfolio is complete by typing your	name	
below. Then, click on "Actions" and	select	
"Publish My Response to Chair" to fi	nish the	
process.		
Note: For the DPAC Chair, the Acknowledgment field and "Publ	ich My Posponso	
to Chair" does not apply.	in my response	
Acknowledgement		
DPAC Member		
Activities Reports Workflow	•	
Candidate: Test Faculty	nittee Step - Due March 15th, 2025 @ 11:59 PM	CANCEL Actions Select to expand Actions menu
> Faculty	Are you sure you want to publish your response to your committee chair?	Submitted November 18, 2024 by Test Faculty
✓ Start Portfolio Evaluation	response to your committee chair?	Submitted November 18, 2024 by Jamilyn White
Communito	NO	by Jannyn Write
Comments	NO	ay sannyn wince
Comments		ыу заннун түтке
Comments		uy Jamayo Monee
My Response Please acknowledge your review of	the	og sænngar transf
My Response Please acknowledge your review of portfolio is complete by typing your	the name	og zannyn minit
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and	the name select	oy zamyn mme
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and "Publish My Response to Chair" to t	the name select	0, 2 miji i mit
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and	the name select	су дануут инже
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and "Publish My Response to Chair" to t	the name select finish the	су залун нин
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and "Publish My Response to Chair" to t process.	the name select finish the	су залун нин
My Response Please acknowledge your review of portfolio is complete by typing your below. Then, click on "Actions" and "Publish My Response to Chair" to t process. Note: For the DPAC Chair, the Acknowledgment field and "Pu to Chair" does not apply.	the name select finish the	су залоди и инст

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

ctivities Reports Workflow		Activities Reports Workflow	
Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM	Actions ~	C Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM Candidate: Tell Facility	CANCEL Actions
Please acknowledge your review of the portfoliol is complete by typing your name below. Then, click on "Actions" and select "Publish M Response to Chair" to finish the	Unreviewed	Committee Members and Responses C Market of Practices C Achonomorphic Members C Memb	1/2 Barlewood 1 Responses
process. Note: For the OFFIC Cast, the Acknowledgement Britt and "Publick Wy Biogenees Use Cast's difference couply) Activation/geneent (2019: Cast: * Memointee DPTAC	Last Reviewed Neversber 10, 2024		
Please acknowledge your review of the portfolic is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process.			
Note: For the DPAC Chair, the Acknowledgment field and "Publish My Basponee to Chair" does not opply. Acknowledgment			

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

					_			
epartment/College Pro	motion Advisory Co	mmittee Step - Due I	March 15th, 20	025 @ 11:59 PM	±	CANC	EL /	Actions
ndidate: Test Faculty								
Committee Members an	d Responses							1/2 Review
BY MEMBER BY	RESPONSE							
V Chair DPTAC								Unreviewed
chair Diegse ackr	owledge your re	view of the						
	complete by typi							
	, click on "Action							
"Publish My	Response to Ch	air" to finish the						
process.								
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to Chair" does not a	Chair, the Acknowledgment oply.	leid and "Publish My Respo	nse					
Acknowledgen	ent							
DPAC Chair								
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Activities Reports	Workflow	· · · · · · · · · · · · · · · · · · ·						
Activities Reports	Workflow Promotion Advisory (committee Step - Due I	March 15th, 203	25 @ 11:59 PM	±	CANCEL	Actions	
O		committee Step - Due I	March 15th, 202	25 @ 11:59 PM	ź	CANCEL	Actions	. v
 Candidate: Test Faculty Chair DPTAC 		committee Step - Due I	March 15th, 20:	25 @ 11:59 PM	*	CANCEL		- viewed
 Candidate: Test Faculty Chair DPTAC chair 	Promotion Advisory (March 15th, 20:	25 @ 11:59 PM	±	CANCEL		v
 Candidate: Test Faculty Chair DPTAC chair Please a 		eview of the	March 15th, 20	25 @ 11:59 PM	<u>ــــــــــــــــــــــــــــــــــــ</u>	CANCEL		v
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7. The remaining section of the DPAC chair screen contains the Committee Response entries that will be submitted to the Department Chair/School Director including a

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

	ent/College Promotion Advisory Committee Step	p - Due March '	5th, 2025 @ 11:59 P	м	*	CANCEL	Actions
didate:	Test Faculty						
	ommittee's Response						
Depa	rtment/College Promotion Advisory						
Comr	nittee Recommendation						
he conte	ents of this committee chair form constitute the promotion advisory com on for non-tenure track faculty promotion.	mittee's					
once all o ave com	committee members have acknowledged their review is complete, and y pleted the required fields below, click on "Actions" and select "Subn ent Chair/School Director" to advance the review to the next step.	/ou nit to					
	date for your submission is no later than March 15, 2025, at 11:59 p	o.m.					
lote: The	e Committee chair does not complete the same acknowledgment step a e members.	is the					
	ment/College Promotion Advisory Committee Vote						
nter the	committee recommendation and voting tallies for promotion below.						
Pror	notion Advisory Committee Recommendation *						
	es - Recommend for Promotion	~					
	es - Recommend for Promotion						
on	es - Recommend for Promotion	9					
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8. The DPAC chair may choose the Save Draft option from the Actions drop-down menu at any time prior to Submitting to the Department Chair. This will also allow DPAC members to review the Committee's Response prior to submission.

Departin	nent/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 1	1:59 PM 📥 CANCEL Actions
Candidate:	Test Faculty	Save Draft
This C	committee's Response	
Depa	artment/College Promotion Advisory	C Submit to Department Chair/School Director
Com	mittee Recommendation	
	tents of this committee chair form constitute the promotion advisory committee's ion for non-tenure track faculty promotion.	*> Send Back to Previous Step
have cor	I committee members have acknowledged their review is complete, and you mpleted the required fields below, elick on "Actions" and select "Submit to met Chair/School Director" to advance the review to the next step.	
The due	e date for your submission is no later than March 15, 2025, at 11:59 p.m.	
	he Committee chair does not complete the same acknowledgment step as the en members	
committe	ee members.	
committe Depar	ee members. tment/College Promotion Advisory Committee Vote	
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Committe Depar Enter the Pro	er members. Itment/College Promotion Advisory Committee Vote e commitee recommendation and voting talles for promotion below. amotion Advisory Committee Recommendation * Yes - Recommend for Promotion	
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Depar Enter the Pro Please Comm	er members. tment/College Promotion Advisory Committee Vote committee recommendation and voting tallies for promotion below. amotion Advisory Committee Recommendation * Yes - Recommend for Promotion a upload the Department/College Promotion Advisory	

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

Activities Reports Workflow	
Accontractingement Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM	Actions ~
Candidate: Test Faculty	
This Committee's Response	Saved Draft by Chair DPTAC
Department/College Promotion Advisory	
Committee Recommendation	
The contents of this committee chair form constitute the promotion advisory committee's submission for non-tenure track faculty promotion.	
Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.	
The due date for your submission is no later than March 15, 2025, at 11:59 p.m.	
Note: The Committee chair does not complete the same acknowledgment step as the committee members.	
Department/College Promotion Advisory Committee Vote	
Enter the committee recommendation and voting tallies for promotion below.	
Promotion Advisory Committee Recommendation	
Yes - Recommend for Promotion	
Please upload the Department/College Promotion Advisory	
Committee recommendation letter in the space provided below.	
Department/College Promotion Advisory Committee Recommendation Letter	
DPAC Recommendation Letter Test Faculty 2024.pdf (333.20 KB)	

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

ctivities Reports Workflow	
C Department/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM	Actions ~
Candidate: Test Faculty	
	🗎 Save Draft
This Committee's Response	
Department/College Promotion Advisory Committee Recommendation	Submit to Department Chair/School Director
	Send Back to Previous Step
The contents of this committee chair form constitute the promotion advisory committee's submission for non-tenure track faculty promotion.	
Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next slep.	
The due date for your submission is no later than March 16, 2026, at 11:59 p.m.	
Note: The Committee chair does not complete the same acknowledgment step as the committee members.	
Department/College Promotion Advisory Committee Vote	
Enter the committee recommendation and voting tallies for promotion below.	
Promotion Advisory Committee Recommendation *	
Yes - Recommend for Promotion	
Please upload the Department/College Promotion Advisory	
Committee recommendation letter in the space provided below.	
Department/College Promotion Advisory Committee Recommendation Letter *	
Drop files here or click to upload	
DPAC Recommendation Letter Test Faculty 2024.ndf (333.20 KB)	
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Activities Reports Workflow	
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Candidate: Test Faculty	Select to expand Actions menu
This Committee's Response	
Department/College Promotion Advis	
Committee Recommendation Department Chair/School Director?	
The contents of this committee chair form constitute the promotion a submission for non-lenure track faculty promotion.	
Crice all committee members have acknowledged their review is cor have completed the required fields below, click on "Actions" and a Department Chair/School Director' to advance the review to the hield step.	
The due date for your submission is no later than March 15, 2028, at 11:59 p.m.	
Note: The Committee chair does not complete the same acknowledgment step as the committee members.	
Department/College Promotion Advisory Committee Vote	
Enter the committee recommendation and voting failies for promotion below.	
Promotion Advisory Committee Recommendation * Yes - Recommend for Promotion ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Please upload the Department/College Promotion Advisory	
Committee recommendation letter in the space provided below.	

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

)epa	rtment/College Promotion Advisory Committee Step - Due March 15th, 2025 @ 11:59 PM	CANCEL Actions
andid	late: Test Faculty	
	Member DPTAC Last Reviewed November 18, 2024	🗎 Save Draft
Th	is Committee's Response	Submit to Department Chair/School Director
D	epartment/College Promotion Advisory	
C	ommittee Recommendation	Send Back to Previous Step
The	e contents of this committee chair form constitute the promotion advisory committee's mission for non-tenure track faculty promotion.	
hav	ce all committee members have acknowledged their review is complete, and you e completed the required fields below, click on "Actions" and select "Submit to partment CharlySchool Director" to advance the review to the next step.	
The	e due date for your submission is no later than March 15, 2025, at 11:59 p.m.	
	te: The Committee chair does not complete the same acknowledgment step as the mittee members.	
De	partment/College Promotion Advisory Committee Vote	
Ent	er the committee recommendation and voting tallies for promotion below.	
	Promotion Advisory Committee Recommendation *	
	Yes - Recommend for Promotion	

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

Activities Reports	Workflow				
Workflow Tasks Keep track of outstanding tasks in t	your inbox, and view your review histor	ý.			
✓ Inbox					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🎼 🕶	DATE RECEIVED -
		No Data to I	Display		
✔ History (2)					
NAME	CURRENT ST	EP CANDIDATE		DUE DATE	ACTIONS
TEST Promotion for Non-Tenure	Track Faculty - Spring Department Director	Chair/School Test Faculty		April 1, 2025 @ 11:59 PM	<u> </u>
TEST Tenure and/or Promotion R	Review - Spring 2025 Faculty	Test Faculty		January 13, 2025 @ 11:59 PM	Recall
					Download

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 Manage Data Reports Workflow A	
Activities - Sam Houston State Univer Submissions	SEARCH Search Tips Rapid Reports DATA SHARE SETTINGS
General Credentials/Expertise	
Personal and Contact Information	Licensures and Certifications
Biography and Expertise	Awards and Honors
	Media Appearances, Contributions, and Interviews
Degrees	media Appearances, Contributions, and interviews

2. Current review processes waiting for the Department Chair/School Director input and submission, and historical review processes that have already received the Department Chair/School Director submissions are located in the Workflow Tasks. Workflow Tasks Inbox and History will function the same way as Step #1 of Watermark Workflow Tasks on page 5 above. In the Workflow Tasks Inbox, you will see all review processes awaiting your input and submission.

Activities	Manage Data	Reports	Workflow 👻				
Workflow Takes of outs	asks standing tasks in your i	inbox, and view	your review history.				
lnbox (1)							
Show Filters	(0)						
NAME -			STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Promotio Spring 2025	n for Non-Tenure Track		Department Chair/School Director	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	November 18, 2024 @ 3:13 PM
History (7)							
NAME			CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
Test Spring 20	23 Annual Review - Pro	bationary Facu	lty Completed	Me		September 20, 2022 @ 11:59 PM	•
	Evaluation System (FE re-track) (DEMO	S) Review	Completed	Me		May 1, 2023 @ 11:59 PM	•
Test Annual Re (Alternate DPT)	view - Test Accounts (AC)	2nd test)	Completed	Me		October 8, 2022 @ 11:59 PM	•
Tenure and/or I	Promotion Review - Sp	ring 2023 (Test	:) Completed	Me		November 12, 2022 @ 11:59 PM	•
Test Annual Re	view - Test Accounts (1st test)	Completed	Me		October 10, 2022 @ 11:59 PM	•
Test 2 Spring 2 Faculty (duplica	023 Annual Review - P ate)	Probationary	Completed	Me		September 22, 2022 @ 11:59 PM	•
TEST Tenure an	nd/or Promotion Review	w - Spring 2025	5 Faculty	Test Faculty		January 13, 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 M	lanage Data I	Reports Work	flow 🔺						
Vorkflow Sub ates below are displ	missions aying in US/Central.	Tasks Submi	ssions				BUL	K DOWNLOAD EX	PORT VIEV
Filters Status: O	pen ×								
CANDIDATE	TEMPLATE -	SCHEDULE -	STATUS T -	COLLEGE -	DEPARTMENT -	STEP -	REVIEWER -	DUE DATE -	ACTIO
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 N	Manage Data F	Reports Wo	orkflow 🔻						
Vorkflow Sub							BUL	LK DOWNLOAD	PORT VIEW
ates below are disp	laying in US/Central.								
	TEMPLATE	SCHEDULE	STATUS	COLLEGE -	DEPARTMENT -	STEP -	REVIEWER -	DUE DATE -	ACTIONS
Bearkat, Sammy	Test Tenure and/or Promotion (duplicate)	Test 1 Tenure and/or Promotio 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 Promotio 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 Annua Faculty Evaluatio System (FES) Review (T/TT Faculty) - Spring 2024	in	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 Evaluatio (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 Reports	Workflow 🔻				
Workflow Tasks Keep track of outstanding tasks in your inbox, and vie	ew your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	February 11, 2025 @ 11:59 PM	November 12, 2024 @ 5:06 PM
✓ History (6)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
Test Spring 2023 Annual Review - Probationary Fa	culty Completed	Me		September 20, 2022 @ 11:59 PM	•
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO	Completed	Me		May 1, 2023 @ 11:59 PM	•

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

ivities Manage Data Reports Workflow ▼				
Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM	۵	CANCE	L Actions	
Candidate: Test Faculty		,		
¥ Faculty			Submitted November 1 by Test	18, 202 It Facult
Non-Tenure Track Faculty Review Portfolio				
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.				
Once you have completed your review portfolio. It is important that you click on "Actions" and select "Submit to Start Portfolio Evaluation" to activate your documents your advances 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 asved.				
The due date for your submission is no later than January 13, 2025, at 11:59 p.m.				
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file xxxxxx ¹ if the file is too large. You may simply click "Delete File" to remove it.				
Current Curriculum Vitae				
Use the space below to generate a CV from the Watermark system to be considered for promotion. The report below is generated from the data entered in Activities. When preparing your submission make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and reflexit 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 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.				
November 8th, 2024 at 4-42 PM				
•				
•				
Activities Manage Data Reports Workflow -		CANCEL	Actions	
Activities Manage Data Reports Workflow -		CANCEL	Actions	
Activities Manage Data Reports Workflow - < Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM			Actions bmitted November 18, by Test Far	
Activities Manage Data Reports Workflow • < Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	<u>ــــــــــــــــــــــــــــــــــــ</u>	Su	bmitted November 18, 2	culty 2024
Activities Manage Data Reports Workflow • < Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty > Faculty	(Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow Activities Manage Data Reports Workflow	<u>ــــــــــــــــــــــــــــــــــــ</u>	Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W	2024 White 2024
Activities Manage Data Reports Workflow - Activities Manage Data Reports Workflow - Candidate: Test Faculty > Faculty > Start Portfolio Evaluation		Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow - Activities Manage Data Reports Workflow - Candidate: Test Faculty > Faculty > Start Portfolio Evaluation Department/College Promotion Advisory Committee Department/College Promotion Advisory Committee	(Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow • Activities Manage Data Reports Workflow • Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty > Faculty > Start Portfolio Evaluation • Department/College Promotion Advisory Committee Department/College Promotion Advisory Committee Department/College Promotion Advisory Committee Enter the commendation and voting talles for promotion bebuilt	A	Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow Activities Manage Data Reports Workflow Activities Constraints Activities Provide P		Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow Activities Manage Data Reports Workflow Activities Constraints Activities Provide P		Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024
Activities Manage Data Reports Workflow Activities Resonance Activities Recommendation Activities		Su	bmitted November 18, 2 by Test Fac bmitted November 18, 2 by Jamilyn W bmitted November 18, 2	2024 White 2024

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

Candidate: Test Faculty	C Open	by Test Faculty
Start Portfolio Evaluation	← → × ↑ 🔤 « Wor → Tenure & Promotion	n Decum > v (b) Search Tenure & Promotion D
	Organize 👻 New folder	III • 🔟
> Department/College Promotion Advisory Committee	Watermark	Name 2022
Department Chair/School Director Promotion Recommendation	ORCID Publication import files SHSU Faculty Information System Webs	Annual Review Narrative Test Faculty 2022.pdf CV 2022 Test Faculty.docx CV 2022 Test Faculty.pdf CV 2024 Test Faculty.pdf CV 2024 Test Faculty.pdf
The contents of this Department Chain/School Director Form constitute the chain/director's submission for the non-tenure track faculty promotion.	SHSU Watermark Faculty Success Webs Training Documents Undergraduate Research Reports	 Dean Recommendation Letter Test Faculty 2024.docx Dean Recommendation Letter Test Faculty 2024.pdf Dean third-year review feedback Test Faculty 2022.docx
Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.	Watermark Faculty Activities Watermark Reports	 Dept Chair annual review Test Faculty 2022.docx Dept Chair Feedback Test Faculty 2022.pdf
The due date for your submission is no later than April 1, 2025, at 11:59 p.m.	FES Forms 2022	Dept Chair Recommendation Letter Test Faculty 2022.d. Dept Chair Recommendation Letter Test Faculty 2022.p. Dept Chair Recommendation Letter Test Faculty 2024.d.
Department Chair/School Director Promotion Recommendation	Spr 2025 Workflow	Dept Chair Recommendation Letter Test Faculty 2024.0
Yes - Recommend for Promotion	File name: Dept Char Recomme	c All files (".")
Please upload the Department Chair/School Director's non- tenure track faculty promotion recommendation letter in the		Upload from mobile Open Cancel
space provided below.		

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	vities Manage Data Reports Workflow - Department Chair/School Director Step - Due April 1st, 2025 @ 11:59 PM			
< Department Chair/School Director Step - D	ue April 1st, 2025 @ 11:59 PM	CANCEL Actions ~		
Candidate: Test Faculty				
> Faculty		Save Draft		
Start Portfolio Evaluation		Submit to Dean		
		Send Back to Previous Step		
Department/College Promotion Advisory Cor	nmittee			
		by Chair DPTAC		
Department Chair/School Directo Recommendation	or Promotion			
The contents of this Department Chair/School Director Form	constitute the			
chair/director's submission for the non-tenure track faculty po Once you have completed the required fields below, click or				
"Submit to Dean" to advance the review to the next step.				
The due date for your submission is no later than April 1	1, 2025, at 11:59 p.m.			
Department Chair/School Director Promotion Reco	ommendation *			
Yes - Recommend for Promotion	~			
Please upload the Department Chair/School tenure track faculty promotion recommenda				
space provided below.				
Department Chair/School Director Promotion Reco	ommendation Letter*			
	Drop files here or click to upload			
Dept Chair Recommendation Letter Test Fa	iculty 2024.pdf (334.90 KB)			
Dept Chair Recommendation Letter Test Fa	culty 2024.pdf (334.90 KB)			
Activities Manage Data Reports Workflow -		LANCEL Actions ~		
Activities Manage Data Reports Workflow 🗸				
Activities Manage Data Reports Workflow -		Select to expand Actions menu Submittee Rovember 18, 2024		
Activities Manage Data Reports Workflow - Candidate: Test Faculty		Select to expand Actions menu Submitted rowinder in; 2024 by Test Faculty Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Start Portfolio Evaluation	Are you sure you want to Submit to Dean?	Submitted November 18, 2024 Submitted November 18, 2024 Submitted November 18, 2024		
Activities Manage Data Reports Workflow - Candidate: Test Faculty Faculty	Are you sure you want to Submit to Dean?	Select to expand Actions menu Submitted rowinder in; 2024 by Test Faculty Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Start Portfolio Evaluation	April 1st, 2025 @ 11:59 PM Are you sure you want to Submit to Dean? Itte NO VES	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty > Faculty > Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department Chair/School Director I Recommendation The contents of this Department Chair/School Director Form cort	Are you sure you want to Submit to Dean? itte vou sure you want to Submit to Dean? Promotion	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty Faculty > Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department Chair/School Director Form conclusioning this Department Chair/School Director Form conclusioning to this Department for the non-tenue track faculty promotion during the point of the the non-tenue track faculty promotion concey ou have completed the required fields below, elick on "A	April 1st, 2025 @ 11:59 PM	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty Faculty > Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department/College Promotion Advisory Comm Department Chair/School Director Form conclaindrectors submission for the non-tenue track faculty on Advisory Comm The contents of this Department Chair/School Director Form conclaindrectors submission for the non-tenue track faculty on Advisory Comm Once you have completed the required ties below, olick on the contents of the Department to advance the review to the next step.	Are you sure you want to Submit to Dean? itte vou sure you want to Submit to Dean? Promotion http://www.area.com/www area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/wwwarea.com/www.area.com/wwww.a	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty Faculty > Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department Chair/School Director Form conclusioning this Department Chair/School Director Form conclusioning to this Department for the non-tenue track faculty promotion during the point of the the non-tenue track faculty promotion concey ou have completed the required fields below, elick on "A	Are you sure you want to Submit to Dean? itte vou sure you want to Submit to Dean? Promotion http://www.area.com/www area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/www.area.com/wwwarea.com/www.area.com/wwww.a	Select to expand Actions menu Submitted November 18, 2024 Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty Faculty > Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department/College Promotion Advisory Comm Department Chair/School Director Form conclaindrectors submission for the non-tenue track faculty on Advisory Comm The contents of this Department Chair/School Director Form conclaindrectors submission for the non-tenue track faculty on Advisory Comm Once you have completed the required ties below, olick on the contents of the Department to advance the review to the next step.	April 1st, 2025 @ 11:59 PM	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Faculty Start Portfolio Evaluation Department/College Promotion Advisory Comm Department/College Promotion Advisory Comm Department Chair/School Director Form control relations of the non-lenue track faculty promotion advisory comment and faculty promotions of the non-lenue track faculty promotion advisory to the next step. The contents of this Department Chair/School Director Form control relations of the non-lenue track faculty promotion advisory to the next step. The due date for your submission is no later than April 1, 20	April 1st, 2025 @ 11:59 PM	Select to expand Actions menu Submitted November 18, 2024 Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Faculty Start Portfolio Evaluation Department/College Promotion Advisory Comm Department/College Promotion Advisory Comm Department Chair/School Director Form control relations for the non-tenuer track faculty promotion Software the review to the next step. The due date for your submission is no later than April 1, 20 Department Chair/School Director Promotion Recomm	April 1st, 2025 @ 11:59 PM Are you sure you want to Submit to Dean? Ittle Promotion Institute the obon. Actions" and select D25, at 11:59 p.m. Intendation * Intercor's non-	Select to expand Actions menu Submitted November 18, 2024 Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Faculty Start Portfolio Evaluation Department Chair/School Director Step - Due Candidate: Test Faculty Start Portfolio Evaluation Department/College Promotion Advisory Comm Department Chair/School Director Form control Recommendation The contents of this Department Chair/School Director Form control related frequences fields below, click on "A" "Summit to Deam" to advance the review to the next start. Department Chair/School Director Form control relative track faculty promotion for the non-term track faculty promotion recommendation Dres you have completed the required fields below, click on "A" "Summit to Deam" to advance the review to the next start. The due date for your submission is no later than April 1, 20 Department Chair/School Director Promotion Recomm Yes - Recommend for Promotion Yes - Recommend for Promotion Please upload the Department Chair/School Director promotion recommendation space provided below.	April 1st, 2025 @ 11:59 PM	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Janulyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Department Chair/School Director Step - Due Candidate: Test Faculty > Faculty Faculty > Faculty Start Portfolio Evaluation > Department/College Promotion Advisory Comm Department Chair/School Director Form con- chair/director's submission for the non-tenuer track faculty prom- Chard evaluation for the non-tenuer track faculty prom- Conce you have completed the requered fields below, click on "A "submit to Department Chair/School Director Form con- chard director's submission for the non-tenuer track faculty prom- Conce you have completed the review to the next step. The due date for your submission is no later than April 1, 20 Department Chair/School Director Promotion Recomm Yes - Recommend for Promotion Please upload the Department Chair/School Director Director Director Director Promotion	April 1st, 2025 @ 11:59 PM Are you sure you want to Submit to Dean? itte Are you sure you want to Submit to Dean? itte Too Use a submit to Dean? itte a submit to Submit to Submit to Dean? itte a submit to Submit to Submit to Submit to Dean? itte a submit to Submit to Submit to Dean? itte a submit to Subm	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Faculty Start Portfolio Evaluation Department Chair/School Director Step - Due Candidate: Test Faculty Start Portfolio Evaluation Department/College Promotion Advisory Comm Department Chair/School Director Form control Recommendation The contents of this Department Chair/School Director Form control related frequences fields below, click on "A" "Summit to Deam" to advance the review to the next start. Department Chair/School Director Form control relative track faculty promotion for the non-term track faculty promotion recommendation Dres you have completed the required fields below, click on "A" "Summit to Deam" to advance the review to the next start. The due date for your submission is no later than April 1, 20 Department Chair/School Director Promotion Recomm Yes - Recommend for Promotion Yes - Recommend for Promotion Please upload the Department Chair/School Director promotion recommendation space provided below.	April 1st, 2025 @ 11:59 PM	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Jamilyn White Submitted November 18, 2024		
Activities Manage Data Reports Workflow Candidate: Test Faculty Faculty Faculty Start Portfolio Evaluation Department Chair/School Director Step - Due Candidate: Test Faculty Start Portfolio Evaluation Department/College Promotion Advisory Comm Department Chair/School Director Form control Recommendation The contents of this Department Chair/School Director Form control related frequences fields below, click on "A" "Summit to Deam" to advance the review to the next start. Department Chair/School Director Form control relative track faculty promotion for the non-term track faculty promotion recommendation Preser upload the Department Chair/School Director Promotion Recomm Yes - Recommend for Promotion Please upload the Department Chair/School Director Director promotion recommendation Please upload the Department Chair/School Director promotion recommendation Space provided below.	April 1st, 2025 @ 11:59 PM Are you sure you want to Submit to Dean? Itte To you support to you want to Submit to Dean? Itte To you support to you want	Select to expand Actions menu Submitted November 18, 2024 by Test Faculty Submitted November 18, 2024 by Janulyn White Submitted November 18, 2024		

8. 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.

Norkflow Tas			Workflow 👻				
	iks Inding tasks in your i	nbox, and view y	our review history.				
Inbox							
► Show Filters (0))						
NAME -		ST	'EP ▼	DEPARTMENT -	CANDIDATE -	DUE DATE 🎼 👻	DATE RECEIVED -
				No Data to D	Display		
History (8)							
NAME			CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
Test Spring 2023	Annual Review - Pro	bationary Facult	y Completed	Me		September 20, 2022 @ 11:59 PM	•
Annual Faculty Ev (Tenured/Tenure-	valuation System (FE track) (DEMO	S) Review	Completed	Me		May 1, 2023 @ 11:59 PM	•
Test Annual Revie (Alternate DPTAC)	ew - Test Accounts (;)	2nd test)	Completed	Me		October 8, 2022 @ 11:59 PM	•
Tenure and/or Pro	omotion Review - Sp	ring 2023 (Test)	Completed	Me		November 12, 2022 @ 11:59 PM	•
TEST Promotion for 2025	or Non-Tenure Track	Faculty - Spring	Dean	Test Faculty		April 15, 2025 @ 11:59 PM	-
Test Annual Revie	ew - Test Accounts (*	lst test)	Completed	Me		October 10, 2022 @ 11:59 PM	Recall
Test 2 Spring 202 Faculty (duplicate	13 Annual Review - P e)	robationary	Completed	Me		September 22, 2022 @ 11:59 PM	Download
TEST Tenure and/	or Promotion Review	v - Spring 2025	Faculty	Test Faculty		January 13, 2025 @ 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 28 above</u>.
- In the Dean/Executive Director step, the sections include the Faculty's Review Portfolio, the Start Portfolio Evaluation (with any Comments, if applicable), the DPAC section, and the Department Chair/School Director sections – all of which contain their associated reports, entries, uploaded documents, and recommendations.

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	💙 Depa	rtment Chair/S	chool Director				Submitted November 18, 2024 by Bearkat Tes	
	Ľ	epartment Chair/S	ichool Director Promo	tion Recomme	ndation			
		Yes - Recomment	d for Promotion					
	tenu		Department Chair promotion recor ow.					
		epartment Chair/S	chool Director Promo	tion Recomme	ndation Letter			
	l,	Dept Chair R	ecommendation Letter 1	est Faculty 2024	4.pdf (334.90 KB)			

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

Department ChararSchool Unrector Promotion Recommendation Letter College Dean/Executive Director Promotion Recommendation College Dean/Executive Director Form constitute the Section State Recommendation for the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have completed the required fields below, eliek on "Actions" and asilent Concey ou have recommendation Concey		Search Tenure & Promotion D J
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Please upload the College Dean/Executive Director's promotion	ecommendation * File name: Dean Recommendation Letter Test Far V	All Files (*.*)
	·	Open Cancel
	ive Director's promotion	
	vided below.	
College Dean/Executive Director Promotion Recommendation Letter * 🔺	vecommendation Letter* 🔺	

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

Activities CV In	nports Manage Data	Reports	Workflow 👻	Tools 👻	
Candidate: Test F	ue April 15th, 2025 @	11:59 PM			L CANCEL Actions ~
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	ad the College Dean/Exe lation letter in the space				
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			Drop	files here or click to upload	
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		College Dean/Exe tter in the space		•	1					
Coll	ege Dean/Execu	itive Director Promoti	on Recommenda	ntion Letter *						
				Drop	files here or click to upload					
					_					

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

Workflow Tasks					
Keep track of outstanding tasks in your inbox, and vie	ew your review history.				
✓ Inbox					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -		DUE DATE 🔓 👻	DATE RECEIVED -
		No Data to Dis	splay		
✓ History (1)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
TEST Promotion for Non-Tenure Track Faculty - Sp	Faculty Records	Test Faculty		May 31, 2025 @ 11:59 PM	•
2025	/				
					Recall
					Download