



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

OFFICE OF THE PROVOST

Michael T. Stephenson

Dear faculty,

Academic Affairs will soon begin the process of replacing the outdated Talent Management software program with Watermark Faculty Success. To make the transition as simple as possible, the software will be phased in over the next year.

The first phase begins this semester.

Tenured and tenure-track faculty: Beginning in mid-November, faculty will begin using the Watermark “Workflow” feature to upload tenure and promotion review materials for this 2023 review cycle. Then, in the early spring, Watermark will open for post-tenure review and annual review submissions for tenure-track and tenured faculty.

Full-time, non-tenure track faculty: The use of Watermark for full-time, non-tenure track faculty reviews will be at the discretion of each college—if this applies to you, I encourage you to check with your college’s administrators for more information.

Faculty who are submitting their review materials will find Watermark much more user-friendly, as it has a drag-and-drop upload feature for all your documents. Watermark Workflow routes the submitted documents automatically to the next level of review beginning with DPTAC members, then on to the department chair, the dean, and the provost. Those who submitted the materials will be able to see the stage of their review. Faculty reviewers will see a list of individuals who have submitted their materials and can click on each name to access all of that person’s materials from one screen. This process is a significant improvement and much easier than previous years.

For those who need to upload review materials, you will receive an email when Watermark opens for you to submit your files.

To assist, we will offer training (open labs) available beginning in November both for users and reviewers. More details will be sent in the coming weeks.

Any change in software systems is challenging and the first year is always the most difficult. As a result, we will stage the implementation in a way that is manageable and gives faculty the time they need to get materials entered. I expect the first phase to go smoothly. Subsequent phases of implementation will follow in the spring with ample time to prepare for fall.

If you have additional questions, please reach out to Jamilyn White (4-1024, facultyrecords@shsu.edu).

Thank you,

Michael T. Stephenson
Provost and Senior Vice President for Academic Affairs

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*This email has been approved for distribution to faculty
by Michael T. Stephenson, Provost and Senior Vice President for Academic Affairs.*

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