SHSU Watermark Workflow Post-Tenure Review Process Help Guide

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



Email Messages

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

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

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

In accordance with <u>APS 980204</u>, tenured 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/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/ step/4a5fbeb3-f36d-4d45-a963-0589417fabd9/assignee/2390354? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=fda2b1c6-1b1b-4687-bafa-799a5d513737&orgld=1660&personId=2390354

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

Dear Member	DPTAC,	Dear Chair DPT	AC,
The following	submission is now ready for your review:	The following s	submission is now ready for your review:
Process:	TEST Post-Tenure Review - Spring 2025	Process: Candidate:	TEST Post-Tenure Review - Spring 2025 Test Faculty
Candidate: Due Date:	Test Faculty Tuesday, April 1, 2025 11:59 PM CDT	Due Date:	Tuesday, April 1, 2025 11:59 PM CDT
Committee (D every fifth year position follow comprehensive on the Academ A written sum Watermark Far	with <u>APS 980204</u> , the Department Promotion and Tenure Advisory PTAC) shall review the performance of tenured faculty members ar after receiving tenure, a promotion, returning to a faculty ring an administrative assignment, or after a previous a performance evaluation. Please reference the <u>training resources</u> is Affairs Watermark website for more information. many for each faculty member will be uploaded into the sulty Success system by the DPTAC Chair for the faculty member vote tally. The due date for your submission is no later than April 1:59 p.m.	Committee (DP every fifth yeal position follow comprehensive on the Academ A written sumn Watermark Fac	with <u>APS 980204</u> , the Department Promotion and Tenure Advison "TAC] shall review the performance of tenured faculty members r after receiving tenure, a promotion, returning to a faculty ing an administrative assignment, or after a previous performance evaluation. Please reference the <u>training resource</u> is Affairs Watermark website for more information. mary for each faculty member will be uploaded into the rulty Success system by the DPTAC Chair for the faculty member rote tally. The due date for your submission is no later than Apr :59 p.m.
START REV	IEWING	START REVI	EWING
	above does not work, please copy and paste the following link ser's address bar:		bove does not work, please copy and paste the following link ser's address bar:
workflow/sub step/a333a64 embed=workf	igitalmeasures.com/login/shsu/faculty/app/ missions/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/ e-2a77-472e-9417-0084fc5c79ae/assignee/2388404? low:assignee,workflow:subject,workflow: Processld-fda2b1c6-1b1-4687-bafa-	workflow/subr step/a333a64e embed=workfl	iigitalmeasures.com/login/shsu/faculty/app/ missions/e8a3578d-8c7b-4aab-8478-62a22e7b1e19/ e-2a77-472e-9417-0084fc5c79ae/assignee/2388403? low:assignee,workflow:subject,workflow: Processid=fda2b1c6-1b1-4687-bafa-

The following step will be an acknowledgement by the Department Chair/School Director. Once the DPTAC chair submits the DPTAC vote and evaluation for a Post-Tenure review process in Watermark Workflow, the Department Chair/School Director will receive an automated email:

The following	submission is now ready for your review:
Process:	TEST Post-Tenure Review - Spring 2025
Candidate:	Test Faculty
Due Date:	Tuesday, April 8, 2025 11:59 PM CDT
Committee (DI and provide a uploaded into faculty member department ch the Academic	with <u>APS 980204</u> , the Department Promotion and Tenure Advisory PTAC) shall review the performance of tenured faculty members written summary of each faculty member. This summary will be the Watermark Faculty Success system by the DPTAC Chair for the re, and acknowledgment of this summary is required by the nair/school director. Please reference the <u>training resources</u> on Affairs Watermark website for more information. The due date for dement is no later than April 8 , 2025, at 11:59 p.m.
If the DPTAC e	valuation finds the faculty member's performance to be please begin the PAFD process, which will take place outside of
If the DPTAC e unsatisfactory,	valuation finds the faculty member's performance to be please begin the PAFD process, which will take place outside of
If the DPTAC e unsatisfactory, Watermark. START REV	valuation finds the faculty member's performance to be please begin the PAFD process, which will take place outside of

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



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

Logging into Watermark Faculty Success

- 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.

Faculty Success former	y Digital Measures		State Street	0
	Activities Reports Workflow			
	Activities - Sam Houston State University Review a guide to manage your activities.	Q Search All Activitie SEARCH Search Tips Rapid Reports		
	General Credentials/Expertise			
	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		
	Career Information			
	Professional Positions	Consulting		
	Administrative Assignments	Professional Memberships		

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.)

eep track of outstanding tasks in your inbox, and vi	ew your review history	Ι.			
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		Y 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.

/orkflow Tasks eep track of outstanding tasks in your inbox, and vi	ew your review history.				
Inbox (8)					
Show Filters (0)					
NAME 1 ^Z _A -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE -	DATE RECEIVED -
	Faculty	University Wide	Me	January 13, 2025 @ 11:59	November 8, 2024 @

orkflow Tasks						
ep track of outstanding tasks in your inbox, and vi	ew your revie	w history.				
nbox (8)						
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ame		Step		Candidate		
Enter Name		Enter Stop		Enter Candidate		
Department		Due Date Status				
Any Department	~	Any Status	~		Reset Filters	
IAME 1 ^z -	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
FEST 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 Workflov	v	•				
Workflow Tasks						
		view history.				
Workflow Tasks Keep track of outstanding tasks in your inbox, a V Inbox		view 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 Fitter (2) Name Enter Name		Step Enter Step		Enter Candidate	Reset Filters	
Workflow Tasks Keep track of outstanding tasks in your inbox, a ✓ Inbox ✓ Hide Fitter (2) Name Enter Name Department		Step Enter Step Due Date Status	CANDIDATE -	Enter Candidate		DATE RECEIVED -

3. The History section will show a list of previous Watermark reviews. The Column headers are similar to the Inbox, with the addition of an Actions dropdown on the far-right column. The Actions button allows you to Recall or Download a Submission for Open reviews (those still in process). You can recall any submission on the step directly after yours. This option moves the selected submission back to your Inbox for revision and resubmission. You may only Recall a Submission if the Due Date has not passed. For Completed reviews, you will only have a Download option.

Vorkflow Tasks				
eep track of outstanding tasks in your inbox, and vi	iew your review history.			
Inbox (7)				
History (23)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIC
TEST Tenure and/or Promotion Review - Spring 20	025 Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	
				-
Schedule Annual Faculty Evaluation System (FES)	Completed	Me	November 9, 2023 @ 11:59 PM	Recall
Review (T/TT Faculty) - Spring 2024			(Recall
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	Dow

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

Watermark Workflow Post-Tenure Review Process Steps

Faculty Step

4. Under the Workflows Tasks Inbox click on Post-Tenure Review - Spring 2025 to begin entering your portfolio.

Activities Reports Workflow					
Workflow Tasks					
Keep track of outstanding tasks in your inbox, an	d view your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🔓 🕶	DATE RECEIVED -
TEST Post-Tenure Review - Spring 2025	Faculty	University Wide	Me	February 1, 2025 @ 11:59 PM	December 10, 2024 @ 3:06 PM
✓ History (29)					

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	
	ulty Step - Due February 1st, 2025 @ 11:59 PM didate: Test Faculty	Actions ~
	Reports Have Been Run and Auto-Attached The following reports have been attached to this submission on your behalf.	
	 Vita - Last updated November 20, 2024 at 2:47 PM Review Activity Report for Calendar Year 2024 - Last updated November 20, 2024 at 2:52 PM Review Activity Report for Calendar Year 2022 - Last updated November 20, 2024 at 2:47 PM Review Activity Report for Calendar Year 2022 - Last updated November 20, 2024 at 2:47 PM Review Activity Report for Calendar Year 2022 - Last updated November 20, 2024 at 2:47 PM Review Activity Report for Calendar Year 2022 (and older) - Last updated November 20, 2024 at 2:47 PM Review Activity Report for Calendar Year 2020 (and older) - Last updated November 20, 2024 at 2:47 PM 	
	To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do this by individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.	y selecting the "Refresh Report" button next to each

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

Activities	Reports	Workflow					
	Step - Du Test Facult	February 1st, 2025 @ 11:59 PM	above.	*	CANCEL	Actions	~
Facul	ty Post-1	enure Review Portfolio					
		you can click on "Actions" and select "Save Draft" until you for form is complete.					
"Actions" Committe	and select "S e" to advance	your review portfolio, it is important that you click on omit to Department Promotion and Fenure Advisory ur documents to the next step in the review process. If the he due date, any documents uploaded <u>will not be saved</u> .					
The due d	ate for your si	mission is no later than February 1, 2025, at 11:59 p.m.					
		te is 1GB. You will receive an error message "Unable to is too large. You may simply click "Delete File" to remove it.					
Curric	ulum Vi	ae					
for post-ter Activities. navigate to	nure review. Th When preparing	oad a copy of your current curriculum vita to be considered report below is generated from the data entered in your submission, make sure to preview the report. If needed, ee any necessary edits. Then, return to your review in port.					
changed.	You <u>must</u> refre	automatically refresh when the Activities data is h the report in Workflow. The report will be date and est refresh date.					
If your disc of your cur		specific format, you can use the upload field to attach a copy					
Vita CV U	Last Updat November	d Drh, 2024 at 2:47 PM Prop. 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. You may upload or drag and drop files in the CV Upload area – any file type can be used.

Ac	tivities	Reports	Workflow											
<	Faculty	/ Step - Du	e February 1	st, 2025 @ 11:5	59 PM				[*	CANCEL	A	ctions	~
	Curri	culum Vi	tae											
	for post-te Activities. navigate t	nure review. Th When preparing	e report below is g your submission, ake any necessary	ur current curriculum v enerated from the dat make sure to preview r edits. Then, return to	a entered in the report. If needed	d,								
	changed.	You must refre		fresh when the Activ Norkflow. The report										
	If your dis of your cu		a specific format, y	ou can use the uploa	d field to attach a cop	ру								
	Vita	Last Update November	ed 20th, 2024 at 2:47	PM	C									
	cvu	Jpload												
						Drop files here	e or click to uploa	d						1

12. If you click on the Refresh icon to update the autogenerated Vita, you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be

updated based on the most current Activities entries, and this cannot be undone. You may generate a current copy of your Vita report by going to the Reports Tab if you want to see what the resulting Vita will look like before refreshing the version in your review portfolio.

Activities Reports Workflow Candidate: Test Faculty	11:59 PM	Actions ~
Curriculum Vitae the post-ender to updata a cory of your current current the post-ender events. The report below is generated from Activities. When preparing your submission, make sure to invariate to Activities to make any necessary and the then the activities of the second state of the second state with the second state of the second state of the second the second state of the second state of the second state the second state of the second state of the second state and state of the second	In vita to be considered This action will update the attached report based on the information available under Activities. To preview this report's updated output on to Report and on the report from there may, refreshing the report's Contents in the common be undown. Are you sure you want to proceed?	
Vita Last Updated November 20th, 2024 at 2:47 PM	C	

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.



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

Ac	ctivities	Reports	Workflow	I									
<	Faculty			st, 2025 @ 11:5				*	CAI	NCEL	Actions	~	
	Candidat	e: Test Facult	e is too large. You Iy										
	Curri	culum Vi	tae										
	for post-te Activities. navigate t	nure review. Th When preparing	e report below is o your submission ake any necessar	our current curriculum v generated from the dat , make sure to preview y edits. Then, return to	a entered in the report. If neede								
	changed.	You must refre		fresh when the Activ Workflow. The report									
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	of your cu	irrenit vita.											
	Vita												
		Last Updat December	ed 13th, 2024 at 3:23	PM	C								
	cvu	Jpload						 					
						Drop files here o	or click to upload						
		CV 2024	Test Faculty.pdf (249.66 KB)		Ê)						
	`·							 				/	

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

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← → × ↑ 📙 « Wor → Ter	nure & Promotio > V Ö Search Tenure &	Promotion D 🔎			
Organize 🔻 New folder		i • 🔳 👔			
Undergraduate Resea * Watermark Faculty Ar Workflow FES Forms 2022 Spr 2025 Workflow Tense & Pormotor TestBaakat(Esporte Workflow Reviews Dc File name: Perr	Arme Personal NarrativeTest Faculty 2022.docx Personal NarrativeTest Faculty 2022.pdf Personal NarrativeTest Faculty 2022.pdf Pobaronary revenes narrative Test Faculty 2022.docx Scholarly Creative Test Faculty 2022.docx Conal NarrativeTest Faculty 2022.docx Upload from mobile Open	8/19/20 10/17/2 8/19/20	or click to upload	 	
eview.	ersonal narrative file to be considered for post-	antre Drop files	DF cto upload	 	

Activities Rep	s Workflow	
< Faculty Step	Due February 1st, 2025 @ 11:59 PM	L CANCEL Actions ~
Candidate: Tes	culty	
Personal	arrative	
Use the space be review.	to upload a personal narrative file to be considered for post-tenure	
Alternatively, you	input your narrative directly into the text box below.	
Personal N	tive Upload	,
	Drop files here or click to	upload
	onal NarrativeTest Faculty 2024.pdf (252.83 KB)	
B A Lorem Ja United States and States Ear tempo States Jasset St Laure copy dick to the	the vergo good character time	

16. The final section of the Faculty Step is the Post-Tenure Review Documents area. This section provides several Review Activity Reports generated from your Activities records based upon Calendar Years (these reports yearly dates range will span from January 1st until the December 31st of each year). These reports will not automatically refresh when the Activities data is added or changed. You must refresh the report in Workflow reviews. Each report will be date and time stamped with the latest refresh date.

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

Activities Reports Workflow		
Faculty Step - Due February 1st, 2025 @ 11:59 PM Candidate: Test Faculty	± CANCEL	Actions ~
Post-Tenure Review Documents		
Use the space below to upload documents to be considered for post-tenure review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.		
Note: The report will not automatically refresh when the Activities data is changed. Vor <u>must</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.		
Reports By Calendar Year		
Review Activity Report for Calendar Year 2024		
Last Updated November 20th, 2024 at 2:52 PM C		
Review Activity Report for Calendar Year 2023		
Last Updated November 20th, 2024 at 2:47 PM		
Review Activity Report for Calendar Year 2022		
Last Updated November 20th, 2024 at 2:47 PM		
Review Activity Report for Calendar Year 2021		
Last Updated November 20th, 2024 at 2:47 PM		
Review Activity Report for Calendar Year 2020 (and older)		
Last Updated November 20th, 2024 at 2:47 PM		

17.

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

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

Activities Reports Workflow	
Faculty Step - Due February 1st, 2025 @ 11:59 PM Characters _ 673/99/99 Candidate: _ Test Faculty	Actions ~
Post-Tenure Review Documents	
Use the space below to upload documents to be considered for post-tenure review. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio.	
Note: The report will not automatically refresh when the Activities data is changed. You <u>musi</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
Reports By Calendar Year	
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Review Activity Report for Calendar Year 2023	
Last Updated November 20th, 2024 at 2:47 PM	
Review Activity Report for Calendar Year 2022	
Last Updated November 20th, 2024 at 2:47 PM	
Review Activity Report for Calendar Year 2021	
Last Updated November 20th, 2024 at 2:47 PM	
Review Activity Report for Calendar Year 2020 (and older)	
Last Updated November 20th, 2024 at 2:47 PM	

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.

Ac	tivities	Reports	Workflo	w														
<				y 1st, 202	:5 @ 11:5	9 PM			99				*	CANCEL	Actio	าร	~]
	Post-	Tenure R	Review D	ocumer	nts													
	reports be	elow are generat	ted from the da	ita entered in A	Activ ava umer Re	is action will u ailable under a ports and run ntents here ca	Activities. To the report f	o preview the from there f	nis report's	updated ou	utput, go t	D						
	changed.	. You must refre	esh the report	in Workflow.	enth Are	e you sure yo	u want to pr	roceed?										
	Report	s By Calenc	dar Year							NO	YE							
	Revi	iew Activity Re	port for Caler	dar Year 202	24					_	_	-						
	Z	Last Updat	ed			C												
	Revi	iew Activity Re	port for Caler	dar Year 202	23													
		Last Updat	ed.			C	J											
	Dovi	iow Activity Do	port for Color	idar Voor 202	22													
		Last Updat	ed		.2	C												
	Revi	iew Activity Re	port for Caler	ıdar Year 202	21													
	4	Last Updat November	ed 20th, 2024 at 1	2:47 PM		C												
	Revi	Ilty Step - Due February 1st, 2025 idate: Test Faculty st-Tenure Review Document be space below to upload documents to be consider b eben ware generated from the data entered in Acts o been providen to include any supporting document		20 (and olde	er)													
	Z	Last Updat	ed			C												

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

es Reports Workflow	W 108		
culty Step - Due February 1st, 2025 @ 11:59 PM		CANCEL	Actions
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20. In addition to the Review Activity Reports generated from your Activities database entries, there is also an area where you may upload or drag and drop files with any other Supporting Documents for your review portfolio – any file type can be used.

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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.

pers	onal storage	> Waterr	nark → Work	flow > Ter	ure & Promo	tion Documen	ts > 2021-2022								
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C Scholarship.zip	N	12/14/2022 8:08 AM	Compressed	d (zipped) Folder	518 H
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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).

Activ	rities	Reports	Workflow		
ċ	Candidate:	Test Faculty			CANCEL Actions
ŀ	Review	Last Updated December 13t	Year tfor Calendar Year 2024 2024 at 414 PM C tfor Calendar Year 2023 the Calendar Year 2023 th 2024 at 247 PM		* Submit to Department Promotion and Tenure Advisory Committee
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	l		Documents Test Faculty 2024.pdf (334.90 KB)	â	Letter of Support Nov2024.pdf /157.06 KB1
			eative Test Faculty 2024.docx (83.61 KB)	â	Supporting Documents Test Faculty 2022.docx.(83.61 KB)
		TEST FACU	TY_IDEA Teaching Essentials Reports.zip (541.85 KB)	â	Service.zia (1.89 MB)

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.

Act	ivities	Reports	Workflow	
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	Uploa	d any other Su	pporting Documents (e.g., support letters, etc.)	rop files here or click to upload
	Į.		Documents Test Faculty 2024.pdf (334.90 KB)	Letter of Support Nov2024.pdf (157.06 KB)
	E	Scholarly (Creative Test Faculty 2024.docx (83.61 KB)	Supporting Documents Test Faculty 2022 docx (83.61 KB)
		TEST FAC	JLTY_IDEA Teaching Essentials Reports.zip (541.85 KB)	Service.zie.(1.89 MB)





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.			
hbox (2)				
History (27)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIONS
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	•
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Department Chair/School Director	Me	May 1, 2025 @ 11:59 PM	•
TEST Post-Tenure Review - Spring 2025	Department Promotion and Tenure Advisory Committee	Me	April 1, 2025 @ 11:59 PM	•
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Me	May 31, 2025 @ 11:59 PM	Recall
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty Records	Me	May 31, 2025 @ 11:59 PM	Download
TEST Probationary Faculty (2nd, 4th, and 5th year) -	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 Promotion and Tenure Advisory Committee Member/Chair Step

 For faculty members serving on a Department Promotion and Tenure Advisory Committee (DPTAC), your Workflow Tasks Inbox will function the same way as Step #1 of Watermark Workflow Tasks on <u>page 5 above</u>. In the Workflow Tasks Inbox, you will see all review processes currently awaiting your input and submission. In this example you will see TEST Post-Tenure Review - Spring 2025, currently at the DPTAC Step, in the University Wide Department, for the Candidate Test Faculty. The due date for your submission of your review step is April 1, 2025, by 11:59pm, and you received this submission available for your review at 8:50 AM on December 16, 2024.

Activities Reports Workflow	v				
Workflow Tasks					
Keep track of outstanding tasks in your inbox, a	nd view your review history.				
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE ↓2 ▼	DATE RECEIVED -
TEST Post-Tenure Review - Spring 2025	Department Promotion and Tenure Advisory Committee	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	December 16, 2024 @ 8:50 AM
≻ History (4)					

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

Activities Reports Workflow	
C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Actions ~
Faculty Faculty Post-Tenure Review Portfolio As you build your portfolio you can clck on "Actions" and select "Save Draft" until you are confident your submission form is complete the manufacture is th	Submitted December 10, 2024 by Test Faculty
Once you have completed your review portfolio, it is important that you click on "Actions" and select "Subinit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process. If the system advances on the due date, any documents uppoder dum into the saved.	
The due date for your submission is no later than February 1, 2025, at 11:59 p.m.	
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file xxxxxx" if the file is too large. You may simply click "Delete File" to remove it.	
Curriculum Vitae	

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

Activities Reports Workflow		
C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	A CANCEL	Actions ~
Vita ext Updated ecomber 13th, 2024 at 3:23 PM CV Upload		
Personal Narrative Use the space below to upload a personal narrative file to be considered for post-tenure review.		
Atternatively, you may input your narrative directly into the text box below. Personal Narrative Upload Personal Narrative Upload		
Personal Narrative (39.993) character limit; Leong usern block alt annet. Our dolor suscipit alt autem sappe et tablitu spim est genomique impositi est alliquam seguit in guoda accusantium. At nemo autems in bolor consequinuit et alliquam seguit au que que jue laborum est aux voluptateren qui rerum apertaim. Ea vette officiis qui accusamus recusandae 33 exercitationem comortis non autem factoris.		
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de la concept lottem et volgetatem tempore euri totum impedit qui outo euro bat quia tabore altro entrares distinctio aut galisum (parti		

Activities	Reports	Workflow						
		otion and Tenure Advisory Cor Presh the report in Workflow. The report w 6 latest refresh date.		- Due April 1st, 2025 @ 11:59 PM	± (CANCEL	Actions	×
	-	Report for Calendar Year 2024						
(Review Activity	er 13th, 2024 at 4:14 PM Report for Calendar Year 2023						
	Review Activity	Report for Calendar Year 2022						
(Last Up	Report for Calendar Year 2021 dated ler 20th, 2024 at 2:47 PM						
	Last Up	Report for Calendar Year 2020 (and older dated er 20th, 2024 at 2:47 PM						
<		r Supporting Documents (e.g., support le	-	Letter of Support Nov2024, pdf	(<u>157.06 KB)</u>	>		
		Creative Test Faculty 2024.docx (83.61 KB)	41.85 (8)	Supporting Documents Test Fac	ulty 2022.docx (83			

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

	motion and renuit	e Advisory Committee Step	- Due April 1st, 2025 @	11.33 FW	CANCEL Actions
ndidate: Test Fac	ultyo Documents Test Facu			tive Test Facult	
				🗎 Sav	e Draft
My Response				Y Pub	lish My Response to Chair
	nowledge you				
		yping your name			
		tions" and select Chair" to finish the			
process.	iy Response to	chair to mish the			
Note: For the DPT/ Chair' does not ap	C Chair, the Acknowledgm	ent field and "Publish My Response to			
Acknowledge					
DPTAC Me	mber				
			ļ		
	W7 Teachin	Workflow notion and Tenure Adviso	bry Committee Step -	Due April 1st, 20	25 @ 11:59 PM
< 0	epartment Prom	notion and Tenure Adviso	(1334.90 KB)	Schola	25 @ 11:59 PM
< 0	epartment Prom andidate: Test Facult My Response	notion and Tenure Adviso	Are you sure you	Due April 1st, 20	25 @ 11:59 PM
< 0	Pepartment Prom andidate: Test Facult My Response Please ackr	notion and Tenure Adviso	Are you sure you response to you	want to publish your	25 @ 11:59 PM
< 0	And Angele Angel	notion and Tenure Adviso y nowledge your review	w of t	want to publish your	25 @ 11:59 PM
< 0	My Response Please ackr portfolio is below. Then	notion and Tenure Adviso y nowledge your revie complete by typing j	w of t your r and s	want to publish your r committee chair?	25 @ 11:59 PM
< 0	My Response Please ackr portfolio is below. Then	notion and Tenure Adviso y nowledge your revie complete by typing I, click on "Actions"	w of t your r and s	want to publish your r committee chair?	25 @ 11:59 PM
< 0	My Response Please ackn portfolio is below. Ther "Publish My process.	notion and Tenure Adviso v nowledge your reviet complete by typing i h, click on "Actions" r Response to Chair Char, the Acknowledgment field an	w of t your r and s " to filmen are	want to publish your r committee chair?	25 @ 11:59 PM

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

ities Paports Workflow		Activities Reports Workflow	
epartment Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM widdate: Test Faculty	Actions ~	C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Facility	A CANCEL
Committee Members and Responses	1/2 Reviewed	✓ Committee Members and Responses	
Presence	Unrelevant	Commence water and mergenerate Commence water and mergenerate Commence water of PAC Commence water Commence water	
Automatingment Member DPTAC Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process. Automatignment Structurement Struc	Last forward Desmiter 16, 201		

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

Activities Reports Workflow	
Candidate: Test Faculty	CANCEL mit Actions by Test Faculty
Committee Members and Responses	1/2 Reviewed
BY MEMBER BY RESPONSE	
 Chair DPTAC chair Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the process. 	Unreviewed
Acknowledgement Member DPTAC Last Reviewed December 16, 2024	

Activities Reports Workflow	
C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Actions by Test Faculty
✓ Committee Members and Responses	1/2 Reviewed
BY MEMBER BY RESPONSE	
 ✓ Chair OPTAC chair Please acknowledge your review of the 	Unreviewed
portfolio is complete by typing your name	
below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the	
process.	
Acknowledgement	
✓ Member DPTAC	Last Reviewed December 16, 2024
Please acknowledge your review of the	
portfolio is complete by typing your name	
below. Then, click on "Actions" and select "Publish My Response to Chair" to finish the	
process.	
process.	
Acknowledgement	
DPTAC Member	

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

epartment Promotion and Tenure Advisory Committee Step - De andidate: Test Faculty	C Open
Faculty	Corganize ▼ New folder Corganize ▼ New folder
Committee Members and Responses	Publication import fil Name SHSU Faculty Inform SHSU Faculty Inform SHSU Watermark Fac Dept Chair third-year review feedback Test Faculty 2022.docx SHSU Watermark Fac
This Committee's Response	Training Documents
Department Promotion and Tenure Advisory	Undergraduate Resea
Committee (DPTAC) Post-Tenure Evaluation	Watermark Faculty A
The contents of this Committee Chair Form constitute the DPTAC's submission for post- tenure review.	DPIAC Post-leave Nete two inter-text to U22.pdf Workflow DPIAC Post-leave Vote two inter-text to U22.pdf ES Forms DPIAC Post-leave Vote two inter-text feature V022.pdf
The due date for the DPTAC submission is no later than April 1, 2025, at 11:59 p.m.	Spr 2025 Workflow PTAC Recommendation Letter Test Faculty 2022.pdf
Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to complete the review.	Tenure & Promotion File name: IPPTAC Post-Tenure the Evaluation Test File All files (**)
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.	Upload from mobile Open Cancel
DPTAC Post-Tenure Vote *	
Meets or exceeds the accepted minimum standards of the unit	$\overline{}$
Please upload the DPTAC notification of the vote and	
evaluation in the space provided below.	
DPTAC notification of the vote and evaluation *	

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

tivities Reports Workflow	
Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions
> Faculty	
> Committee Members and Responses	C Submit to Department Chair/School Director
This Committee's Response	Send Back to Previous Step
Department Promotion and Tenure Advisory	
Committee (DPTAC) Post-Tenure Evaluation	
The contents of this Committee Chair Form constitute the DPTAC's submission for post- tenure review.	
The due date for the DPTAC submission is no later than April 1, 2025, at 11:59 p.m.	
Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to complete the review.	
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.	
DPTAC Post-Tenure Vote *	
Meets or exceeds the accepted minimum standards of the unit	
Please upload the DPTAC notification of the vote and	
evaluation in the space provided below.	
DPTAC notification of the vote and evaluation *	
Drop files here or click to upload	
DPTAC Post-Tenure Vote Evaluation Test Faculty 2024.pdf (252.83 KB)	

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

Department Promotion and T Candidate: Test Faculty	y typing your name nure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM		
	are Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM	CANCEL Acti	ions ~
process.			
Acknowledgement			
DPTAC Member			
This Committee's Response			Saved Draft by Chair DPTAC
Department Promotio	n and Tenure Advisory		
Committee (DPTAC) F	ost-Tenure Evaluation		
The contents of this Committee Chair F tenure review.	rm constitute the DPTAC's submission for post-		
The due date for the DPTAC submiss p.m.	on is no later than April 1, 2025, at 11:59		
Once all committee members have ack have completed the required fields belo Department Chair/School Director" to	owledged their review is complete, and you , click on "Actions" and select "Submit to complete the review.		
Note: The DPTAC Chair does not comp committee members.	ete the same acknowledgment step as the		
DPTAC Post-Tenure Vote			
Meets or exceeds the accept	d minimum standards of the unit		
Please upload the DPTAC no	ification of the vote and		
evaluation in the space prov	ded below.		
DPTAC notification of the vote	nd evaluation		
DPTAC Post-Tenure Vote	valuation Test Faculty 2024.pdf (252.83 KB)		

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

Candidate: Test Faculty		н	Save Draft			
> Faculty				-		
> Committee Members and Responses		< <u> </u>	Submit to	Department Cha	ir/School Director	>
This Committee's Response		5	Send Back	to Previous Ste	p	
Department Promotion and Tenur	e Advisory					
Committee (DPTAC) Post-Tenure	Evaluation					
The contents of this Committee Chair Form constitute the DPT	AC's submission for post-					
tenure review. The due date for the DPTAC submission is no later than A	pril 1, 2025. at 11:59					
p.m.						
Once all committee members have acknowledged their review have completed the required fields below, click on "Actions" Department Chair/School Director" to complete the review. Note: The DPTAC Chair does not complete the same acknowl committee members.	and select "Submit to					
DPTAC Post-Tenure Vote * Meets or exceeds the accepted minimum standard	Is of the unit					
Please upload the DPTAC notification of the vertice	iote allu					
DPTAC notification of the vote and evaluation *						
	Drop files here or click to upload					
DPTAC Post-Tenure Vote Evaluation Test Facu	ulty 2024,pdf (252.83 KB)					
Reports Workflow	•					
artment Promotion and Tenure Advisory Co	mmittee Step - Due April 1st, 2025 @ 11:59	PM	*	CANCE		_
Intment Promotion and Tenure Advisory Co Jate: Test Faculty	mmittee Step - Due April 1st, 2025 @ 11:59	PM	4	CANCE	iL Action: Select to ex Submitted Decen	cpand Actio
rtment Promotion and Tenure Advisory Co late: Test Faculty	Are you sure you want to Submit to	PM	4	CANCE	Select to ex Submitted Decen	opand Action
rtment Promotion and Tenure Advisory Co late: Test Faculty culty		PM	4	CANCI	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty	Are you sure you want to Submit to Department Chair/School Director?	PM	4	CANCI	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses	Are you sure you want to Submit to	PM	4	CANCI	Select to ex Submitted Decen by	cpand Actio
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses lis Committee's Response	Are you sure you want to Submit to Department Chair/School Director?	PM	4	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A	Are you sure you want to Submit to Department Chair/School Director?	PM	±	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A committee (DPTAC) Post-Tenure Eva e contents of this Committee Chair Form constitute the DPTAC's	Are you sure you want to Submit to Department Chair/School Director? No YES Advisory aluation	PM	4	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
Intment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva e contents of this Committee Chair Form constitute the DPTAC's ure review.	Are you sure you want to Submit to Department Chair/School Director?	PM	4	CANCI	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva or contents of this Committee Chair Form constitute the DPTAC's ure review. e due date for the DPTAC submission is no later than April 1 b.	Are you sure you want to Submit to Department Chair/School Director? No VES Advisory aluation 1, 2025, at 11:59 amplete and you	PM	±	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva e contents of this Committee Chair Form constitute the DPTAC's are review. e contents of this Committee Chair Form constitute the DPTAC's are review. e contents of this Committee Chair Form constitute the DPTAC's are review.	Are you sure you want to Submit to Department Chair/School Director? No VES Advisory aluation a submission for post- 1, 2025, at 11:59 complete, and you select "Submit to	PM	٤	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
rtment Promotion and Tenure Advisory Co late: Test Faculty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva e contents of this Committee Chair Form constitute the DPTAC's ure review. e due date for the DPTAC submission is no later than April 1 b.	Are you sure you want to Submit to Department Chair/School Director? No VES Advisory aluation a submission for post- 1, 2025, at 11:59 complete, and you select "Submit to	PM	*	CANCE	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
Internet Promotion and Tenure Advisory Co late: Test Faculty culty culty mmittee Members and Responses is Committee's Response epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva or combined the OPTAC of the DPTAC of the DPTAC of the OPTAC of the DPTAC of the DPTAC of the DPTAC of the OPTAC of the OPTA	Are you sure you want to Submit to Department Chair/School Director? In Use School Director?	PM		CANCI	Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
Internet Promotion and Tenure Advisory Co tate: Test Faculty cuity committee Members and Responses epartment Promotion and Tenure A ommittee (DPTAC) Post-Tenure Eva cure revew. a contents of this Committee Chair Form constitute the DPTAC's ure revew. a cuotents of this Committee Chair Form constitute the DPTAC's a contents of this Committee Chair Form constitute the DPTAC's a cure revew. a cure at the off AC Chair des not complete the review. to: The DPTAC Chair des not complete the same acknowledger mittee members. DPTAC Post-Tenure Vote* Meets or exceeds the accepted minimum standards of ease upload the DPTAC notification of the vote	Are you sure you want to Submit to Department Chair/School Director? No vession aluation as submission for post- at, 2025, at 11:59 complete. and you select "Submit to ment step as the	PM			Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul
Internet Promotion and Tenure Advisory Co date: Test Faculty culty culty culty culty culty culty culty committee Members and Responses expartment Promotion and Tenure A committee (DPTAC) Post-Tenure Eva e contents of this Committee Chair Form constitute the DPTAC's cure review. e due date for the DPTAC submission is no later than April 1 n. ce all committee members have acknowledged their review is co we completed the required fields below, click on "Actions" and partment Chair/School Director" to complete the review. te: The DPTAC Chair does not complete the same acknowledger multee members.	Are you sure you want to Submit to Department Chair/School Director? No vession aluation as submission for post- at, 2025, at 11:59 complete. and you select "Submit to ment step as the	PM			Select to ex Submitted Decen by	opand Action Ther 16, 202 Test Facul

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

Activities Reports Workflow	
C Department Promotion and Tenure Advisory Committee Step - Due April 1st, 2025 @ 11:59 PM Candidate: Test Faculty	Letter Cancel Actions
> Faculty	Save Draft
> Committee Members and Responses	Send Back to Previous Step
This Committee's Response	
Department Promotion and Tenure Advisory	
Committee (DPTAC) Post-Tenure Evaluation	
The contents of this Committee Chair Form constitute the DPTAC's submission for post- tenure review.	
The due date for the DPTAC submission is no later than April 1, 2025, at 11:59 p.m.	
Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to complete the review.	
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.	
DPTAC Post-Tenure Vote *	
Meets or exceeds the accepted minimum standards of the unit	
Please upload the DPTAC notification of the vote and evaluation in the space provided below. DPTAC notification of the vote and evaluation *	
Drop files here or click to upload	
DPTAC Post-Tenure Vote Evaluation Test Faculty 2024 odf (252.83 KB)	

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

Vorkflow Tasks eep track of outstanding tasks in your inbox, and view you	ır review history.			
Inbox				
History (5)				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Poll) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	•
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	•
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Faculty Records	Test Faculty	May 31, 2025 @ 11:59 PM	•
TEST Post-Tenure Review - Spring 2025	Department Chair/School Director	Test Faculty	April 8, 2025 @ 11:59 PM	·
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	Recall

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
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.

Workflow Tasks					
Keep track of outstanding tasks in your inbox, and v	iew your review history.				
hbox (3)					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Post-Tenure Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	April 8, 2025 @ 11:59 PM	December 16, 2024 @ 9:29 AM
TEST Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 4:02 PM
TEST Annual Faculty Evaluation (NTT Faculty) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 4:0 PM
History (11)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIO
TEST Probationary Faculty - (Third-Year Straw Po	II) - Faculty Records	Test Faculty		May 31, 2025 @ 11:59 PM	

3. The Workflow Submissions option provides View access (under Actions) to current (Open) review processes within their department or school, and additionally a Download option (under Actions) for Closed/Completed reviews. The Submissions screen provides the Department Chair/School Director the ability to monitor the progress of ongoing reviews before they have appeared in their Tasks Inbox.

Workflow Sub		Tasks	flow 🔺				BUL	K DOWNLOAD	(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 Tasks Keep track of outstanding tasks in your inbox, and vio	ew your review history.				
✓ Inbox (2)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT *	CANDIDATE -	DUE DATE 12 ×	DATE RECEIVED *
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	April 1, 2025 @ 11:59 PM	November 19, 2024 @ 11:40 AM
TEST Probationary Faculty (2nd, 4th, and 5th year) - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	May 1, 2025 @ 11:59 PM	December 10, 2024 @ 3:40 PM
✓ History (11)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
TEST Probationary Faculty - (Third-Year Straw Pol Spring 2025	I) - Faculty Records	Test Faculty		May 31, 2025 @ 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 DPTAC section on <u>page 20</u> <u>above</u>. This is followed by the Department Promotion and Tenure Advisory Committee (DPTAC) section contains their recommendation and evaluation summary.

Activities Manage Data Reports Workflow -			
Candidate: Test Faculty	*	CANCEL	Actions ~
+ Faculty		Subn	nitted December 16, 2024 by Test Faculty
Faculty Post-Tenure Review Portfolio			
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.			
Once you have completed your review portfole. It is important that you click on "Actions" and select "submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next sep in the review process. If the system auto-advances on the due date, and your documents uploaded <u>will not be saved</u> .			
The due date for your submission is no later than February 1, 2025, at 11:59 p.m.			
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxxx if the file is too large. You may simply click "Delete File" to remove it.			
Curriculum Vitae			
Use the space below to upload a copy of your current curriculum vita to be considered for post-tenure review. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.			
Note: The report will not automatically refresh when the Activities data is changed. You <u>musis</u> refresh threport in Workflow. The report will be date and time stamped with the latest refresh date.			
If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.			
Vita			
Last Updated December 13th, 2024 at 3:23 PM			
CV Upload			
CV 2024 Test Faculty.pdf (249.66 KB)			



Activities Manage Data Reports Workflow -	
Candidate: Test Faculty	Actions ~
≽ Faculty	Submitted December 16, 2024 by Test Faculty
Department Promotion and Tenure Advisory Committee DPTAC Post-Tenure Vote	Submitted December 16, 2024 by Chair DPTAC
Meets or exceeds the accepted minimum standards of the unit	
Please upload the DPTAC notification of the vote and evaluation in the space provided below.	
DPTAC notification of the vote and evaluation	
DPTAC Post-Tenure Vote Evaluation Test Faculty 2024.ndf (252.83 KB)	

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

Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions
> Faculty	Submitted December 16, 2024 by Test Faculty
> Department Promotion and Tenure Advisory Committee	Submitted December 16, 2024 by Chair DPTAC
Department Chair/School Director Post-Tenure	
Evaluation Receipt	
The contents of this Department Chair/School Director Form provide the chair/director with the written submission of the DPTAC evaluation for the post-tenure review of this faculty member.	
Please complete an acknowledgment of receipt, and elick on "Actions" and select "submit to Deam'to advance the evaluation acknowledgment to the med step, if the DPTAC evaluation finds the faculty members performance to be unsatisfactory, please begin the PAP process, which will take place outside of Watemark.	
begin the first b proceed, mind this take place outside of Matematik.	
The due date for your submission is no later than April 8, 2025, at 11:59 p.m.	

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

víties Manage Data Reports Workflow -	
Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM	L CANCEL Actions
Candidate: Test Faculty	
> Faculty	B Save Draft
	C Submit to Dean
Department Promotion and Tenure Advisory Committee	- Channel Contraction
	Send Back to Previous Step
Department Chair/School Director Post-Tenure	
Evaluation Receipt	
The contents of this Department Chair/School Director Form provide the chair/director with the written submission of the DPTAC evaluation for the post-lenure review of this faculty member.	
Please complete an acknowledgment of receipt, and click on Pactions' and select "Submit Obsen" to advance the evaluation acknowledgment to the next deep. If the DPTAC evaluation finds the faculty members performance to be unsatisfactory, please begin the PAPC process, which will take place outside of Watermark.	
The due date for your submission is no later than April 8, 2025, at 11:59 p.m.	
Please type your name as acknowledgment you've received the DPTAC's post- tenure evaluation for this faculty member.	
Acknowledgement	
Department Chair	
Department Chair	
Activities Manage Data Reports Werkflow • < Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM	Actors
Activities Manage Data Reports Werkflew -	Actions Actions Select to expend Actions menu
Activities Manage Data Reports Workflow • < Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM	
Activities Manage Data Reports Workflow Conductants: Text Focuty	Select to expand Actions menu Submitted December 16, 2024
Activities Manage Data Reports Workflow • < Operate Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM Cendidate: Test Faculty	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 10, 2024
Activities Manage Data Reports Workflow Activities Manage Data Reports Workflow	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 16, 2024
Activities Marsage Data Reports Workflow • Conditions: Test Faculty Faculty Faculty Department Promotion and Tenure Advisory Comm Department Chair/School Director Post-Tenure	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 10, 2024
Activities Manage Data Reports Verkflew Activities Test Faculty Conditiate: Test Faculty Faculty Faculty Department Promotion and Tenure Advisory Comm Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Receipt Test onter the Department Chair/School Director Post-Tenure Evaluation Test onter the Department Chair/School Director Post-Tenure Evaluation Test onter the Department Chair/School Director Post-Tenure Evaluation Test onter the Department Chair/School Director Post-Tenure Test onter the Department Post-Tenure Test onter the Department Post-Tenure Test onter the De	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 10, 2024
Activities Manage Data Reports Workflow	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 16, 2024
Activities Annage Data Report Vortifiew Activities Annage Data Report Vortifiew Activities Annage Data Report Vortifiew Activities Test Facility Activities	Select to expand Actions menu Submitted December 16, 2024 by Test Faculty Submitted December 10, 2024
Activities A	Select to expand Actions monu Submitted December 16, 2024 by Test Faculty Submitted December 18, 2024

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

ctivities Manage Data Reports Workflow 🗸	
Department Chair/School Director Step - Due April 8th, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions
> Faculty	🗎 Save Draft
> Department Promotion and Tenure Advisory Committee	Submit to Dean
Department Chair/School Director Post-Tenure	
Evaluation Receipt	
The contents of this Department Chair/School Director Form provide the chair/director with the written submission of the DPTAC evaluation for the post-tenure review of this faculty member.	
Please complete an acknowledgment of receipt, and click on 'Actions' and select 'Submit to Dearn' to advance the evaluation accountedgment to the next step. If the DPTAC evaluation infosts me faculty members' performance to be unsatisfactory, please begin the PAP Diprocess, which will alse place outside of Vlakermark.	
The due date for your submission is no later than April 8, 2025, at 11:59 p.m.	
Please type your name as acknowledgment you've received the DPTAC's post- tenure evaluation for this faculty member.	
Acknowledgement	
Department Chair	

9. Once the Department Chair/School Director has completed their submission to the Dean, the process will be moved from their Workflow Tasks Inbox to History. The Recall

and Download Actions are available – with Recall only taking place prior to the submission due date or following consultation with the Faculty Records Office.

Activities Manage Data Reports	Workflow 👻			
Workflow Tasks Keep track of outstanding tasks in your inbox, and view you	r review history.			
> Inbox (2)				
✓ History (12)				
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTIONS
TEST Post-Tenure Review - Spring 2025	Dean	Test Faculty	April 15, 2025 @ 11:59 PM	•
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	Test Faculty	January 13, 2025 @ 11:59 PM	Recall
TEST Probationary Faculty (First-Year) - Spring 2025	Faculty	Test Faculty	February 1, 2025 @ 11:59 PM	Download
TEST Tenure and/or Promotion Review - 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 DPTAC section, and the Department Chair/School Director sections – all of which contain their associated reports, entries, uploaded documents, votes, and acknowledgements.

Activities Manage Data Reports Workflow -	
Candidate: 1 Test Faculty of ion and Tenure Advisory Committee	Level Cancel Cancel Control Co
✓ Department Chair/School Director	Submitted December 16, 2024 by Bearkat Test
Please type your name as acknowledgment you've received the DPTAC's post- tenure evaluation for this faculty member.	
Acknowledgement	
Department Chair	

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

Activities CV Imports	Manage Data	Reports	Workflow 👻	Tools 👻					
Candidate: Test Faculty	,	11:59 PM				*	CANCEL	Actions omitted December 16, by Bearka	¥ 2024
Please type your name tenure evaluation for t	as acknowledgment ye his faculty member.	ou've received th	ne DPTAC's post-						
Acknowledgemen Department Ch									
College Dean Evaluation R	/Executive Di	rector Pos	st-Tenure						
	ege Dean/Executive Dire DPTAC evaluation for the DPTAC evaluation for t								
Once you have acknowl to complete the review p	edged receipt below, clic rocess.	k on "Actions" a	ind select "Submit"						
The due date for your	submission is no later t	han April 15, 202	25, at 11:59 p.m.						
Please type your name tenure evaluation for t Acknowledgemen Dean		ou've received th	e DPTAC's post-						

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

Activities	CV Imports	Manage Data	Reports	Workflow 👻	Tools	•					
< Dean S	Step - Due Apr	il 15th, 2025 @ 1	11:59 PM					±	CANCEL	nit Actions	×
Candida	te: Test Faculty									/	
♥ Dep	artment Chair/S	chool Director						💾 Save Dra	ft 🚽		
Pleas	e type your name a e evaluation for this	s acknowledgment yo	u've received th	e DPTAC's post-			~	🔿 Submit t	Faculty Records		
terrai	e evaluation for this	raculty member.									
	Acknowledgement							Send Ba	k to Previous Ste	b	
	Department Chai										
Co	llege Dean/	Executive Dir	ector Pos	t-Tenure							
	aluation Re			n-renure							
The c	ontents of this Collec	e Dean/Executive Direc	tor Form provide	the dean with the							
writte	n submission of the E ber.	PTAC evaluation for th	e post-tenure rev	iew of this faculty							
Once to cor	you have acknowled mplete the review pro	ged receipt below, click cess.	on "Actions" a	nd select "Submit"							
		bmission is no later th	an April 15, 202	5, at 11:59 p.m.							
Pleas	e type your name a	s acknowledgment yo	u've received th	e DPTAC's post-							
tenur	e evaluation for this	faculty member.									
	Acknowledgement										
	Dean										
Activities	CV Imports	Manage Data	Reports	Workflow 👻	Tools	Ŧ					
c à De				mittee							
	ate: Test Faculty	ril 15th, 2025 @	11:59 PM						CANCEL	Actions	Ť
	partment Chair/	School Director							Subm	Select to expand A itted December 16,	2024
Ple	ase type your name	as acknowledgment v	ou've received ti							by Bearka	t Test
	ure evaluation for th			Records?	you want to S	ubmit to Faculty					
	Acknowledgemen	t			1						
	Department Ch	air			l	NO					
C	ollege Dean	Executive Di	rector Po	st-Tenure		D					
	valuation Re										
The	contents of this Colle	ege Dean/Executive Dire	ector Form provid	e the dean with the							
me	mber.	DPTAC evaluation for t									
On to c	ce you have acknowle complete the review p	dged receipt below, clic rocess.	k on "Actions" a	and select "Submit"							
The	e due date for your s	ubmission is no later	than April 15, 20	25, at 11:59 p.m.							
Ple ten	ase type your name ure evaluation for th	as acknowledgment y is faculty member.	ou've received ti	ne DPTAC's post-							
	Acknowledgemen	t									
	Dean										

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

Activities	CV Imports	Manage Data	Reports	Workflow 🔻	Tools 🔻		
Workflow	Fasks Itstanding tasks in your	inbox, and view your	review history.				
Inbox							
Show Filter	s (0)						
NAME -		STEP	.	DEPARTMENT	CANDIDATE -	DUE DATE 🗍 🕺 🔫	DATE RECEIVED -
				N	o Data to Display		
History (4)							
NAME			CURRENT STEP	CAN	NDIDATE	DUE DATE	ACTION
TEST Probation Spring 2025	onary Faculty - (Third-Y	'ear Straw Poll) -	Faculty Records	Tes	t Faculty	May 31, 2025 @ 11:59 PM	•
TEST Promoti 2025	on for Non-Tenure Trac	k Faculty - Spring	Faculty	Tes	t Faculty	January 13, 2025 @ 11:59 PM	•
TEST Post-Te	nure Review - Spring 20	025	Faculty Records	Tes	t Faculty	May 31, 2025 @ 11:59 PM	÷
TEST Tenure	and/or Promotion Revie	w - Spring 2025	Faculty	Tes	t Faculty	January 13, 2025 @ 11:59 PM	Recall