SHSU Watermark Workflow Tenure & Promotion Process Help Guide

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



Email Messages

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

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

Process:	TEST Tenure and/or Promotion Review - Spring 2025
Due Date:	Monday, January 13, 2025 11:59 PM CST

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

In accordance with <u>APS 900417</u>, faculty members who intend to be considered for promotion and/or tenure must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. The schedule has been designed so that recommendations may be presented to the Board of Regents in May. 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 January 13, 2025, at 11:59 p.m.**

SUBMIT REVIEW MATERIALS

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

https://www.digitalmeasures.com/login/shsu/faculty/app/ workflow/submissions/c9465e30-3e8e-418d-8616-8c14759a6420/ step/ea5963b9-99bf-4611-95f1-ef0f347bc233/assignee/2390354? embed=workflow:assignee,workflow:subject,workflow: response&subProcessId=64750227-066d-4742-bb7e-0f4b63bf7323&orgId=1660&personId=2390354

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

Dear Member DPTAC,

The following submission is now ready for your review:

Process:	TEST Tenure and/or Promotion Review - Spring 2025
Candidate:	Test Faculty
Due Date:	Tuesday, February 4, 2025 11:59 PM CST

In accordance with <u>APS 900417</u>, the Department Promotion and Tenure Advisory Committee (DPTAC) has three weeks to evaluate the faculty review portfolios of candidates being reviewed. The schedule has been designed so that recommendations may be presented to the Board of Regents in May. Please reference the <u>training resources</u> on the Academic Affairs Watermark website for more information.

A written summary for each candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate. The summary must include a separate recommendation for or against promotion and/or tenure and include a vote tally. The due date for your submission is **no later than February 4**, **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/c9465e30-3e8e-418d-8616-8c14759a6420/ step/b438bc0e-091e-4259-b484-a49fe6a36e05/assignee/2388404? embed=workflow:assignee,workflow:subject,workflow: response8subProcessid=64750227-066d-4742-b57e-0f4b63bf7323&orgid=1660&personId=2388404

Dear Chair DPTAC,

The following submission is now ready for your review:

Process:	TEST Tenure and/or Promotion Review - Spring 2025
Candidate:	Test Faculty
Due Date:	Tuesday, February 4, 2025 11:59 PM CST

In accordance with <u>APS 900417</u>, the Department Promotion and Tenure Advisory Committee (DPTAC) has three weeks to evaluate the faculty review portfolios of candidates being reviewed. The schedule has been designed so that recommendations may be presented to the Board of Regents in May. Please reference the training resources on the Academic Affairs Watermark website for more information.

A written summary for each candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate. The summary must include a separate recommendation for or against promotion and/or tenure and include a vote tally. The due date for your submission is **no later** than February 4, 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/09405830-388e-4184-8616-8c14759a6420/ step/b438bc0-091e-4259-b484-a49fe6a36e057.assignee/23884037 embed=workflow:assignee, workflow:subject, workflow: response&subProcessId=64750227-066d-4742-bb7e-0f4b63bf7323&orgld=1660&personId=2388403

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

The following	ubmission is now ready for your review:			
Process:	TEST Tenure and/or Promotion Review - Spring 2025			
Candidate:	Test Faculty			
Due Date: Tuesday, February 11, 2025 11:59 PM CST				
week to evalua The schedule h the Board of Re	with <u>AFS 900417</u> , department chairs/school directors have one te the faculty review portfolios of candidates being reviewed. as been designed so that recommendations may be presented to gents in May. Please reference the <u>training resources</u> on the rs Watermark website for more information.			
	tion latter for an ancient terring and (an examples for each			
candidate will department ch separate recon	tion letter for or against tenure and/or promotion for each be uploaded into the Watermark Faculty Success system by the air/school director for the candidate. The letter must include a mendation for or against promotion and/or tenure. The due ubmission is no later than February 11, 2025, at 11:59 p.m.			
candidate will department ch separate recon	be uploaded into the Watermark Faculty Success system by the air/school director for the candidate. The letter must include a mendation for or against promotion and/or tenure. The due ubmission is no later than February 11, 2025, at 11:59 p.m .			
candidate will department ch separate recon date for your s START REV If the button a	be uploaded into the Watermark Faculty Success system by the air/school director for the candidate. The letter must include a mendation for or against promotion and/or tenure. The due ubmission is no later than February 11, 2025, at 11:59 p.m .			
candidate will department ch separate recon date for your s START REVI If the button a into your brow https://www.d	be uploaded into the Watermark Faculty Success system by the air/school director for the candidate. The letter must include a mendation for or against promotion and/or tenure. The due ubmission is no later than February 11, 2025, at 11:59 p.m. EWING bove does not work, please copy and paste the following link			

The next step will be the Dean's step. Once the Department Chair/School Director has submitted their review and recommendation letter for Tenure and/or Promotion 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.

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

Watermark Workflow Tasks

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

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

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

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

eep track of outstanding tasks in your inbox, and vi	iew your review histor	4-			
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	Ме	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.

Vorkflow Tasks eep track of outstanding tasks in your inbox, and vi	ew your review histor	<i>į</i> .			
Inbox (8)					
Show Filters (0)					
NAME 1 ^z	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM

orkflow Tasks						
ep track of outstanding tasks in your inbox, and vi	ew your revie	w history.				
nbox (8)						
Hide Filters (0)						
Name		Step		Candidate		
Enter Name		Enter Stop		Enter Candidate		
Department		Due Date Status]
Any Department	~	Any Status	~	APPLY FILTERS	Reset Filters	
				J		
NAME IX -	STEP -	DEPARTMENT -	CANDIDATE -		DUE DATE -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Faculty	University Wide	Me		January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM
TEST Promotion for Non-Tenure Track Faculty - Spring 2025	Faculty	University Wide	Me		January 13, 2025 @ 11:59 PM	November 8, 2024 @ 4:4 PM
		.				
Activities Reports Workflow	v	Ļ				
	v	↓				
Workflow Tasks		wiew history,				
Workflow Tasks Keep track of outstanding tasks in your inbox, a		eview history.				
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Workflow Tasks Keep track of outstanding tasks in your inbox, a		eview history.		Candidate		
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 Inde Filter (2) Name Enter Name		Step Enter Step		Enter Candidate	Reset Filters	
Workflow Tasks Keep track of outstanding tasks in your inbox, a Inbox Inde Filter (2) Name Enter Name Department 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 view yo	our review history.			
Inbox (7)				
History (23)				
NAME	CURRENT STEP +	CANDIDATE	DUE DATE	ACTIO
TEST Tenure and/or Promotion Review - Spring 2025	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	Recall
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	Download



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

Watermark Workflow Tenure and/or Promotion Process Steps

Faculty Step

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

Activities Reports Workflow					
Workflow Tasks Keep track of outstanding tasks in your inbox, and view	your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 🎼 👻	DATE RECEIVED -
IEST Tenure and/or Promotion Review - Spring	Faculty	University Wide	Me	January 13, 2025 @ 11:59 PM	November 8, 2024 @ 10:56 AM
✓ History (22)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me		November 9, 2023 @ 11:59 PM	•
Schedule Post-Tenure Review - Spring 2024	Completed	Me		November 11, 2023 @ 11:59 PM	•

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).

Activities Reports Workflow	
Candidate: Test Faculty Candidate: 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 8, 2024 at 3:58 PM • Review Activity Report for Academic Year 2024-2025 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2023-2024 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2023-2023 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2023-2023 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2020-2021 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2020-2021 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2020-2021 - Last updated November 8, 2024 at 10:57 AM • Review Activity Report for Academic Year 2020-2021 of Last updated November 8, 2024 at 10:57 AM	
To ensure that the data included for your submission is current, we recommend that you refresh these reports. You can do the individual report below, or you can use the "Refresh All" button here to refresh the reports listed above.	his by selecting the "Refresh Report" button next to each

- 6. When working on your faculty review portfolio, click on the "Actions" button in the upper right and select "Save Draft" until your submission form is complete. You must click "Save Draft" to retain any entered or updated information if you wish to work on your review portfolio entries across several sessions logging into your Watermark account. If you close your browser window without saving, your work will not be retained.
- Once you have completed your review portfolio, you should now click on "Actions" and select "Submit to Start Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded <u>will not be saved</u>.
- 8. Note: you will see the due date for your submission in the case of the Tenure and Promotion, it is no later than January 13, 2025, at 11:59 p.m.
- 9. Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxxx" if the file is too large. You may simply click "Delete File" to remove it.
- Faculty Review Portfolio screen provides areas for including a current Curriculum Vitae (CV). This can either be generated automatically based upon your activity's entries in Watermark, or there is a CV Upload area where you may choose to provide a CV file.

Faculty Step - Due January 13th, 2025 @ 11:59 PK Candidate: Test Faculty		CANCEL Actions
Current Curriculum Vitae		
Use the space below to generate a CV from the Watermark system to be o tenure and/or promotion. The report below is generated from the data entry calvilies. When preparing your submission, make sure to preview the tene navigate to Activities to make any necessary edits. Then, return to your re Workflow and refresh the report.	red in ort. If needed,	
Note: The report will not automatically refresh when the Activities dat changed. You <u>must</u> refresh the report in Workflow. The report will be time stamped with the latest refresh date.		
If your discipline requires a specific format, you can use the upload field to of your current vita.	attach a copy	
Last Updated November 8th, 2024 at 10:57 AM	c	

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.

Activities Reports Workflow	
Faculty Step - Due January 13th, 2025 @ 11:59 PM Candidate: Test Faculty Step - Due January 13th, 2025 @ 11:59 PM	Actions ~
Current Curriculum Vitae	
Use the space below to generate a CV from the Watermark system to be considered for tenure and/or promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, navigate to Activities to make any necessary edits. Then, return to your review in Workflow and refresh the report.	
Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.	
Vita Last Updated November 8th, 2024 at 10:57 AM	
CV Upload	,
Drop files here or click to upload	

12. If you click on the Refresh icon to update the autogenerated Vita, you will see a popup screen detailing what will happen if you choose yes. The autogenerated report will be updated based on the most current Activities entries, and this cannot be undone. You may generate a current copy of your Vita report by going to the Reports Tab if you want to see what the resulting Vita will look like before refreshing the version in your review portfolio.

Activities Reports Workflow			
 Faculty Step - Due January 13th, 2025 C Candidate: Test Faculty 	11:59 PM ^{11:59} p.m. I nessage "Unable to "Delete File" to remove it.	Letter CANCEL Actions	~
Current Curriculum Vitae Use the space below to generate a CV from the Waterman there and/or promotion. The report below is generated fro Activities. When preparing your submission, make sure to avoidate to Activities to make any necessary edits. Then, n Workflow and refresh the report. Note: The report will not automatically refresh when th changed. You <u>must</u> 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 there first. Refreshing the report's contents here cannot be undone. Are you sure you want to proceed?		
Vita Last Updated November 8th, 2024 at 10:57 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 d changed. You <u>must</u> refresh the report in Workflow. The report will b time stamped with the latest refresh date.		nd
If your discipline requires a specific format, you can use the upload field of your current vita.	to attach	а сору
Vita Last Updated November 8th, 2024 at 3:58 PM	C	

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

· · · · ·	> Tenure & Promotion Documents v & Sear		a5963b9-99bf-4611-95f1-ef0f347bc233/assignee/2390354?_s=0&subProcessId=64750227 A [%]
rganize 👻 New folder	- ^	E 🔹 🔟 🔞	
Workflow Screenshots	↑ Name	Date modified	
Undergraduate Research Reports	2022	1/31/2023 8:57 AM	CANCEL Actions
Watermark Faculty Activities	Annual Review Narrative Test Faculty 2022.pdf	10/17/2022 9:48 AM	CANCEL
Watermark Reports	CV 2022 Test Faculty.docx	10/14/2022 7:36 AM	
Workflow	CV 2022 Test Faculty.pdf	8/19/2022 2:41 PM	
FES Forms 2022	CV 2024 Test Faculty.pdf	8/19/2022 2:41 PM	
Spr 2025 Workflow	Dean third-year review feedback Test Faculty 2022.docx	8/19/2022 8:58 AM	
Tenure & Promotion Documents	Dept Chair annual eview Test Faculty 2022.docx	8/19/2022 8:58 AM	
TestBearkat(Exported_20221004).zip	Dept Chair Feedback Net Faculty 2022.pdf	10/17/2022 9:48 AM	
Program Files	Dept Chair Recommendation Letter Test Faculty 2022.docs Dept Chair Recommendation Detter Test Faculty 2022.pdf	8/19/2022 8:58 AM 10/17/2022 9:48 AM	
Program Files (x86)	Dept Chair Recommendation better lest Faculty 2022.pdf		
	DPTAC Post-Tenure Vote Evaluation Text Faculty 2022.docx		
ProgramData	DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf	10/17/2022 9:48 AM	
Snapshots	DPTAC Recommendation Letter Test Faculty 202.docx	8/19/2022 8:58 AM	
Sun	DPTAC Recommendation Letter Test Faculty 2022 pdf	10/17/2022 9:48 AM	
Support Button	DPTAC Written Summary Test Faculty Annual Review 2022	d.,, 8/19/2022 8:58 AM	
- temp	DPTAC Written Summary Test Faculty Third-Year Review 2		
Users	First-Year Review NarrativeTest Faculty 2022.pdf	10/17/2022 9:48 AM	
Windows	Personal NarrativeTest Faculty 2022.docx	8/19/2022 8:58 AM	
Apps (R:)	Personal NarrativeTest Faculty 2022.pdf	10/17/2022 9:48 AM	
edo009 (\\WinFSHD2\Users\$) (S:)	Scholarly Creative Test Faculty 2022.docx	8/19/2022 8:58 AM	
E. A. A.	v <	>	
File name: CV 2024 Test Facu	ilty.pdf 🗸 All f	iles (*.*) 🗸	
		Open Cancel	
	Upload from mobile	Open Cancel	
	CV Upload		
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14. You can delete any files you have uploaded by mistake by clicking the trash can icon to the right of the file name.

Activities Report	s Workflow						
< Faculty Step -	Due January 13th, 2025 @	11:59 PM		± (CANCEL	Actions	
Candidate: Test Fa	culty's too large. You may simply click "		,				
Current Cur	riculum Vitae						
tenure and/or promoti Activities. When prepa	to generate a CV from the Watermark sy on. The report below is generated from t rring your submission, make sure to prev o make any necessary edits. Then, retur the report.	ne data entered in riew the report. If needed,					
changed. You must	not automatically refresh when the A efresh the report in Workflow. The re le latest refresh date.						
	res a specific format, you can use the up	load field to attach a copy					
or your current vita.							
Vita							
Last Up Novem	dated ber 8th, 2024 at 3:58 PM	C					
CV Upload							
Í		Drop files here or click to u	ipload				
	024 Test Faculty,pdf (249.66 KB)						

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

Open				x
→ · · ↑ - Watermark → Wo	rkflow > Tenure & Promotion Documents	5 v	. ○ Search Tenure & Promo	motion eda61cd18/step/90d42f7c-6c42-4b51-a1fb-ad9969e83468/assignee/2390354?_s=0 🖉 🔊
ganize 👻 New folder)III 🕶 🔲	
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Ac	stivities Reports Workflow	
<	Faculty Step - Due January 13th, 2025 @ 11:59 PM Candidate: Test Faculty Candidate: Test Faculty Candidate: Test Faculty Candidate: Test Faculty]
	Personal Narrative	
	Use the space below to upload a personal narrative file to be considered for tenure and/or promotion.	
	Alternatively, you may input your narrative directly into the text box below.	
	Personal Narrative Upload	
	Drop files here or click to upload	
	Personal NarrativeTest Faculty 2024.pdf (252.83 KB)	
	Personal Narrative (99,999 character limit)	
	₿ i U ¶+F+≣+≣ = © ⊞ ⊳ ♂	
	Ä	
	Lorem ipsum odor amet, consectetuer adipiscing elit. Integer fames lacus lectus gravida portitior. Natoque purus phaselius dis ullamcorper pulvimar nunc maecenas natoque. Sagittis nam sollicitudin potenti elit dictum quisque penatibus sociosqu. At proin orci per enim fermentum class fusce. Portitior interdum est semper fusce ultricles. Senectus pretium et rhoncus imperdiet neque sapien.	
	Turpis suscipit tempus aliquam; vel dictum elit. Lacus lacinia sodales quisque curae ullamcorper. Gravida lectus ut cubilia dictum penatibus euismod. Morbi ridiculus pellentesque	

16. After the Personal Narrative is a required field used to convey to the reviewers which approved tenure unit standard you wish to be used for this evaluation. The field asks you to enter the Year of the approved standard. You can review the guidelines for selecting the tenure unit standard within <u>APS 900417</u> (Faculty Reappointment, Tenure, and Promotion of Tenured and Tenure-Track Faculty), Section 5.03 for more details. Your department will maintain copies of previous tenure unit standards.



17. The final section of the Faculty Step is the Tenure and/or Promotion Portfolio Documents area. This section provides several Review Activity Reports generated from your Activities records based upon Academic Years (these reports yearly dates range will span from September 1st until the following August 31st). These reports will not automatically refresh when the Activities data is added or changed. You must refresh the report in Workflow reviews. Each report will be date and time stamped with the latest refresh date. You can click on the Adobe Acrobat icon in the left to view the current Review Activity Report associated with that Academic Year. This will open an additional browser tab to display a PDF version of the report.

Activities Reports	Workflow			
Candidate: Test Faculty	9 January 13th, 2025 @ 11:59	PM	La CANCEL	Actions ~
Use the space below to up promotion. The reports bel document upload field has needed to complete your re Note: The report will not a	automatically refresh when the Activities sh the report in Workflow. The report wil	e and/or Activities. A ng documents s data is		
Last Update November 8	ort for Academic Year 2024-2025 d th, 2024 at 10:57 AM	С		
Last Update	ort for Academic Year 2023-2024 d th, 2024 at 10:56 AM	С		
	ort for Academic Year 2022-2023 d th, 2024 at 10:57 AM	С		
Last Update	ort for Academic Year 2021-2022 d th, 2024 at 10:57 AM	C		
	ort for Academic Year 2020-2021 d th, 2024 at 10:57 AM	C		
Last Update	ort for Academic Year 2019-2020 (and d th, 2024 at 10:57 AM	older)		

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		
Candidate: Test Faculty	± CANCEL	Actions ~
Tenure and/or Promotion Portfolio Documents Use the space below to upload documents to be considered for tenure and/or promotion. The reports below are generated from the data entered in Activities. A document upload field has also been provided to include any supporting documents needed to complete your review portfolio. Note: The report will not automatically refresh when the Activities data is changed. You <u>must</u> refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.		
Reports By Academic Year Review Activity Report for Academic Year 2024-2025 Last Updated November 8th, 2024 at 10:57 AM Review Activity Report for Academic Year 2023-2024		
Last Updated November 8th, 2024 at 10:56 AM Review Activity Report for Academic Year 2022-2023		
November 8th, 2024 at 10:57 AM Review Activity Report for Academic Year 2021-2022 Last Updated November 8th, 2024 at 10:57 AM		
Review Activity Report for Academic Year 2020-2021		
Review Activity Report for Academic Year 2019-2020 (and older Last Updated November 8th, 2024 at 10:57 AM		

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



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

	Activities Reports	Workflow	
	Note: The report will not a	January 13th, 2025 @ 11:59 PM	
	Reports By Academ		
	Last Updated	n, 2024 at 10:57 AM	
	Last Updated	rt for Academic Year 2023-2024 1, 2024 at 10:56 AM	
		•	
ctivities Reports Wo	rkflow		
ports			CREATE A NEW REPORT
	or edit, or select to create a new report.		3 Items
nnual Activity Report		CREATED BY Watermark	ACTIONS
eview Activity Report		Watermark	
ita		Watermark	-
Activities Reports	Workflow	•	
C Run Review Activity R Download this report's templa	· · · · · · · · · · · · · · · · · · ·		
1 Date Range		Start Date 9/1/2024 End Date 8/01/2025 I	
2 File Format O		File Format PDF Page Size Microsoft Word (.doc)	*
		PDF Web Page (html)	- (h)

18. In addition to the Review Activity Reports generated from your Activities database entries, there is also an area where you may upload or drag and drop files with any other Supporting Documents for your review portfolio – any file type can be used. This is the best location to add any IDEA Qualitative Reports that will be used in your evaluation.

	Last Updated	2024 at 1:20 PM	C		
	Last Updated	for Academic Year 2023-2024 2024 at 1:20 PM	С		
	Last Updated	for Academic Year 2022-2023 2024 at 1:20 PM	C		
	Review Activity Report	for Academic Year 2021-2022 2024 at 1:21 PM	C		
	Last Updated	for Academic Year 2020-2021 2024 at 1:20 PM	C		
	Last Updated	for Academic Year 2019-2020 2024 at 1:20 PM	(and older)		
<	Upload any other Supp letters_etc.)	orting Documents (e.g., IDEA q	qualitative reports, support	>	
			Drop file	as here or click to upload	

ganize 👻 New folder		🎫 • 💷 🔞		
AMD	Name	Date modified		
ClientHealth	IDEA Qualitative Reports Test Faculty.zip	11/18/2024 8:32 AM		
Dell	A TEST FACULTY IDEA IN ching Essentials (2016). Spring2023	11/18/2024 8:31 AM		L CANCEL Actions ✓
Intel	TEST FACULTY_IDEA Teacting Essentials (2016)_Summer202	11/18/2024 8:31 AM		
PerfLogs	TEST FACULTY_IDEA Teaching Essentials (2016)_Fall2023_Qu	11/18/2024 8:31 AM		
personal storage	TEST FACULTY_IDEA Teaching ssentials (2016)_Summer202	11/18/2024 8:31 AM		
Watermark	Letter of Support Nov2024.pdf	11/18/2024 8:27 AM	1	
	TEST FACULTY_IDEA Teaching Essentials (2016)_Spring2024	11/18/2024 8:25 AM		
AACSB	Dean Recommendation Letter Test Faculty 2024.pdf	11/12/2024 7:24 PM		
ORCID	Dean Recommendation Letter Test Faculty 2024.docx	11/12/2024 7:24 PM		
Publication import files	Dept Chair Recommendation Letter Test Faculty 2024.pdf	11/12/2024 6:24 PM		
SHSU Faculty Information System Webs	Dept Chair Recommendation Letter Test Faculty 2024.docx	11/12/2024 6:24 PM		
SHSU Watermark Faculty Success Webs	DPTAC Recommendation Letter Test Faculty 202 pdf	11/12/2024 4:50 PM		
Training Documents	DPTAC Recommendation Letter Test Faculty 2024.decx	11/12/2024 4:50 PM		
Undergraduate Research Reports	Teaching Librarianship Test Faculty 2024.pdf	11/12/2024 11:12 AM		
Watermark Faculty Activities	Teaching Librarianship Test Faculty 2024.docx	11/12/2024 11:11 AM		
Watermark Reports	Supporting Documents Test Faculty 2024.pdf	11/12/2024 11:11 AM		
Werkflow	Supporting Documents Test Faculty 2024.docx	11/12/2024 11:10 AM		
	Service Test Faculty 2024.pdf	1/12/2024 11:10 AM		
FES Forms 2022	Service Test Faculty 2024.docx	11/12/2024 11:09 AM		
Spr 2025 Workflow	Scholarly Creative Test Faculty 2024.pdf	11/12/2024 11:09 AM		
📙 Tenure & Promotion Documents	Annual Review Narrative Test Faculty 2022.pdf	10/17/2022 9:48 AM		
V		· · ·		
File name: IDEA Qualitative Repo	rts Test Faculty.zip v All files	(".") 🗸 🗸		
	Upload from mobile Op	en Cancel		
			1	
	Review Activity Report for Academic Year 2019-			
	-	2020 (and older)	\	
	Last Updated	C	\	
	November 17th, 2024 at 1:20 PM	Č.	\ \	
			<u>\</u>	
	Upload any other Supporting Documents (e.g., IE letters, etc.)	DEA qualitative reports	support	
			Drop files here de click to upload	

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.

Candidate: Test Faculty	
Review Activity Report for Academic Year 2021-2022	
November 17th, 2024 at 1:21 PM	c
Review Activity Report for Academic Year 2020-2021	
Last Updated November 17th, 2024 at 1:20 PM	c
Review Activity Report for Academic Year 2019-2020 (and olde	er)
Last Updated	
November 17th, 2024 at 1:20 PM	C
	C
November 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative	
November 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative	reports, support
November 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative letters, etc.)	reports, support
November 17th, 2024 at 1:20 PM Upload any other Supporting Documents (e.g., IDEA qualitative letters, etc.) IDEA Qualitative Reports Test Faculty.zio. (677.30 KB) TEST FACULTY UPEA Teaching Essentials	Trop files. here or click to upload Trop files. here or click to upload Latter of Support Nov2024.odf (157.08 KB) Latter of Support Nov2024.odf (157.08 KB) Duploating Documents Test Faculty 2024.docx (83.08 KB)

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

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



Name ^	Date modified	Туре	Size
Scholarship	12/14/2022 7:30 AM	File folder	
Service	11/22/2022 9:45 AM	File folder	
Teaching	11/22/2022 9:45 AM	File folder	
C Scholarship.zip	12/14/2022 8:08 AM	Compressed (zipped) Folder	518 KB
	Type: Compressed (zipped) Folder Size: 517 KB Date modified: 12/14/2022 8:08 AM		

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



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

Faculty Step - Due January 13th, 2025 @ 11:59 PM	CANCEL Actions
Candidate: Test Faculty	🗎 Save Draft
Faculty Review Portfolio	L GAVE DIAR
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.	د المعالم Submit to Start Portfolio Evaluation
Once you have completed your review portfolio, it is important that you click on "Actions" and setter "submit to Start Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded your line to be saved .	
The due date for your submission is no later than January 13, 2025, at 11:59 p.m.	
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file xxxxx" if the file is too large. You may simply click "Delete File" to remove it.	
Current Curriculum Vitae	
Use the space below to generate a CV from the Watermark system to be considered for enure and/or promotion. The report below is generated from the data entered in Activities. When preparing your submission, make sure to preview the report. If needed, havingate to Activities to make any necessary edits. Then, return to your review in Workflow and refers 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.	
_	

20.

Activities Reports Workflow	
C Faculty Step - Due January 13th, 2025 @ 11:59 PM Candidate: Test Faculty	CANCEL Actions Select to expand Actions menu
documents to the next step in the review process. If the system auto-advances on the due date, any documents uploaded <u>will not be saved</u> .	
The due date for your submission is no later than January 13, 2025, at 11:59 n m	
Note: The maximum file size is 1GB. You will receive an error message upload file xoxoo" if the file is too large. You may simply click "Delete File Portfolio Evaluation?	
Current Curriculum Vitae	
Note: The report will not automatically refresh when the Activities data is changed. You must refresh the report in Workflow. The report will be date and time stamped with the latest refresh date.	
If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.	
Vita	
Last Updated November 12th, 2024 at 11:04 AM	

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

Workflow Tasks Keep track of outstanding tasks in your inbox, and view you	r review history.			
hlbox (7)				
History (23)				\frown
NAME	CURRENT STEP -	CANDIDATE	DUE DATE	ACTI
TEST Tenure and/or Promotion Review - Spring 2025	Start Portfolio Evaluation	Me	January 14, 2025 @ 11:59 PM	
Schedule Annual Faculty Evaluation System (FES) Review (T/TT Faculty) - Spring 2024	Completed	Me	November 9, 2023 @ 11:59 PM	Recall
Schedule Post-Tenure Review - Spring 2024	Completed	Me	November 11, 2023 @ 11:59 PM	Download
Annual Faculty Evaluation System (FES) Review (demo)	Completed	Me	May 1, 2023 @ 11:59 PM	

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

Activities	Reports	Workflow					
Workflow T	asks						
✓ Inbox							
NAME			STEP		SUBJECT	DUE DATE	
				No Data to Display			
✓ History							
NAME			URRENT STEP	SUBJECT		DUE DATE	ACTIONS
Tenure and/or	Promotion Revie		Department Chair/School Director	Me		February 5, 2023 @ 11:59 PM	*

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

enure and/or Promotion Review - Spring 2023 (Test) - Updated October 17, 2022	Su RECALL 12 CLOSE
Department Promotion and Tenure Advisory Committee Step - Test aculty model aculty	Submitted October 17, 2022 by Chair DPTAC
DPTAC Tenure Vote Enter the DPTAC recommendation and voting tallies for tenure below. If the	
candidate is not seeking tenure, please enter "N/A".	
DPTAC Tenure Recommendation	
Yes - Recommend for Tenure	
DPTAC Tally for Tenure (YES)	
4	
DPTAC Tally for Tenure (NO) 0	
*	
DPTAC Tally for Tenure (ABSTAIN)	
0	
PTAC Promotion Vote Enter the DPTAC recommendation and voting talles for promotion below. If the	
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter YEA.	
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "NA".	
Enter the DPTAC recommendation and voting tailles for promotion below. If the candidate is not seeking promotion, please enter "NVF. DPTAC Promotion Recommendation Yes - Recommend for Promotion	
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "NW". DPTAC Promotion Recommendation Ves - Recommend for Promotion DPTAC Tally for Promotion (YES)	
Enter the DPTAC recommendation and voting tailles for promotion below. If the candidate is not seeking promotion, please enter "NVK. DPTAC Promotion Recommendation Yes - Recommend for Promotion DPTAC Tally for Promotion (YES) 4	
Enter the DPTAC recommendation and voting tailles for promotion below. If the candidate is not seeking promotion, please enter "NK". DPTAC Promotion Recommendation Vies - Recommend for Promotion DPTAC Tailly for Promotion (VES) 4 DPTAC Tailly for Promotion (NO) 0	
Enter the QFTACE recommendation and voting tables for promotion below. If the conditable is not seeking promotion, please enter "V(AC. OPTAC Promotion Recommendation Ves - Recommend for Promotion (VES) 4 DPTAC Tally for Promotion (NO)	
Enter the QFTAR (economeculation and valling tables for promotion below. If the condition is not exercise promotion, please enter "NAC." DPTAC Promotion Recommendation Vers - Recommend for Promotion DPTAC Taily for Promotion (VS) 4 DPTAC Taily for Promotion (NO) 0 DPTAC Taily for Promotion (ABSTAIN)	
Enter the DF7AC recommendation and voting tables for promotion below: If the conditions is not seeking promotion, please error "NK". DF7AC Promotion Recommendation DF7AC Tably for Promotion (VES) DF7AC Tably for Promotion (NO) DF7AC Tably for Promotion (ABSTAIN) DF7AC Tably for Promotion (ABSTAIN) DF7AC	
Enter the DF7AC recommendation and voting tables for promotion below: If the conditions is not seeking promotion, please error "NK". DF7AC Promotion Recommendation DF7AC Tably for Promotion (NC) DF7AC Tably for Promotion (NO) DF7AC Tably for Promotion (ABSTAIN) DF7	

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 Tenure and/or Promotion Review - Spring 2025 review, 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 February 4, 2025, by 11:59pm, and you received this submission available for your review at 1:41 PM on November 12, 2024.

Activities Reports Workflow					
Workflow Tasks Keep track of outstanding tasks in your inbox, and view	v your review history.				
✓ Inbox (1)					
► Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
IEST Jenure and/or Promotion Review - Spring 2025	Department Promotion and Tenure Advisory Committee	University Wide	Faculty, Test	February 4, 2025 @ 11:59 PM	November 12, 2024 @ 1:41 PM
✓ History					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
		No Data to Displ	ау		

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	
Compartment Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM	
Cances Actions	
Faculty Faculty Review Portfolio	Submitted November 12, 2024 by Test Faculty
As you build your pomoino, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete.	
Once you have completed your melver portfolio. It is important that you click on "Actions" and select "Submit to Sart Portfolio Evaluation" to advance your documents to the next step in the review process. If the system auto-advances on the due date, any documents logicaded <u>will not be saved</u> .	
The due date for your submission is no later than January 13, 2025, at 11:59 p.m.	
Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file_xxxxxx" if the file is too large. You may simply click "Delete File" to remove it.	
Current Curriculum Vitae	

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

Activities Reports Workflow
Cendidate: Test Faculty: a specific formal, you can use the upload field to attach a copy
Vita Last Updated November 12th, 2024 at 11:04 AM
CV Upload
Personal Narrative Use the space below to upload a personal narrative file to be considered for tenure and/or promotion. Alternatively, you may input your narrative directly into the text box below.
Personal Narrative Upload Personal NarrativeTest Faculty 2024.pdf (252.83 KB)
Personal Narrative (99 990 character inimt) Loreor psum odor amet, consectetuer adipiscing elit. Integer fames lacus lector dravida portitior. Natoque purus phasellus dis ullamcorper pulvinar nunc maecenas natoque. Sagittis nam sollicitudin potenti elit dictum quisque penatibus sociosqu. At proin orci per enim fermentum class fusce. Portitior interdum est semper fusce ultricies. Senectus pretium et rhoncus imperdiet neque sapien.
Turpis suscipit tempus aliquam; vel dictum elit. Lacus lacinia sodales quisque curae ullamcorper. Gravida lectus ut cubilia dictum penatibus euismod. Morbi ridiculus pellentesque magna adipiscing velit viverra feugiat. Ad tristique quisque duis eu nascetum une pellentesque. Mi ad molestie tempor faucibus consecteture:

Activities Reports Workflow
Compartment Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM
CANCEL + (Actions when the Activities data is CANCEL + (Actions when the Activities data is Candidate: "Fest Faculty listst refresh data.
Reports By Academic Year
Review Activity Report for Academic Year 2024-2025
Last Updated November 17th, 2024 at 1:20 PM
Review Activity Report for Academic Year 2023-2024
Last Updated November 171h, 2024 at 1:20 PM
Review Activity Report for Academic Year 2022-2023
Last Updated November 17/th, 2024 at 1:20 PM
Review Activity Report for Academic Year 2021-2022
Last Updated November 17(h, 2024 at 1-21 PM
Review Activity Report for Academic Year 2020-2021
Last Updated November 17/th, 2024 at 1:20 PM
Review Activity Report for Academic Year 2019-2020 (and older)
Last Updated Kovember 17th, 2024 at 1:20 PM
Upload any other Supporting Documents (e.g., IDEA qualitative reports, support letters, etc.)
DEA Qualitative Reports Test Faculty zio (877.30 KB)
TEST FACULTY IDEA Teaching Essentials (2016). Soring2024. Qualitative.com
Supporting Documents Test Faculty 2024.pdf (334.90 KB)
Service Test Faculty 2024.docx (83.68 KB)
Teaching.zio.(322.83 KB)

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

Activities R	eports Workflow	
< Departme	nt Promotion and Te	nure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM
	r n	 etum penatibus euismod. Morbi ridiculus mm feujala. Ad tristique quisque dulis eu ustie tempor faucibus consectetur a.
Candidate:	fest Faculty	
Tenur	e Unit Standards	
Use the sp to use duri	ace below to indicate the appr ng this evaluation. Reference <u>/</u>	oval year of the tenure unit standards you wish <u>APS 900417</u> , Section 5.03 for more details.
Year 20	24	

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

Activities Reports Workflow	
C Department Promotion and Tenure Advisory Committee Step - Due February 4th, 202	5 @ 11:59 PM
CANCEL Actions ~ Candidate: Test Faculty	
> Faculty	Submitted November 12, 2024 by Test Faculty
Start Portfolio Evaluation Comments	Submitted November 12, 2024 by Jamilyn White
Committee Members and Responses	1/2 Reviewed

5. 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.

Activities Reports Workflow
Compartment Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM
Actions V
Save Uran
Publish My Response to Chair
My Response Please acknowledge your review of the
portfolio is complete by typing your name
below. Then, click on "Actions" and select
"Publish My Response to Chair" to finish the
process.
Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.
Acknowledgement
DPTAC Member
Activities Reports Workflow
Compartment Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM
CANCEL Actions ~
Candidate: Test Select to expand Actions menu
My Response
Please acknowledge your review of tl Are you sure you want to publish your response to your committee chair?
portfolio is complete by typing your r
below. Then, click on "Actions" and s
"Publish My Response to Chair" to fi
process.
Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.
Acknowledgement
DPTAC Member

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

Activities Reports Workflow	
Conservation and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM Actions Actions	
Candidate: Text FaceTy Committee Members and Responses	1/2 Reviewed
BY MEMBER BY RESPONSE	
Plase 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
Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.	
Acknowledgement DPTAC Cheir	
V Member DPTAC	Last Reviewed Nevember 12, 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.	
Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.	
Acknowledgement	
DPTAC Member	

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.

CANCEL Actions ~ Candidate: Test Faculty	
✓ Committee Members and Responses	1/2 Reviewe
BY MEMBER BY RESPONSE	
✓ Chair DPTAC	Unreviewed
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.	
Note: For the DPTAC Chair, the Acknowledgment field and "Publish My Response to Chair" does not apply.	
Acknowledgement	

Activities	Reports	Workflow	
	ment Prom	tion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM	Actions ~
🗸 Com	mittee Meml	ers and Responses	1/2 Reviewed
	BY MEMBER	BY RESPONSE	
	portfol below. "Mark a proces	acknowledge your review of the o is complete by typing your name Then, click on "Actions" and select is Reviewed for Chair" to finish the	Unreviewed
~	portfol below. "Mark a proces	acknowledge your review of the o is complete by typing your name Then, click on "Actions" and select is Reviewed for Chair" to finish the	Last Reviewed October 17, 2022

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

Activities Reports Workflow
Start Portfolio Evaluation
Compartment Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM
CANCEL Actions ~ Candidate: Test Faculty
This Committee's Response
Department Promotion and Tenure Advisory
Committee (DPTAC) Tenure and/or Promotion
Recommendation
The contents of this Committee Chair Form constitute the DPTAC's submission for tenure and/or promotion.
Once all committee members have acknowledged their review is complete, and you have compreted the required fields below, click on "Actions" and select "Submit to Department Chair/School Director" to advance the review to the next step.
The due date for your submission is no later than February 4, 2025, at 11:59 p.m.
Note: The DPTAC Chair does not complete the same acknowledgment step as the committee members.
DPTAC Tenure Vote Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "NA".
DPTAC Tenure Recommendation *
Yes - Recommend for Tenure
Yes - Recommend for Tenure
No - Do Not Recommend for Tenure
N/A - Candidate Not Seeking Tenure
DP ŤAČ Ťalíý for Tenure (ABSTAIN) *
•

N	Actions
ndidate:	are acknowledgment step as the Test Faculty
_	C Tenure Vote
Enter th	e DPTAC recommendation and voting tallies for tenure below. If the candidate is
not seel	ding tenure, please enter "N/A".
DP	TAC Tenure Recommendation *
	Yes - Recommend for Tenure v
	TAC Tally for Tenure (YES) *
	2
DP	TAC Tally for Tenure (NO) *
	0
DP	TAC Tally for Tenure (ABSTAIN) *
-	C Promotion Vote
Enter th candida	e DPTAC recommendation and voting tallies for promotion below. If the te is not seeking promotion, please enter "N/A".
	TAC Promotion Recommendation *
	Yes - Recommend for Promotion v
DP	Yes - Recommend for Promotion v
DP	Yes - Recommend for Promotion V TAC Taily for Promotion (YES) * 5
DP	Yes - Recommend for Promotion v TAC Taily for Promotion (YES) *

ivities Reports Workflow				
Department Promotion and Tenure Advisory Committee Step - Due Fet	C Open			×
	$\leftarrow \rightarrow \vee \uparrow $. Wor.		arch Tenure & Promotion D	ρ
Candidate: Test Faculty	Organize • New folder		10 • 🔟	0
our manager i cost toonty	Tenure & Promo ^	Name	Date modified	ъ^
DPTAC Tally for Tenure (ABSTAIN) *	Tenure and Prov	DPTAC Recommendation Letter Test Fac	11/12/2024 4:50 PM	A
0	Training Docum	DPTAC Recommendation Letter Test Fac	11/12/2024 4:50 PM	м
•	Creative Cloud Fil	Teaching Librarianship Test Faculty 2024	11/12/2024 11:12 AM	A
DPTAC Promotion Vote	Creative Cloud Pil	Teaching Librarianship Test Faculty 2024	11/12/2024 11:11 AM	м
DP IAC Promotion vote	 OneDrive - Perfor 	Supporting Documents Test Faculty 2024	11/12/2024 11:11 AM	A
Enter the DPTAC recommendation and voting tallies for promotion below. If the	Desktop	Supporting Documents Test Faculty 2024	11/12/2024 11:10 AM	м
candidate is not seeking promotion, please enter "N/A".	Documents	Service Test Faculty 2024	11/12/2024 11:10 AM	A
	Epsil attachmer	Service Test Faculty 2024	11/12/2024 11:09 AM	м
DPTAC Promotion Recommendation *		Scholarly Creative Test Faculty 2024	11/12/2024 11:09 AM	A
Yes - Recommend for Promotion	Pictures	Annual Review Narrative Test Faculty 2022	10/17/2022 9:48 AM	A
Yes - Recommend for Promotion	This PC	Dept Chair Feedback Test Faculty 2022	10/17/2022 9:48 AM	A
	3D Objects	Dept Chair Recommendation Letter Test	10/17/2022 9:48 AM	A
DPTAC Tally for Promotion (YES) *		A DPTAC Post-Tenure Vote Evaluation Test		A.Y
5			lífies	>
DPTAC Tally for Promotion (NO) *	File nan	Upload from mobile	Open Cance	
0		_		
DPTAC Taily for Promotion (ABSTAIN) *				
Please upload the DPTAC recommendation letter in the space provided below.				

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

Activities Reports Workflow C Department Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM Image: Committee Chair/School Director Image: Submit to Department Chair/School D
CAUCIL Actions CAUCIL Actions CAUCIL Save Drat Save Dra
Submit to Department Chair/School Director Submit to Department Chair/School Director Seand Back to Previous Step Ves - Recommend for Promotion PTAC Tally for Promotion (VES)* 5 DPTAC Tally for Promotion (NO)* 0
Submit to Department Chair/School Director iss for promotion below. If the NA*. Send Back to Previous Step Yes - Recommend for Promotion PPTAC Tally for Promotion (YES)* S DPTAC Tally for Promotion (NO)* 0
Submit to Department Chair/School Director iss for promotion below. If the NA*. Send Back to Previous Step Yes - Recommend for Promotion PPTAC Tally for Promotion (YES)* S DPTAC Tally for Promotion (NO)* 0
Send Back to Previous Step Ves - Recommend for Promotion DPTAC Taily for Promotion (VES) * 5 DPTAC Taily for Promotion (NO) * 0
Send Back to Previous Step Yes - Recommend for Promotion ✓ DPTAC Tally for Promotion (YES) * 5 DPTAC Tally for Promotion (NO) * 0
Yes - Recommend for Promotion v DPTAC Tally for Promotion (YES) * 5 DPTAC Tally for Promotion (NO) * 0
DPTAC Taily for Promotion (YES) * 5 DPTAC Taily for Promotion (NO) * 0
S DPTAC Taily for Promotion (NO)* 0
DPTAC Taily for Promotion (NO) * 0
0
DPTAC Tally for Promotion (ABSTAIN) *
0
Please upload the DPTAC recommendation letter in the space
provided below.
DPTAC Recommendation Letter*
Dron files here or click to unload
DPTAC. Recommendation Letter: Test Faculty 2024.odf (334.91 KB)

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

Activities Reports Workflow OF INCLEAR FOR FUNCTION OF INCLEAR FOR FUNCTION OF INCLEAR FOR FUNCTION < Department Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM CANCEL Actions
L CANCEL Actions ~
Candidate: Test Faculty
DPTAC Tally for Tenure (ABSTAIN)
0
DPTAC Promotion Vote
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "WA".
DPTAC Promotion Recommendation
Yes - Recommend for Promotion
DPTAC Tally for Promotion (YES)
5
DPTAC Tally for Promotion (NO)
0
DPTAC Tally for Promotion (ABSTAIN)
0
Please upload the DPTAC recommendation letter in the space provided below.
provided below.
DPTAC Recommendation Letter
DPTAC Recommendation Letter Test Faculty 2024.pdf (334.91 KB)

10. 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.

	CANCEL	Actions	~				
		- /					
Save Draft							
* Submit to	Department Chair/	School Director					
Send Back	to Previous Step						
	UP IAC Promo	tion vote	_				
	Enter the DPTAC re candidate is not see	commendation and ve king promotion, pleas	oting tallies for promotion e enter "N/A".	n below. If the			
		ntion Recommendat			~		
	DPTAC Tally	or Promotion (YES)	•				
	DPTAC Tally	or Promotion (NO) *					
	0						
		or Promotion (ABST	AIN) *				
	0						
	DDTAC Bocor	nmendation Letter*					
				Drop	files here or click to	upload	
			Letter Test Faculty 202		files here or click to	<u>upload</u>	
			Letter Test Faculty 202			upload	
Activities			Letter Test Faculty 202			upload	
Not	Reports	TAC Recommendation	I Letter Test Faculty 202	4,odf (334.91 KB)			⊋ 11:59 PM
Not	Reports	TAC Recommendation	Ļ	4,odf (334.91 KB)			ັງ 11:59 PM
< Depa	Reports rtment Prom	TAC Recommendation Workflow Dotion and Tenu	Ire Advisory Con	4,odf (334.91 KB)			Ĵ 11:59 PM
< Depa	Reports rtment Prom cancel late: Test Sele	TAC Recommendation Workflow Dtion and Tenu Actions	Ire Advisory Con	4,odf (334.91 KB)			9 11:59 PM
< Depa	Reports rtment Prom CANCEL Late: Test Sele DPTAC Tenure F	TAC Recommendation Workflow Dotion and Tenu	Ire Advisory Con	4.odf (334.91KB) minister of the minister of the second se			⊉ 11:59 PM
< Depa	Reports rtment Prom CANCEL late: Test Sele DPTAC Tenure R Yes - Recomm	Vorkflow Workflow otion and Tenu Actions at to expand Actions ecommendation * hend for Tenure	Ire Advisory Con	4.odf (334.91KB) minister of the minister of the second se	Due February		⊉ 11:59 PM
< Depa	Reports rtment Prom CANCEL Late: Test Sele DPTAC Tenure F	Vorkflow Workflow otion and Tenu Actions at to expand Actions ecommendation * hend for Tenure	Ire Advisory Con	4.odf (334.91KB) minister of the minister of the second se	Due February		9 11:59 PM
< Depa	Reports rtment Prom CANCEL Late: Test Sele DPTAC Tenure F Yes - Recomm DPTAC Taily for 5	Workflow btion and Tenu Actions ecommendation * nend for Tenure Tenure (YES) *	Ire Advisory Con	4.odf (334.91KB) minister of the minister of the second se	Due February		9 11:59 PM
< Depa	Reports rtment Prom CANCEL Late: Test Sele DPTAC Tenure F Yes - Recomm DPTAC Taily for	Workflow btion and Tenu Actions ecommendation * nend for Tenure Tenure (YES) *	Ire Advisory Con	4.odf (334.91KB) minister of the minister of the second se	Due February		⊉ 11:59 PM
< Depa	Reports rtment Prom CANCEL late: Test Sele DPTAC Tenure F Yes - Recomm DPTAC Taily for 5 DPTAC Taily for 0	Workflow Dition and Tenu Actions Et to expand Actions ecommendation * nend for Tenure Tenure (YES) *	Ire Advisory Cor a menu for tanune balo	4.odf (334.91KB) minister of the minister of the second se	Due February		€ 11:59 PM

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

Activities Reports Workflow
Commete Promotion and Tenure Advisory Committee Step - Due February 4th, 2025 @ 11:59 PM Cancel Actions
🗎 Save Draft
✓ Submit to Department Chair/School Director
Is and Back to Previous Step Is important that you click on Actioner's and select. "Save Draft" until you click on documents to the next Step in the review process. If He system auto-advances on the due date, any documents to use ubmission is no later than January 13, 2025, at 11:59 pm. The due date for your submission is no later than January 13, 2025, at 11:59 pm. Mot: The maximum file size is 1GB. You will receive an error message "Unable to updated file.coccord" if the file is to large. You may simply click. "Delete File" to remove it. Current Curriculum Vitae Use the space below to generate a CV from the Watermark system to be considered for farure and/or promotion. The report below is generated from the data entered in Activities. When preparing your systemission, make support If needed.
navigate to Activities to make any necessary edits. Then, rieturn to your review in Workflow and refersh the report. Note: The report will not automatically refresh when the Activities data is changed. You may refersh the report in Workflow. The report will be date and
time stamped with the latest refresh date. If your discipline requires a specific format, you can use the upload field to attach a copy of your current vita.
Vita Last Updated November 12th, 2024 at 11:04 AM
CV Upload
CV 2024 Test Faculty.odf (249.66 KB)

12. 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.

Activities Reports Workflow					
Workflow Tasks Keep track of outstanding tasks in your inbox, and view you	ır review history.				
✓ Inbox					
► Show Filters (0)					
NAME - STEE	DEPAR	TMENT - CAN	NDIDATE -	DUE DATE 19 -	DATE RECEIVED -
		No Data to Display			
❤ History (1)					
NAME	CURRENT STEP	CANDIDATE	DU	E DATE	ACTIONS
TEST Tenure and/or Promotion Review - Soring 2025	Department Chair/School Director	Test Faculty	Fel	vruary 11, 2025 @ 11:59 PM	Recall Download

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 SETTING
General Credentials/Expertise	
Personal and Contact Information	Licensures and Certifications
Biography and Expertise	Awards and Honors
Degrees	Media Appearances, Contributions, and Interviews
Post-Graduate Training	Faculty Development Activities Attended

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

Activities Manage Data Reports	s Workflow -				
Workflow Tasks Keep track of outstanding tasks in your inbox, and v					
lnbox (1)					
Show Filters (0)					
NAME -	STEP -	DEPARTMENT -	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	February 11, 2025 @ 11:59 PM	November 12, 2024 @ 5:06 PM
History (6)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS
Test Spring 2023 Annual Review - Probationary F	aculty Completed	Me		September 20, 2022 @ 11:59 PM	•
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO	Completed	Me		May 1, 2023 @ 11:59 PM	•

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 x								
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.

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

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	s Workflow 🔻				
Workflow Tasks Keep track of outstanding tasks in your inbox, and vi	ew your review history.				
v Inbox (1)					
► Show Filters (0)					
NAME *	STEP -	DEPARTMENT *	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
TEST Tenure and/or Promotion Review - Spring 2025	Department Chair/School Director	University Wide	Faculty, Test	February 11, 2025 @ 11:59 PM	November 12, 2024 @ 5:06 PM
History (6)					
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTION
Test Spring 2023 Annual Review - Probationary Fa	aculty Completed	Me		September 20, 2022 @ 11:59 PM	•
Annual Faculty Evaluation System (FES) Review (Tenured/Tenure-track) (DEMO	Completed	Me		May 1, 2023 @ 11:59 PM	•

5. In the Department Chair/School Director step, the first section will contain the Faculty's Review Portfolio, with all reports, entries, and links to uploaded files, as well as the Tenure Unit Standard year requested for the evaluation. These submissions can be viewed following the same process as described in the DPTAC section on <u>page 21 above</u>. This is followed by the brief Start Portfolio Evaluation (with any Comments, if applicable). Then, the Department Promotion and Tenure Advisory Committee (DPTAC) section contains all of their recommendation votes, tallies, and uploaded letters.



Activities Manage Data Reports Workflow -	
Candidate: Test Faculty Candidate: Test Faculty	Actions ~
> Faculty	Submitted November 12, 2024 by Test Faculty
Start Portfolio Evaluation	Submitted November 12, 2024 by Jamilyn White
V Department Promotion and Tenure Advisory Committee	Submitted November 12, 2024 by Chair DPTAC
DP TAC Tenure Vote	
Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "N/A".	
DPTAC Tenure Recommendation	
Yes - Recommend for Tenure	
DPTAC Tally for Tenure (YES)	
5	
DPTAC Tally for Tenure (NO)	
0	
DPTAC Tally for Tenure (ABSTAIN)	
0	

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

Activities Manage Data Reports Workflow -		
C Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate:, Test Faculty	$\left[\begin{array}{c} \textcircled{\begin{tabular}{c} \begin{tabular}{c} \hline \bed{tabular} \begin{tabular}{c} \hline \begin{tabular}{c} \hline $	× & Promotion D P
	Organize Vew folder	88 🕶 🔳 🚷
> Start Portfolio Evaluation	Tenure & Promo ^ Name Tenure and Prom Dept Chair Recommendation Letter Test Faculty 2024 Training Docum	Date modified ^
> Department Promotion and Tenure Advisory Committee	Creative Cloud Fil Creati	11/12/2024 4:50 PM 11/12/2024 4:50 PM 11/12/2024 11:12 #
Department Chair/School Director Tenure and/or Promotion Recommendation	Desktop Decupients Decupients Engel tatachmer	11/12/2024 11:11 # 11/12/2024 11:11 # 11/12/2024 11:10 #
The contents of this Department Chair/School Director Form constitute the chair/director's submission for timure and/or promotion.	Initures Service Test Faculty 2024 Service Test Faculty 2024 Discretize Test Faculty 2024 This PC A Scholarly Creative Test Faculty 2024	11/12/2024 11:10 # 11/12/2024 11:09 # 11/12/2024 11:09 #
Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step. The due due for your submission is no later than February 11, 2025, at 11:59 p.m.	3D Objects Annual Review Narrative Test Faculty 2022 Desktop <	10/17/2022 9:48 At 10/17/2022 9:48 At >
Deservment Chair/School Director Tenure Recommendation *	File name: Dept Chair Recommendation Lett V All files	√ Cancel
Yes - Recommend for Tenure		
Department Chair/School Director Promotion Recommendation* Ves - Recommend for Promotion Please upload the Department chair/school Director's recommendation letter in the space provided below. Department Chair/School Director Recommendation Letter* Detar files PDF to unlose		
This field is required		

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

tivities Manage Data Reports Workflow 🔻	
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM	CANCEL Actions
Candidate: Test Faculty	🗎 Save Draft
> Start Portfolio Evaluation	
Department Promotion and Tenure Advisory Committee	Submit to Dean
	Send Back to Previous Step
Department Chair/School Director Tenure	
and/or Promotion Recommendation	
The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion.	
Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.	
The due date for your submission is no later than February 11, 2025, at 11:59 p.m.	
Department Chair/School Director Tenure Recommendation *	
Yes - Recommend for Tenure v	
Department Chair/School Director Promotion Recommendation *	
Yes - Recommend for Promotion ~	
Please upload the Department Chair/School Director's	
recommendation letter in the space provided below.	
Department Chair/School Director Recommendation Letter *	
Drop files here or click to upload	
Dept Chair Recommendation Letter Test Faculty 2024, pdf (334,90 KB)	
₽	
tivities Manage Data Reports Workflow → Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM	Lancel Actions
	CANCEL Actions Select to expand Actions
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM	mit
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty Start Portfolio Evaluation	Select to expand Actions
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty Start Portfolio Evaluation	Submitted November 12, 2024 by Jamilyn White
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty Start Portfolio Evaluation	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean?	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Department Chair/School Director Teand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tegand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion.	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Department Chair/School Director Teand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Department Promotion and Tenure Advisory Comm Department Chair/School Director Tetand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "Submission for advance the review to the next step. The due date for your submission is no later than February 11, 2025, at 11:59 p.m.	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "Submission for tenure the next step. The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Tenure Recommendation *	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation Are you sure you want to Submit to Dean? Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation Test contents of this Department Chair/School Director Form constitute the chair/decide s submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "submit to Dean" to advance the review to the next step. The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Tenure Recommendation *	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation Image: Commend Commendation The contents of this Department Chair/School Director Form constitute the chair/decide s submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "submit to Dean" to advance the review to the next step. The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Tenure Recommendation* Yes - Recommend for Tenure Department Chair/School Director Promotion Recommendation *	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation Are you sure you want to Submit to Dean? Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "Stomit Ubean" to advance the review to the next step." The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Promotion Recommendation * Ves - Recommend for Tenure	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation Image: Commend Commendation The contents of this Department Chair/School Director Form constitute the chair/decide s submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "submit to Dean" to advance the review to the next step. The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Tenure Recommendation* Yes - Recommend for Tenure Department Chair/School Director Promotion Recommendation *	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
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Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty Start Portfolio Evaluation Are you sure you want to Submit to Dean? Department Promotion and Tenure Advisory Comm Are you sure you want to Submit to Dean? Department Chair/School Director Tenand/or Promotion Recommendation Image: Commend School Director Tenand/or Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/active of submission for tenure and/or promotion. Image: Commend School Director Tenand/or Promotion Recommendation * Once you have completed the required fields below, click on "Actions" and select **submit to Dean" to advance the review to the next step. Image: Commend for Tenure Department Chair/School Director Tenure Recommendation * Image: Commend for Tenure Yes - Recommend for Tenure Image: Commend for Tenure Ves - Recommend for Promotion Image: Commend for Promotion Please upload the Department Chair/School Director's recommendation * Image: Commend for Promotion Measure upload the Department Chair/School Director School Director's recommendation letter in the space provided below. Department Chair/School Director Recommendation Letter *	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024
Department Chair/School Director Step - Due February 11th, 2025 @ 11:59 PM Candidate: Test Faculty > Start Portfolio Evaluation > Department Promotion and Tenure Advisory Comm Department Chair/School Director Tenure and/dor Promotion Recommendation The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion. Once you have completed the required fields below, click on "Actions" and select "submit to Dean" to advance the review to the next state. The due date for your submission is no later than February 11, 2025, at 11:59 p.m. Department Chair/School Director Tenure Recommendation * Yes - Recommend for Tenure Yes - Recommend for Promotion Please upload the Department Chair/School Director's recommendation letter in the space provided below.	Select to expand Actions Submitted November 12, 2024 by Jamilyn White Submitted November 12, 2024

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

Activities Manage Data	Reports Wo	rkflow 🔻				
Workflow Tasks Keep track of outstanding tasks in your	inbox, and view your rev	riew history.				
Inbox						
► Show Filters (0)						
NAME *	STEP +		DEPARTMENT *	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -
			No Data to	Display		
History (7)						
NAME	CL	JRRENT STEP	CANDIDATE +		DUE DATE	ACTIONS
TEST Tenure and/or Promotion Revie	w - Spring 2025 De	ean	Test Faculty		February 25, 2025 @ 11:59 PM	•
Test 2 Spring 2023 Annual Review - F Faculty (duplicate)	Probationary Co	ompleted	Me		September 22, 2022 @ 11:59 PM	Recall
Test Annual Review - Test Accounts	(1st test) Co	ompleted	Me		October 10, 2022 @ 11:59 PM	Download
Tenure and/or Promotion Review - Sp	oring 2023 (Test) Co	ompleted	Me		November 12, 2022 @ 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 30 above</u>.
- In the Dean/Executive Director step, the sections include the Faculty's Review Portfolio, the Start Portfolio Evaluation (with any Comments, if applicable), the DPTAC section, and the Department Chair/School Director sections – all of which contain their associated reports, entries, uploaded documents, votes, tallies, and recommendations.

ivities CV Imports Manage Data Reports Workflow 🕶 Tools 🕶	
Start Portfolio Evaluation Dean Step - Due February 25th, 2025 @ 11:59 PM	La CANCEL Actions
Candidate: Test Faculty oftion and Tenure Advisory Committee	Submitted November 12, 2024 by Chair DPTAC
✓ Department Chair/School Director	Submitted November 12, 2024 by Bearkat Test
Department Chair/School Director Tenure Recommendation	
Yes - Recommend for Tenure	
Department Chair/School Director Promotion Recommendation	
Yes - Recommend for Promotion	
Please upload the Department Chair/School Director's	
recommendation letter in the space provided below.	
Department Chair/School Director Recommendation Letter	
Dept Chair Recommendation Letter Test Faculty 2024.pdf (334.90 KB)	

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

C Dean Step - Due February 25th, 2025 @ 11:59 PM test	CANCEL mil Actions ~	
Candidate: Test Faculty	🚱 Open	×
Department Chair/School Director	← → × ↑ <mark>··································</mark>	& Promotion D ,P
	Organize 🔻 New folder	💷 • 💷 🔞
College Dean/Executive Director Tenure and/or Promotion Recommendation The contents of this College DeanExecutive Director Form constitute the devinescutve director's submission for tenues addrog promotions. Dee you have completed the course of the form of the forms' and select "Submit to Provess" to advance the review than Fabricary 28, 2028, at 11:09 p.m. Defining Dean/Executive Director Tenure Recommendation *	Reference of the second s	
College Dean/Executive Director Promotion Recommendation* Ves - Recommend for Promotion Please upload the College Dean/Executive Director's recommendation letter in the space provided below. College Dean/Executive Director Recommendation Letter*	ID-Option Constructions that fronts value Density File same [Vern Recommendation Latter for] All Pile: Open	10/17/2022 9-468 Jar * Cancel

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

Control Con	Actions *
Department Chair/School Director Candidate: Test Faculty	
College Dean/Executive Director Tenure and/or Promotion Recommendation The contents of this College Dean/Executive Director Form constitute the deanievex.ub/e director's submission for the neuro and/or promotion. Once you have completed the required fields before, elick on "Actions" and select "Submit to Proversite to advance the review to the next step." The due date for your submission is no later than February 26, 2026, at 11:59 p.m. College Dean/Executive Director Tenure Recommendation "	Submit to Provos
Yes - Recommend for Tenure V	
College Dean/Executive Director Promotion Recommendation * Yes - Recommend for Promotion Please upload the College Dean/Executive Director's recommendation letter in the space provided below.	
College Dean/Executive Director Recommendation Letter *	
Candidate: Test Faculty	CANCEL Actions Select to expand Actions menu
College Dean/Executive Director Tent Promotion Recommendation The contents of this College Dean/Executive Director Form constitute dean/executive director's submission for tenture and/or promotion "Submit Dervoss" to advance the review to the next step: The due date for your submission is no later than February 28, 2026, at 11:59 p.m. College Dean/Executive Director Tenture Recommendation *	
Yes - Recommend for Tenure *	
College Dean/Executive Director Promotion Recommendation *	
Yes - Recommend for Promotion V	

5. Once the Dean/Executive Director has completed their submission to the provost, 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 provost.

Workflow Tasks								
Keep track of outstanding tasks in your inbox, and view your review history.								
♥ Inbox								
► Show Filters (0)								
NAME -	STEP -	DEPARTMENT *	CANDIDATE -	DUE DATE 12 -	DATE RECEIVED -			
		No Data to Di	splay					
✓ History (1)								
NAME	CURRENT STEP	CANDIDATE		DUE DATE	ACTIONS			
TEST Tenure and/or Promotion Review - Spring 20	Provost	Test Faculty		April 8, 2025 @ 11:59 PM	· ·			
					Recall Download			