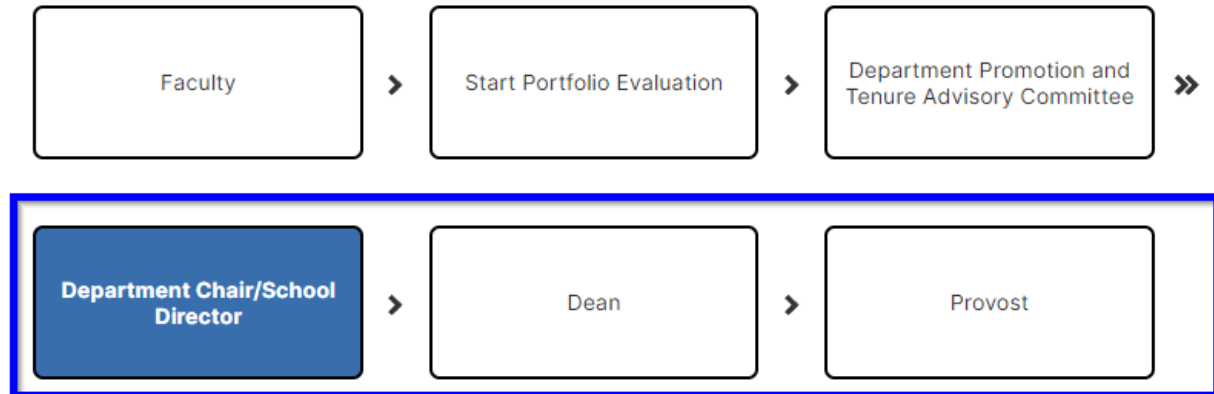


SHSU Watermark Workflow

Administrators' Submissions Help Guide

Watermark Workflow provides a multistep process for faculty evaluations. Each participant in the process will receive an automated email from Watermark (addressed as Office of the Provost) when a submission has reached their step. Administrative reviewers, such as a department chair or dean, can also view submissions prior to reaching their step in the process (receiving the email and appearing in their Workflow Tasks) using the Workflow Submissions interface.

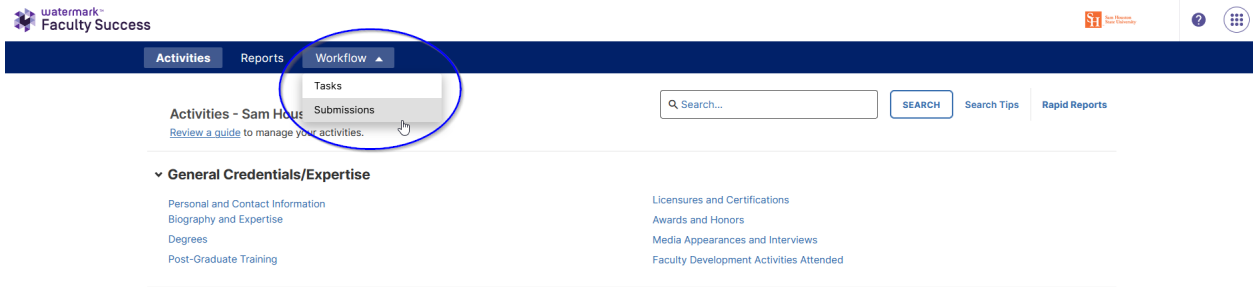


To access the Workflow Submissions screen you can navigate to Watermark following the login instructions below.

Logging into Watermark Faculty Success

1. Go to [Watermark Faculty Success](https://login.watermarkinsights.com/connect/samhoustonstateuniversity) (<https://login.watermarkinsights.com/connect/samhoustonstateuniversity>)
2. NOTE: You may receive a two-factor authentication (DuoSecurity) prompt to connect via campus Single Sign-On (SSO).

- Click the Workflow link in the navigation bar.



- Select Submissions from the Workflow drop-down menu.

Watermark Workflow Submissions Screen

Viewing Submissions

- The entry screen for Submissions will display all evaluation processes in your respective area (department/school or college.) The default filter will show all Open submissions. The example screenshot is showing all submissions for the Department: University Wide in the College: Academic Affairs.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Dean	Owen, Eric	May 15, 2023	
Annual Review - Probationary Faculty (First-Year)	Probationary Annual Review (First-Year)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	

- You can click on any faculty member's name appearing in the Candidate column to view any entries and uploaded documents submitted for their evaluation so far.

Activities Reports Workflow

Workflow Submissions EXPORT TABLE

Dates below are displaying in US/Central.

Filters Status: Open X

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	

- Submissions at the Step Status of Faculty will not contain any viewable content since that is the first step of the evaluation process. If you click on a submission at the Faculty step you will see the following message.

Activities Reports Workflow

< Tenure and Promotion Review - Spring 2023 (Demo) - Waiting on Faculty Step DOWNLOAD CLOSE

Faculty step is in progress. Response data will be available once this step has been submitted.

- For most evaluation processes, the first Status Step when you can view any submissions is at the Department Promotion and Tenure Advisory Committee (DPTAC).

Activities Reports Workflow

Workflow Submissions EXPORT TABLE

Dates below are displaying in US/Central.

Filters Status: Open X

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	

- Clicking on the faculty name in the Candidate column for submissions beyond the Faculty Step will provide view-only access to all entries for that evaluation process up to the current Status Step. Clicking on Candidates whose Status Step are at the DPTAC will allow views of the Faculty Step submissions, while clicking on a process at the Department Chair/School Director Step will allow views of both the Faculty Step and DPTAC step entries. In the example below, a submission for the Candidate "Test Faculty" in a Probationary Annual Review (2nd, 4th, and 5th Year) is currently at the DPTAC Status Step. As a result, we can view all entries and uploads occurring at the Faculty step, including the CV, review narrative, and portfolio document uploads.

Activities Reports Workflow

< Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo) - Updated January 6, 2023

Submitted January 6, 2023 by Test Faculty

Faculty Step - Test Faculty

Annual Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

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.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your annual review.

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your activities entries, use the upload field to attach a copy of your current vita.

CV Upload

CV 2022 Test Faculty.docx (50.69 KB) CV 2022 Test Faculty.pdf (249.66 KB)

Vita

Last Updated January 6, 2023 at 8:06 AM



Activities Reports Workflow

< Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo) - Updated January 6, 2023

RECALL CLOSE

Annual Review Narrative

Use the space below to upload a narrative file to be considered for your annual review.

Alternatively, you may input your narrative directly into the text box below.

Annual Review Narrative Upload

Annual Review Narrative Test Faculty 2022.pdf (252.83 KB) Annual Review Narrative Test Faculty 2022.pdf (252.83 KB)

Annual Review Narrative (99,999 character limit)

Annual Review Portfolio Documents

Use the space below to upload documents to be considered for your annual review.

For your college instructions, upload your documentation using **only one** of the following methods:

- Document Upload By Category, OR
- Document Upload By Academic Year

Note: Your materials will be displayed to reviewers in the order they are uploaded within each of the upload fields.

Document Upload By Category

Upload documents for Teaching or Librarianship (to include IDEA Reports)

Teaching Librarianship Test Faculty 2022.docx (83.61 KB) Teaching Librarianship Test Faculty 2022.pdf (252.83 KB)

Upload documents for Scholarly and/or Creative Accomplishments

Scholarly Creative Test Faculty 2022.docx (83.61 KB) Scholarly Creative Test Faculty 2022.enq (58.99 KB)

Scholarly Creative Test Faculty 2022.pdf (149.21 KB) Scholarly Creative Test Faculty 2022.pdf (252.83 KB)

Scholarship 2022-2023 (5).xls (516.77 KB)

Sorting and Filtering Options on the Submissions Screen

- When you first enter the Workflow Submissions screen, the default filter option of Open for Status is preselected.

The screenshot shows the 'Workflow Submissions' screen with the 'Filters' dropdown menu open. The 'Status' filter is set to 'Open'. The table below shows the data for the 'Open' status filter.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Post-Tenure Review	Post-Tenure Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	March 15, 2023	
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	
Annual Review - Probationary Faculty (First-Year Review)	Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	
Test Tenure and/or Promotion (duplicate)	Tenure and/or Promotion Review - Spring 2023 (Test)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	

- All of the rows can be Sorted and Filtered by the column headers except the Actions column. Sorting allows you to view rows in alphabetical order based on entries in that column according to either Ascending (A-Z) or Descending (Z-A) order. While the filters can be stacked across columns to narrow the submissions appearing in the display screen.

The screenshot shows the 'Workflow Submissions' screen with the column headers circled in blue. The 'Filters' dropdown menu is also open, showing 'Status: Open'.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Post-Tenure Review	Post-Tenure Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	March 15, 2023	
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	
Annual Review - Probationary Faculty (First-Year Review)	Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	
Test Tenure and/or Promotion (duplicate)	Tenure and/or Promotion Review - Spring 2023 (Test)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	

- Filtering allows you to select rows to display based on the possible options appearing in each column. For instance, in the example below we are filtering the Step Status to only show submissions currently at the Department Promotion and Tenure Advisory Committee step.

The screenshot shows the 'Workflow Submissions' page with a table of submissions. A dropdown menu for 'STEP STATUS' is open, displaying a 'Filter' section with checkboxes. The 'Department Promotion and Tenure Advisory Committee' checkbox is checked. The 'APPLY' button is highlighted with a blue circle. The table below shows the filtered results.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Post-Tenure Review	Post-Tenure Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	
Annual Review - Probationary Faculty - (Third-Year Review) - (Straw Poll)	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	

This narrows the number of submissions being displayed. You can also see the stacked Filters along the top of the Submission display – you can remove an unwanted filter by clicking the X on the right of each filter.

The screenshot shows the 'Workflow Submissions' page with the filter stack at the top. The 'Step Status: Department Promotion and Tenure Advisory Committee' filter is highlighted with a blue circle. The table below shows the filtered results.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Test Tenure and/or Promotion (duplicate)	Tenure and/or Promotion Review - Spring 2023 (Test)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	January 29, 2023	

- The filters that may be most useful for narrowing the submissions displayed include:
 - Template – which can help you narrow to a particular review type (i.e., Tenure and Promotion, Annual Review – Probationary Faculty – (Third-Year Review (Straw Poll)), Post-Tenure Review)
 - Department – this filter is applicable for a dean to narrow all of your college submissions to a particular department
 - Step Status – this filter allows you to narrow results, which is particularly useful to remove submissions that are currently at the Faculty Step and as a result do not contain any entries to view

In all cases, when checking options for filtering a column you can select more than one parameter for display if desired.

The screenshot shows the 'Workflow Submissions' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below the tabs, there's a header 'Workflow Submissions' and an 'EXPORT TABLE' button. A filter bar shows 'Status: Open' and two selected filters: 'Step Status: Department Chair/School Director' and 'Department Promotion and Tenure Advisory Committee'. A dropdown menu is open, showing 'Sort and Filter' options (ASCENDING, DESCENDING) and a 'Filter' section with checkboxes for 'Completed', 'Department Chair/School Director', 'Department Promotion and Tenure Advisory Committee', and 'Faculty'. The 'Department Chair/School Director' and 'Department Promotion and Tenure Advisory Committee' checkboxes are checked and circled in blue. An 'APPLY' button is also circled in blue. The table below shows columns for TEMPLATE, SCHEDULE, STATUS, CANDIDATE, COLLEGE, DEPARTMENT, STEP STATUS, REVIEWER, DUE DATE, and ACTIONS.

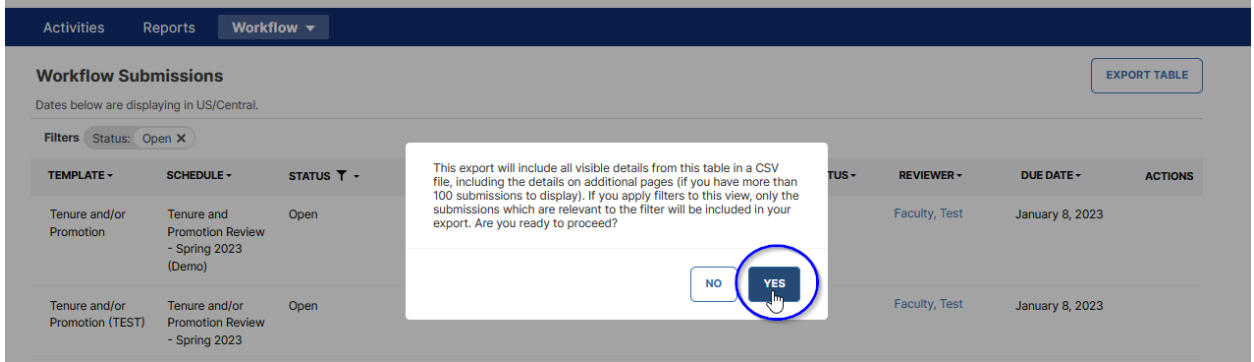
Export Table from the Submissions Screen

1. The Submissions screen displays all submissions, matching the currently applied filters. You can select the Export Table button in the upper right of the screen to export all of the displayed submission information in a comma-separated values (CSV) file.

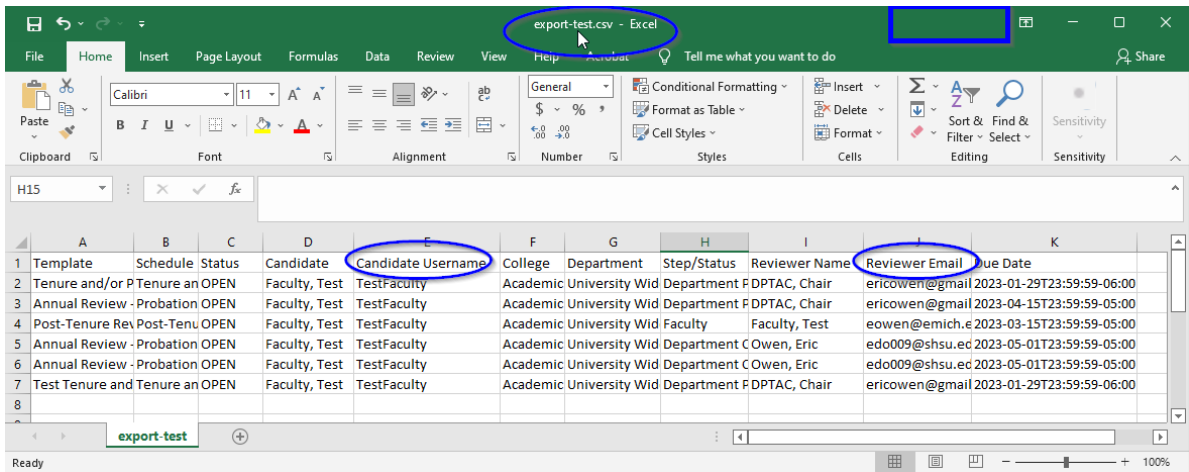
This screenshot shows the 'Workflow Submissions' interface with the 'EXPORT TABLE' button circled in blue. The filter bar shows 'Status: Open' and no other filters. The table below shows columns for TEMPLATE, SCHEDULE, STATUS, CANDIDATE, COLLEGE, DEPARTMENT, STEP STATUS, REVIEWER, DUE DATE, and ACTIONS.

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Dean	Owen, Eric	May 15, 2023	
Annual Review - Probationary Faculty (First-Year Review)	Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	





- The Exported file will be named **export-test.csv** and downloaded to your computer. The file can be viewed in Microsoft Excel and includes all of the data displayed in the currently filtered Submissions screen, as well as added columns including the Candidates Username and the Reviewer's email address.



Actions from the Submissions Screen

- The far-right column of the Submissions screen is titled Actions which, when it contains a drop-down arrow, provides the option to download the submission entries viewable at the current step.

Workflow Submissions

EXPORT TABLE

Dates below are displaying in US/Central.

Filters Status: Open X

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Dean	Owen, Eric	May 15, 2023	
Annual Review - Probationary Faculty (First-Year)	Probationary Annual Review (First-Year)	Open	Faculty, Test	Academic Affairs	University Wide	Department Chair/School Director	Owen, Eric	May 1, 2023	



Workflow Submissions

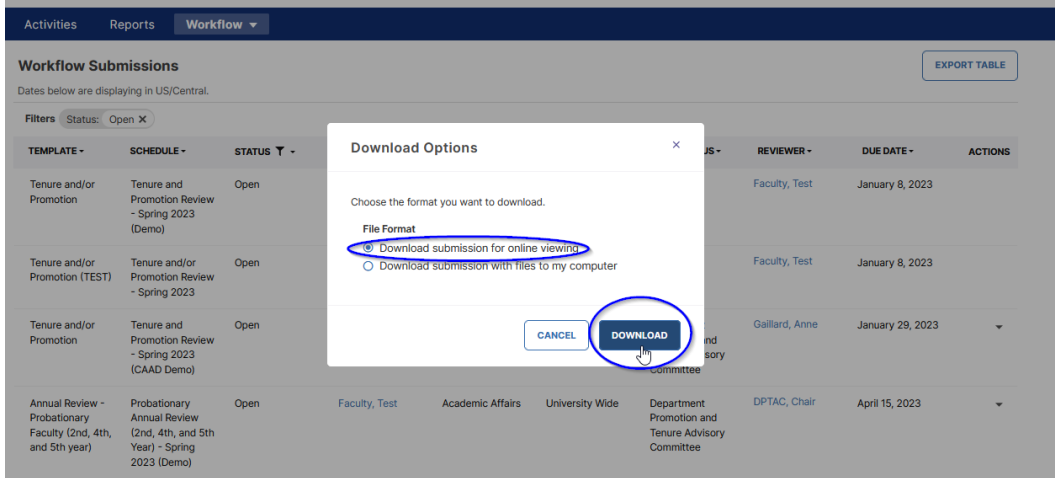
EXPORT TABLE

Dates below are displaying in US/Central.

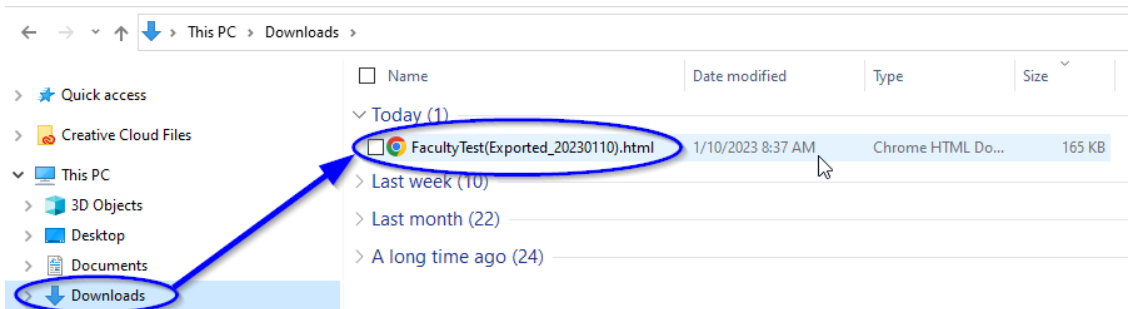
Filters Status: Open X

TEMPLATE	SCHEDULE	STATUS	CANDIDATE	COLLEGE	DEPARTMENT	STEP STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	Academic Affairs	University Wide	Faculty	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Department Promotion and Tenure Advisory Committee	DPTAC, Chair	April 15, 2023	Download
Annual Review - Probationary Faculty - (Third-Year Review (Straw Poll))	Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Open	Faculty, Test	Academic Affairs	University Wide	Dean	Owen, Eric	May 15, 2023	

2. The format of the download can be made in two ways. An HTML file for viewing the submission as it appears online with links to the portfolio documents online.



The resulting file follows the naming convention: “Candidate Name”(Exported_”current date”) – in the example it appears as FacultyTest(Exported_20230110)



The HTML file created replicates the look of the current Watermark Workflow submission, displaying all visible steps with field entries and links to uploaded documents.

Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo) - Test Faculty

Faculty Step

Submitted Jan 06, 2023 09:24 AM CST
by Test Faculty

Annual Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents to the next step in the review process.

The due date for your submission is no later than February 6th, 2023. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

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.

Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for your annual review.

Alternatively, you may generate a CV from the Faculty Success system. The report below is generated from the data entered in Activities. If you have not completed your Activities entries, use the upload field to attach a copy of your current vita.

CV Upload

Vita

Annual Review Narrative

Use the space below to upload a narrative file to be considered for your annual review.

Alternatively, you may input your narrative directly into the text box below.

Annual Review Narrative Upload

Annual Review Narrative (99,999 character limit)

Annual Review Portfolio Documents

Use the space below to upload documents to be considered for your annual review.

The second download option creates a Zip file which contains both an HTML view of the submission as well as a folder containing downloaded copies of all documents uploaded for the submission up to the current step.

TEMPLATE	SCHEDULE	STATUS	REVIEWER	DUE DATE	ACTIONS
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (Demo)	Open	Faculty, Test	January 8, 2023	
Tenure and/or Promotion (TEST)	Tenure and/or Promotion Review - Spring 2023	Open	Faculty, Test	January 8, 2023	
Tenure and/or Promotion	Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Open	Gaillard, Anne	January 29, 2023	
Annual Review - Probationary Faculty (2nd, 4th, and 5th year)	Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Open	Faculty, Test	April 15, 2023	

The Zip file follows the same naming convention as the online viewing HTML file. The Zip file contains an HTML file and a folder named Step00_Files. The HTML file provides the same submission view as the online version, but with the links to copies of the portfolio documents downloaded into the Step00_Files folder contained in the Zip file.

