SHSU Watermark Workflow Annual Faculty Evaluation (NTT Faculty) Review Process Help Guide

Watermark Workflow for Annual Faculty Evaluation Review of Non-tenure Track (NTT) faculty follows the multistep process illustrated in the flowchart below. It is a simple process beginning at the Faculty submission step, which is evaluated at the Department Chair/School Director, and is finally deposited into Faculty Records.



Email Messages

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

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

Process:	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025
Due Date:	Saturday, February 1, 2025 11:59 PM CST

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

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

SUBMIT REVIEW MATERIALS

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

https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/28ffab6f-cad8-44a1-9f1c-30df205b8f7b/ step/5115ca6c-1d15-4768-971f-3832ed1216f5/assignee/2390354? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=cd63c62c-8eac-4618-9027ad6e5a882dd5&orgId=1660&personId=2390354

The next step will be the Department Chair/School Director. Once the tenured/tenure-track faculty member submits their materials in Watermark Workflow, the Department Chair/School Director will receive an automated email:

Dear Bearkat Test,

The following submission is now ready for your review:

Process:	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025
Candidate:	Test Faculty
Due Date:	Thursday, May 1, 2025 11:59 PM CDT

In accordance with <u>APS 890301</u>, the department chair/school director shall review the performance of faculty members. Please reference the <u>training</u> <u>resources</u> on the Academic Affairs Watermark website for more information.

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

START REVIEWING

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

https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/28ffab6f-cad8-44a1-9f1c-30df205b8f7b/ step/6eb5a2b1-1c26-4f45-9180-3155bb947c92/assignee/2357490? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=cd63c62c-8eac-4618-9027ad6e5a882dd5&orgId=1660&personId=2357490 While the automated email will provide a link to Watermark, you can also navigate to Watermark following the login instructions below.

Logging into Watermark Faculty Success

- 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.

watermark *** Faculty Success formerly Digital Measures		H Internet	0 (
Activities Reports Workflow				
Activities - Sam Houston State University Review, a guida to manage your activities.	Q. Search All Activitie SEARCH Search Tips Rapid Reports			
✓ General Credentials/Expertise				- 1
Personal and Contact Information	Licensures and Certifications			
Biography and Expertise	Awards and Honors			
Degrees	Media Appearances and Interviews			
Post-Graduate Training	Faculty Development Activities Attended			- 1
 Career Information 				- 1
Professional Positions	Consulting			- 1
Administrative Assignments	Professional Memberships			- 1

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

Watermark Workflow Tasks

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

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

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

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

Workflow Tasks eep track of outstanding tasks in your inbox, and vi	ew your review histor	4.			
Inbox (8)					
► Show Filters (0)					
NAME 14 -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me	Sort	þ
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me	Sort Order	
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me		Y @ 9
TEST Annual Review - Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:35 AM
TEST Annual Review - Probationary Faculty (First-Year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:15 AM
TEST Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 10:24 AM
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	November 11, 2024 @ 9 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.

Activities Reports Workflow						
Workflow Tasks Keep track of outstanding tasks in your inbox, and vi	Workflow Tasks Keep track of outstanding tasks in your inbox, and view your review history.					
r Inbox (8)						
Show Filters (0)						
NAME 12 -	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	
		_				

orkflow Tasks						
ep track of outstanding tasks in your inbox, and vi	ew your revie	w history.				
nbox (8)						
\frown						
Hide Filters (0)						
Vame		Step		Candidate		
Enter Name		Enter Stop		Enter Candidate		
Department	~	Due Date Status				
Any Department	×	Any Status	· · ·		Reset Filters	
NAME 14 -	STEP -	DEPARTMENT -	CANDIDATE -	0	DUE DATE -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me		January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me		January 13, 2025 @ 11:59 PM	November 8, 2024 @ 4:4 PM
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Activities Reports Workflow	1	₽				
Activities Reports Workflow Workflow Tasks	/	₽				
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Workflow Tasks		aview history.				
Workflow Tasks Keep track of outstanding tasks in your inbox, a		aview history.				
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Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox ▼ Hide Filter (2)				Candidate Enter Candidate		
Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox Hide Filter (2) Name		Step		[
Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox ✓ Hide Filter (2) Name Enter Name		Step Enter Step		Enter Candidate	Reset Filters	
Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox ✓ Hide Filter (2) Name Enter Name Department		Step Enter Step Due Date Status		Enter Candidate		MTE 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.

Vorkflow Tasks				
eep track of outstanding tasks in your inbox, and view y	your review history.			
Inbox (7)				
History (23)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIC
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

6

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

Watermark Workflow Annual Faculty Evaluation (NTT Faculty) Review Process Steps

Faculty Step

4. Under the Workflows Tasks Inbox click on Annual Faculty Evaluation (NTT Faculty) - Spring 2025 to begin entering your portfolio.

Activities Reports Worki	low				
Vorkflow Tasks	x, and view your review history.				
Inbox (1)					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Annual Faculty Evaluation (NTT Fac Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	December 17, 2024 @ 8:18 AM
History (29)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTION
TEST Probationary Faculty - (Third-Year 5 Spring 2025	Straw Poll) - Faculty Records	Me		May 31, 2025 @ 11:59 PM	•
Schedule Annual Faculty Evaluation Syste Review (T/TT Faculty) - Spring 2024	em (FES) Completed	Me		November 9, 2023 @ 11:59 PM	•
Schedule Post-Tenure Review - Spring 20	24 Completed	Me		November 11, 2023 @ 11:59 PM	•

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

Activitie	es Reports Workflow			
	culty Step - Due February 1st, 2025 @ 11:59 PM didate: Test Faculty	La CANCEI	L Actions ~	ļ
	Reports Have Been Run and Auto-Attached The following reports have been attached to this submission on your behalf. Vita - Last updated November 11, 2024 at 10:09 AM Review Activity Report for Calendar Year 2024 - Last updated November 11, 2024 at 10:10 AM			
	To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by sele individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.	ecting the "Refresh Report" but	REFRESH ALL	

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



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



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.

A	ctivities Reports Workflow			
<	Faculty Step - Due February 1st, 2025 @ Candidate: Test Faculty	11:59 PM 11:59 pm Transport (Instate to Transport File" to remove it	L CANCEL	Actions ~
	Curriculum Vitae Use the space below to generate a CV from the Waterman your annual review. The report below is generated from the When preparing your submission, make sure to preview th to Activities to make any necessary edits. Then, return to y refresh the report. Will not automatically refresh when th changed. You mugst refresh the report in Workflow. The time stamped with the latest refresh date. If your discipline requires a specific format, you can use the of your current vita.	This action will update the attached report based on the information available under Activities. To preview this report's updated output, go to Reports and run the report from thee first. Refreshing the report's contents here cannot be undone. Are you sure you want to proceed?		
	Vita Last Updated November 11th, 2024 at 10:09 AM	C		



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

Note: The report will not automatically refresh when the Activities data is changed. You <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.



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

Activities Reports Workflow	
Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty Curriculum Vitae Use the space below to generate a CV from the Watermark system to be considered for your annual review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navidate	CANCEL Actions Copen Copen Search Tenure & Promotion D P Organize New folder SH5U Watemark Fac Name Annual Review Narrative Test Faculty 2022.pdf
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.	Variang obcuments Variance of the set of the s
Vita Last Updated December 18th, 2024 at 9:54 AM	uplua nom moure upen cance
CV Upload	c ktoupload

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

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your annu When pre	al review. The r paring your sub to make any r	eport below is generat mission, make sure to	Watermark system to ed from the data enter- preview the report. If r return to your review i	ed in Activities. needed, navigate						
changed	. You <u>must</u> refre		h when the Activities kflow. The report will							
If your dis of your cu		a specific format, you	can use the upload fiel	ld to attach a copy						
Vita										
2	Last Updat December	ed 18th, 2024 at 9:54 AM		C						
CV	Jpload						 			
				Dr	op files here o	r click to upload				
(CV 2024	Test Faculty.pdf (249	<u>.66 KB)</u>)				

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

ivities	Reports	Wo	orkflow													
Faculty	y Step - Dı	ue Feb	ruary 1s	t, 2025 @) 11:59 P	e" to remove M					*) (°	ANCEL	Actio	ns	
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C Open								×								
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Organize					~		81 -	0								
	Undergraduate			nual Review Nar	rative Test Facu	ulty 2022.pdf		î								
1	Watermark Re			nual Review Nar 2022 Test Facult		ulty 2024.pdf	>									
	Workflow FES Forms	- 1	🛃 CV	2022 Test Facult	ty.pdf						 					
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	pace below to u	upload a	narrative file	e to be consid	ered for your	r annual	\									
evaluation	n review. ely, you may inj	inut vour	narrative di	ectly into the	text box belo	w	\backslash									
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Ann	ual Evaluation	1 Review	Narrative	Jpload							 					_
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Use t evalu	the space below uation review.	v to uploa	d a narrative	file to be cons	idered for you	ur annual										
Alter	matively, you ma	ay input ye	our narrative	directly into th	e text box bel	low.										
	Annual Evalua	ation Rev	iew Narrativ	ve Upload												
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							Drop mes ner	le or cili	CK to upload							
		nual Revie	w Narrative	Test Faculty 20)24.pdf (252.f	83 KB)	命									
	Annual Evalua	ation Roy	ow Narrati	(0.00.000 ch	aracter limit											
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16. The final section of the Faculty Step is the Annual Evaluation Review Portfolio Documents area. This section provides a Review Activity Report generated from your Activities records based upon the calendar year (this report's date range will span from January 1st until the December 31st of the reviewed year.) This report will not automatically refresh when the Activities data is added or changed. You must refresh the report in Workflow reviews. Each report will be date and time stamped with the latest refresh date.

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

stivities Reports Workflow	
Faculty Step - Due February 1st, 2025 @ 11:59 PM	La CANCEL Actions
Candidate: Test Faculty sandae 33 exercitationem corporis non autem facilis.	
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Eum corporis fuga non corrupti iure qui eius incidunt. Qui quae cupiditate aut soluta dolor ut dicta totam et voluptatem tempore eum totam impedit qui quia quis. Vei quia labore aut voluptates distinctio aut galisum ipsam.	
Characters : 873/99999	
Annual Evaluation Review Portfolio Documents Use the space below to upload documents to be considered for your annual. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portion. Note: The report will not automatically refresh when the Activities data is changed. You umgst prefesh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
Report By Calendar Year	
Review Activity Report for Calendar Year 2024	
Last Updated November 11th, 2024 at 10:10 AM	

17. 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 she right of each report to update the report.



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

Activities Reports Workflow			
 Faculty Step - Due February 1st, 2025 @ Candidate: Test Faculty 	11:59 PM	CANCEL Actions	Ÿ
Ea tempore omnis sit voluptatibus recusandae aut vo expedita suscipit ea dicta culpa eos molestiae dolore dolor eveniet vel molestiae adipisci ut neque errori neque nulla qui vero voluptates. Eum corporis fuga non corrupti iure qui eius incidu dicta totam et voluptatem tempore eum totam impu voluptates distinctio aut gailsum ipsam.			
Annual Evaluation Review Portf Use the space below to upload documents to be considered reports below are generated from the data entered in Activite has also been provided to include any supporting documents review portfolio. Note: The report will not automatically refresh when the <i>i</i> changed. You <u>must</u> refresh the report in Workflow. The re time stamped with the latest refresh date.	s. À document upload field needed to complete your Activities data is		
Report By Calendar Year Review Activity Report for Calendar Year 2024 Last Updated November 11th, 2024 at 10:10 AM	С		

18. 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	
Candidate: Test Faculty	et CANCEL Actions
Ea tempore omnis sit voluptatibus recusandae aut voluptas dolores quo atque sequi hi expedita suscipit ea dicta cuipa eos molestiae dolores. Et amet vitae ex asperiores mag dolor eveniet vel molestae adipisci ut neque errort Est ipsam quia ut laboriosam officiis neque nulla qui vero voluptates.	nam ut non
Eum corporis fuga non corrupti jure qui eius incidunt. Qui quae cupiditate aut soluta dol dicta totam et voluptatem tempore eum totam impedit qui quia quis. Vel quia labore aut voluptates distinctio aut galisum ipsam.	
Characters : 8	73/99999
Use the space below to upload documents to be considered for your annual. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portion. The report is workflow. The report will be data and changed. You mugst refresh the report in Workflow. The report will be data and	
time stamped with the latest refresh date. Report By Calendar Year	
Review Activity Report for Calendar Year 2024	
Last Updated November 11th, 2024 at 10:10 AM	

Activities Reports Workflow		
Reports		CREATE A NEW REPORT
Select the report you would like to view or edit, or select to create a new report.		3 Items
NAME -	CREATED BY	ACTION
Annual Activity Report	Watermark	A
Review Activity Report	Watermark	A
Vita	Watermark	A

Activities Reports Workflow		
C Run Review Activity Report Download this report's template		S RUN REPORT
1 Date Range	Start Date 1/1/2024 End Date 12/31/2024	
2 File Format 0	File Format Microsoft Word (.doc) Page Size PDF	~
	Web Page (.html)	

19. 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.

Activit	ies	Reports	w	orkflow																						
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rep has rev No chi tim	eorts beik s also be iew port te: The anged. 1 ie stamp	ow are genera en provided to folio. report will no	ated from to includ ot auton resh the latest re	atically ref report in V fresh date.	be considered itered in Activit thing document resh when the forkflow. The	ies. À docu s needed t Activities	ment uplo o complet	oad field te your	1																	
	Revie	Last Upda December	ated	r Calendar 124 at 10:34			C																			
•	Uploa	d any other	Suppor	ing Docum	ents (e.g., suj	oport lette	ers, etc.)	>							 	 	 					 		 ,		
								D	Drop files h	ere or c	clic	lick	<u>to up</u>	load												
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Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

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

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

personal storage > Watermark > Workflow	> Tenure & Promotion Documents > 2021	-2022		
Name	Date modified Type	Size		
Scholarship	12/14/2022 7:30 AM File fold 11/22/2022 9:45 AM File fold			
Teaching	11/22/2022 9:45 AM File fold			
Scholarship	V	- 🗆 X		
	â	arch Scholarship		
↑ Name	Date modif			
Scholarsh	nip 2019-2020 12/14/2022 nip 2020-2021 12/14/2022	7:30 AM File folder		
Scholarsh	nip 2021-2022 12/14/2022	7:31 AM File folder		
v <	-	>		
3 items 1 item selected	🛃 🚽 Scholarship 2021-2022		– 🗆 X	
-	Home Share View		~ 2	
÷	→ · · ↑ 📙 « Sc → Schol	✓ Ŏ	2022	
	^ □ Name ^	Date modified Type	Size	
	Peer Reviewed Scholarship 2		lder :oft Word D 8	
	Scholarly Creative Test Facult	ty 2022.png 11/29/2022 12:44 PM PNG Fi	ile 5	
	Scholarly Creative Test Facult	ty 2022.pp 11/29/2022 12:45 PM Micros	oft PowerP 15	
41	v < tems 1 item selected	1		
	Peer Reviewed Scho	plarship 2021-2022	— — — — — — — — — — — — — — — — — — —	
	$\leftarrow \rightarrow \land \uparrow$	≪ Sc → Peer → ひ 🔎	Search Peer Reviewed Scholarship 2021-2022	
	^ □ Name	^ Date mo	dified Type Size	
	🔒 Sch	nolarly Creative Test Faculty 2022.pdf 10/17/20	22 9:48 AM Adobe Acrobat D 25	
	_			
	 ✓ < 1 item 		· · · · · · · · · · · · · · · · · · ·	
	^ _ Name ^	D	T C	
		Date modified	Type Size	
Open	Scholarship	12/14/2022 7:30 AI 11/22/2022 9:45 AI		
Open in new window	eaching	11/22/2022 9:45 AI		
Pin to Quick access				
Scan with Microsoft Defender				
Give access to	>			
Restore previous version				
Combine files in Acrobat				
Include in library Pin to Sta	>			
Send to	> Bluetooth File J	ingenter		
Cut	Compressed (zi			
Сору	Desktop (create	chorteut)		
Create shortcut	Documents			
Delete	 Fax recipient Mail recipient 			
Rename	DVD RW Drive (E:)		
Properties	🛖 Apps (R:)			
	🛫 edo009 (\\WinF			
	Common Drive			
	ezproxydev (\\f Refression of the service			
	ngheenserree			
	^			
Name	0	Date modified	Туре	Size
		1		
Scholarship		12/14/2022 7:30 AM	File folder	
Service		11/22/2022 9:45 AM	File folder	
Service				
Teaching		11/22/2022 9:45 AM	File folder	
Teaching		11/22/2022 9:45 AM		518 KR
_			File folder Compressed (zipped) Folder	518 KB
Teaching	2	11/22/2022 9:45 AM 12/14/2022 8:08 AM		518 KB
Teaching		11/22/2022 9:45 AM 12/14/2022 8:08 AM d (zipped) Folder		518 KB

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

Activities Reports Workflow	
Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty	▲ CANCEL Actions ~
dicta totam et voluptatem tempore eum totam impedit qui quia quis. Vel quia labore aut voluptates distinctio aut galisum ipsam.	Save Draft
Characters : 873/99999	C* Submit to Department Chair/School Director
Use the space below to upload documents to be considered for your annual. The reports below are generated from the data entered in Archites. A document upload held has also been provided to include any supporting documents needed to complete your reverp profile. The report in Workflow. The report will be data and the stamped with the latest entresh data. Report By Calendra Year Review Activity Report Calendar Year 2024 Lig Lig Lighted December 18th, 2024 at 10:34 AM	
Upload any other Supporting Documents (e.g., support letters, etc.)	
Drop files here or click to upload	
Supporting Documents Test Faculty 2024.pdf (334.90 KB)	ort Nov2024.pdf (157.06 KB)
Scholarly Creative Test Faculty 2024.docx (83.61 KB)	rianship Test Faculty 2024.docx (83.68 KB)
Scholarshin.zio.1.2.29.MBI	<u>19 MB)</u>

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

vities R	Reports	Wor	flow																
Faculty St	tep - Due	Febr	ary 1st,	2025 @	9 11:59	PM							[±	CAN	CEL	A	ctions	_
Candidate:	Test Facult											1							
	otam et volu ates distincti			totam imper	dit qui qui	ia quis. Vel qu	ia labore a	ut					🗆 Sa	ve Draft					
						c	haracters	873/9999	99			<	🦽 Su	bmit to	Departme	ent Cha	iir/Scho	ol Director	\geq
\nnual	Evalua	tion	Review	Portfo	olio D)ocumei	nts												
lse the space eports below a as also been eview portfolio	are generate provided to	d from th	e data enter	ed in Activit	ties. À doc	annual. The cument upload d to complete ;	l field /our												
hanged. You	u <u>must</u> refre	sh the re	port in Wor			es data is ill be date and	8												
hanged. You me stamped	u <u>must</u> refre d with the la	sh the re est refre	port in Wor				1												
hanged. You ime stamped Report By	u <u>must</u> refre d with the la	sh the re est refre r Year	port in Wor sh date.	kflow. The			1												
hanged. You me stamped eport By Review A	a <u>must</u> refre d with the la Calenda	sh the re est refre r Year ort for C	port in Worl sh date. alendar Yea	kflow. The ar 2024			1												
hanged. You me stamped Report By Review A	a <u>must</u> refre a with the la Calenda Activity Rep Last Update	sh the re est refre r Year ort for C d Bth, 2024	port in Worf sh date. alendar Yea at 10:34 AN	kflow. The ar 2024	report wi	C	1												
hanged. You me stamped Report By Review A	a <u>must</u> refre d with the lat Calenda Activity Rep Last Update December 1	sh the re est refre r Year ort for C d Bth, 2024	port in Worf sh date. alendar Yea at 10:34 AN	kflow. The ar 2024	report wi	C		les here c	or click to	upload									
hanged. You me stamped Report By Review A	a <u>must</u> refre d with the lat Calenda Activity Rep Last Update December 1	the rest refro r Year ort for C d 3th, 202-	port in Worf sh date. alendar Yea at 10:34 AN	kflow. The ar 2024 1 ts (e.g., su	report wi	C tters, etc.)		iles here c	or click to	upload Letter of St	pport Nov2	2024,pdf	(157.06	<u>KB)</u>				đ	
Report By Review A	u must refre s with the la Calenda Activity Rep Last Update December 1 any other St	the rest refre r Year ort for C d Bth, 2024 opportin	port in Wor sh date. alendar Yea at 10:34 Ah g Documen	kflow. The ar 2024 4 ts (e.g., sup culty 2024, p	report wi	C c tters, etc.) 90 KB			or click to						(83.68 KI	8)		Ű	Η

Activitie	s Reports Workflow					
	ulty Step - Due February 1st, 2025 @ 11:59 PM Iidate: Test Faculty	a ut laboriosam officiis non A Iniditate aut soluta dolor ut		*	CANCEL	Actions ~ Select to expand Actions menu
	dicta totam et voluptatem tempore eum totam impedit qui quia qu voluptates distinctio aut galisum ipsam.	is. Vel quia labore aut				
		Are you sure you want to Sub Department Chair/School Dire				
Use repo has a	nual Evaluation Review Portfolio Dou he space below to upload documents to be considered for your and to below are generated from the data entered in Activities. A docum iso been provided to include any supporting documents needed to w portfolio.		NO YES			
char time	: The report will not automatically refresh when the Activities d ged. You <u>must</u> refresh the report in Workflow. The report will b stamped with the latest refresh date. Nort By Calendar Year	ata is a date and	Þ			
	Review Activity Report for Calendar Year 2024 Last Updated December 18th, 2024 at 10:34 AM	С				

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

Activities Reports Workflow				
Workflow Tasks Keep track of outstanding tasks in your inbox, and view you	ır review history.			
➤ History (30)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIONS
TEST Annual Faculty Evaluation (NTT Faculty) - Spring	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	•
TEST Probationary Faculty (First-Year) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	Recall
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Me	May 31, 2025 @ 11:59 PM	Download

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

Department Chair/School Director Step

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

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

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

Activities Manage Data Rep	orts Workflow -				
Vorkflow Tasks eep track of outstanding tasks in your inbox, ar	nd view your review history.				
Inbox (1)					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🎼 👻	DATE RECEIVED -
TEST Annual Faculty Evaluation (NTT Faculty)	Department Chair/School	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 18, 2024 @
Spring 2025	Director				10:42 AM
					10:42 AM
Spring 2025		CANDIDATE		DUE DATE	10:42 AM
Spring 2025 History (13)	Director CURRENT STEP			DUE DATE May 31, 2025 @ 11:59 PM	
Spring 2025 History (13) NAME TEST Probationary Faculty - (Third-Year Straw	CURRENT STEP w Poll) - Faculty Records	CANDIDATE			ACTION

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.

Workflow Sub		Tasks	flow 🔺				BUL	K DOWNLOAD EX	(PORT VIEW
Filters Status: 0	open ×								
CANDIDATE 12 -	TEMPLATE -	SCHEDULE -	STATUS T -	COLLEGE -	DEPARTMENT *	STEP -	REVIEWER -	DUE DATE -	ACTIONS
Faculty, Test	Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	TEST Annual Review - Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	•
Faculty, Test	Annual Review - Probationary Faculty (First- Year) - Spring 2025	TEST Annual Review - Probationary Faculty (First- Year) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	•
Faculty, Test	Annual Faculty Evaluation (NTT Faculty) - Spring 2025	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	•
Faculty, Test	Annual Review - Probationary Faculty - (Third- Year Straw Poll) - Spring 2025	TEST Annual Review - Probationary Faculty - (Third- Year Straw Poll) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	•
Faculty, Test	Promotion for Non-Tenure Track Faculty - Spring 2025	TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	January 13, 2025	•

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

ates below are disp	laying in US/Central.								
Filters: None	\frown	\frown							
	TEMPLATE	SCHEDULE	STATUS-	COLLEGE -	DEPARTMENT -	STEP -	REVIEWER -	DUE DATE -	ACTIONS
Bearkat, Sammy	Test Tenure and/or Promotion (duplicate)	Test 1 Tenure and/or Promotion Review - Spring 2023	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	October 16, 2022	•
Bearkat, Sammy	Test Tenure and/or Promotion	Test 1 Tenure and/or Promotion Review - Spring 2023	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	October 10, 2022	•
Faculty, Test	Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Closed	Academic Affairs	University Wide	Completed	Test, Bearkat	November 9, 2023	•
Faculty, Test	Post-Tenure Review - Spring 2024	Schedule Post- Tenure Review - Spring 2024	Closed	Academic Affairs	University Wide	Completed	Owen, Eric	November 11, 2023	•
Faculty, Test	Annual Faculty Evaluation (NTT Faculty) - Spring 2025	TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Open	Academic Affairs	University Wide	Faculty	Faculty, Test	February 1, 2025	•

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 T							
Keep track of our	tstanding tasks in your in	box, and view y	our review history.				
✓ Inbox (1)							
Show Filters	s (0)						
NAME 🕶		s	TEP v	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Annual F Spring 2025	Faculty Evaluation (NTT F		epartment Chair/School irector	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 18, 2024 @ 10:42 AM
History (13)						
NAME			CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
TEST Probation Spring 2025	onary Faculty - (Third-Yea	ar Straw Poll) -	Faculty Records	Test Faculty		May 31, 2025 @ 11:59 PM	•
Test Spring 20	023 Annual Review - Prot	oationary Facult	y Completed	Me		September 20, 2022 @ 11:59 PM	•
	y Evaluation System (FES ure-track) (DEMO) Review	Completed	Me		May 1, 2023 @ 11:59 PM	•

1. In the Department Chair/School Director step, the first section will contain the Faculty's Annual Faculty Evaluation Review Portfolio, with all reports, entries, and links to uploaded files.

Activities Manage Data Reports Workflow -	
C Department Chair/School Director Step - Due May 1st, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions
Last Updated December 18th, 2024 at 9:54 AM	
CV Upload	
Annual Evaluation Review Narrative	
Use the space below to upload a narrative file to be considered for your annual evaluation review. Alternatively, you may input your narrative directly into the text box below.	
Annual Evaluation Review Narrative Upload	
Annual Evaluation Review Narrative (99,999 character limit)	
Lorem ipsum-diori sit amet. Cum dolor suscipit sit autem saepe en abore enim est dolorem que impedit est aliquam sequi in quos accusantium. At nemo autem tic dolorem que impedit est aliquam sequi ni quos accusantium. At nemo autem tic dolor consequentur et laborum asperantur quo eaque laborum sit sunt voluptatan qui rerum aperiam. Ea veilt officiis qui accusamus recusandae 33 exercitationem corporis non autem facilis.	
Ea tempore omnis sit voluptatibus recusandae aut voluptas dolores quo atque sequi hic expedita suscipit ea dicta culpa eos molestiae dolores. Et amet vitae ex asperiores magnam ut dolor eveniet vel molestiae adipisci ut neque errort Est ipsam quia ut laboriosam officiis non neque nulla qui vero voluptates.	
Eum corporis fuga non corrupti iure qui elus incidunt. Qui quae cupiditate aut soluta dolocut dicta totam et voluptatem tempore eum totam impedit qui quia quie vel quia labore et voluptates distinctio aut galisum ipsam.	

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5. The second and final section is the Department Chair/School Director step which contains a Department Chair/School Director review required field for them to upload a document that provides a summary of the faculty member's performance.

Department Chair/School Director Step - Due May 1st, 2025 @ 11: Candidate: Test Faculty Test Fac	
Upload any other Supporting Documents (e.g., support letters, etc.)	C Open
Supporting Documents Test Faculty 2024.pdf (334.90 KB)	Organize • New folder
Scholarly Creative Test Faculty 2024.docx (83.61 KB)	Publication import fil Name SHSU Faculty Inform SHSU Faculty Inform SHSU Vatermark Fac Dept Chair 1st year Feedback Test Faculty 2024.docx Dept Chair 1st year Feedback Test Faculty 2024.pdf
Scholarship.zip. (2.29 MB)	Teining Documents <u>Dept Chair annual evaluation summary Test Faculty 2024 docr</u> Undergraduate Resea <u>EPH Dept Chair annual evaluation summary Test Faculty 2024 docr</u> Watemark Faculty Au <u>Dept Chair annual evaluation summary Test Faculty 2024 docr</u> Watemark Faculty Au <u>Dept Chair annual review of Faculty 2022 docr</u> Watemark Faculty Au <u>Dept Chair annual review of Faculty 2022 docr</u>
Department Chair/School Director Annual Evaluation Review Feedback	Waterlinkin Repuis Workflow Workflow EES Forms Spr 2025 Workflow Dept Chair Feedbace Test Faculty 2024.pdf Dept Chair Recommendation Letter Test Faculty 2022.pdf Spr 2025 Workflow Dept Chair Recommendation Letter Test Faculty 2024.docx
The contents of this form constitute the Department Chair/School Director's annual evaluation of the faculty member. Once you have completed the required fields below, click on "Actions" and select "Complete" to submit the review.	File name. Dept Chainmail evaluation summary Te -> File name. Dept Chainmail evaluation summary Te -> Valiate from mobile Open Cancel
The due date for your submission is no later than May 1, 2025, at 11:59 p.m.	
Annual Evaluation Summary Report from Department Chair / School Director Use the space below to upload a summary of the faculty member's performance. Reference <u>APS 690301</u> , Section 4 for more information.	
Department Chair/School Director review	PDF to upload

6. Once a Department Chair/School Director has uploaded this file they may choose the Save Draft option from the Actions drop-down menu. This will retain any work for a future session awaiting any additional considerations prior to submission.

Activities Manage Data Reports Workflow -	
Candidate: Test Faculty	▲ CANCEL Actions ~
> Faculty	B Save Draft
	Complete to Faculty Records
Department Chair/School Director Annual	Send Back to Previous Step
Evaluation Review Feedback	
The contents of this form constitute the Department Chair/School Director's annual evaluation of the faculty member: Once you have completed the required fields below, click on "Actions" and select "Complete" to submit the revew.	
The due date for your submission is no later than May 1, 2025, at 11:59 p.m.	
Annual Evaluation Summary Report from Department Chair /	
School Director	
Use the space below to upload a summary of the faculty member's performance. Reference <u>APS 893301</u> , Section 4 for more information.	
Department Chair/School Director review *	
Drop files here or click to upload	

7. Once evaluation is completed, the Department Chair/School Director can select the Complete to Faculty Records option and click Yes on the following popup box. This will complete the Annual Faculty Evaluation System (FES) Review process for this faculty member and move the review to the Faculty Records Step.

Activities Manage Data Reports Workflow 🗸	
Candidate: Test Faculty	Lettons -
> Faculty	Bave Draft
	C* Complete to Faculty Records
Department Chair/School Director Annual	
Evaluation Review Feedback	Send Back to Previous Step
The contents of this form constitute the Department Chair/School Director's annual evaluation of the faculty member. Once you have completed the required fields below, click on "Actions" and select "Complete" to submit the review.	
The due date for your submission is no later than May 1, 2025, at 11:59 p.m.	
Annual Evaluation Summary Report from Department Chair /	
School Director	
Use the space below to upload a summary of the faculty member's performance. Reference <u>APS 890301</u> , Section 4 for more information.	
Department Chair/School Director review *	
Drop files here or click to upload	
Dept Chair annual evaluation summary Test Faculty 2024,pdf (252.83	

Activities Manage Data Reports Workflow -		
Candidate: Test Faculty	ny 1st, 2025 @ 11:59 PM	CANCEL Actions Select to expand Actions menu
> Faculty	Are you sure you want to Complete to Faculty Records?	Submitted December 18, 2024 by Test Faculty
Department Chair/School Director An Evaluation Review Feedback	NO	
The contents of this form constitute the Department Chair/School Di evaluation of the faculty member. Once you have completed the req click on "Actions" and select "Complete" to submit the review.		
The due date for your submission is no later than May 1, 2025, a	at 11:59 p.m.	
Annual Evaluation Summary Report from Departm	nent Chair /	
School Director		
Use the space below to upload a summary of the faculty member's p Reference <u>APS 890301</u> . Section 4 for more information.	verformance.	
Department Chair/School Director review*		
	Drop files here or click to upload	
Rept. Chair annual evaluation summary Test Faculty KBI	2024.pdf (252.83	

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

Activities Manage Data Reports Workflow -	
Candidate: Test Faculty	CANCEL Actions ~
> Faculty	Bave Draft
Department Chair/School Director Annual	C Complete to Faculty Records
Evaluation Review Feedback	5 Send Back to Previous Step
The contents of this form constitute the Department Chair/School Director's annual evaluation of the faculty member. Once you have completed the required fields below, click on "Actions" and Select "Compilete" to submit the review.	
The due date for your submission is no later than May 1, 2025, at 11:59 p.m.	
Annual Evaluation Summary Report from Department Chair /	
School Director	
Use the space below to upload a summary of the faculty member's performance. Reference <u>APS 890301</u> , Section 4 for more information.	
Department Chair/School Director review *	
Drop files here or click to upload	
Dept Chair annual evaluation summary Test Faculty 2024.pdf (252.83	

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

Activities Manage Data Reports Workflow -

Workflow Tasks

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

> Inbox (1)

✔ History (13)

NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIONS
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	•
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	•
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	•
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	•
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	Recall
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	Download
EST Post-Tenure Review - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	•