



Michael T. Stephenson

Dear faculty,

The rollout of Watermark Workflow for this year's faculty review processes is nearly complete. This email includes information regarding the following:

- 1. Tenure & Promotion, Probationary Annual, and Post-Tenure Reviews**
- 2. Faculty Evaluation System (FES) Annual Reviews**
- 3. Resources and Upcoming Training Labs**

*Please note that all faculty submission deadlines reflect the final Office of the Provost deadlines. Please consult with your college and department for earlier, internal deadlines.*

### 1. Tenure & Promotion, Probationary Annual, and Post-Tenure Reviews

At this time, the tenure & promotion ([APS 900417](#)) faculty material submission deadline has passed. You can check the status of your submission in [Watermark Workflow](#).

The probationary annual ([APS 900417](#)) and post-tenure ([APS 980204](#)) reviews are open to candidates in Watermark Workflow now. These review candidates should have received a Watermark-generated email with the "Office of the Provost" sender name that let them know Watermark is available for document uploads related to their review. You can also access [Watermark Workflow directly here](#).

Faculty should refer to the [Academic Affairs Tenure Unit Standards](#) webpage for information regarding whether portfolio documents should be uploaded by category or year.

### 2. Faculty Evaluation System (FES) Annual Reviews

Faculty Evaluation System (FES) annual reviews ([APS 820317](#)) are currently open for tenured and tenure-track faculty. You can check the status of your submission in [Watermark Workflow](#).

For those full-time, non-tenure track faculty members who are up for their annual review and whose department has chosen to utilize Watermark Workflow, they will receive a Watermark-generated email with the "Office of the Provost" sender name tomorrow, Friday, Jan. 27. The email will inform those selected candidates that Watermark is available for document uploads related to their review. Once you receive this Watermark email, you can also access [Watermark Workflow directly here](#). If you are a full-time, non-tenure track faculty member and have questions regarding your annual review submission, please consult with your department.

#### Timeline for Faculty Evaluation System (FES) Annual Reviews

- Faculty deadline to upload and submit review materials is March 1, 2023, at 11:59 p.m. CT
- Department chair review deadline is May 1, 2023, at 11:59 p.m. CT

*As a reminder, all faculty submission dates mentioned above reflect the final Office of the Provost deadlines. Please consult with your college and department for earlier, internal deadlines.*

### 3. Resources and Upcoming Training Labs

For Watermark Workflow details and instructions, visit the [Watermark Faculty Success website](#). On the website, click on the ["Training & Resources" tab](#) for user guides, tutorials, and other online resources.

There will be five virtual training sessions (open labs) available for both reviewers and reviewees going through review processes. *Note: All five sessions will include the same, repeated content.*

**Open lab #1** - Tuesday, Jan. 31 from 9-10 a.m. via [Zoom](#) (Meeting ID: 828 8193 6311)

**Open lab #2** - Wednesday, Feb. 1 from 3:30-4:30 p.m. via [Zoom](#) (Meeting ID: 863 3554 1677)

**Open lab #3** - Thursday, Feb. 2 from 3-4 p.m. via [Zoom](#) (Meeting ID: 896 7526 5866)

**Open lab #4** - Friday, Feb. 3 from 8-9 a.m. via [Zoom](#) (Meeting ID: 840 2282 5769)

**Open lab #5** - Friday, Feb. 3 from 3-4 p.m. via [Zoom](#) (Meeting ID: 851 1615 6893)

If you have additional questions or feedback regarding review processes, please reach out to Jamilyn White (4-1024, [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu)).

Thank you,

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

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