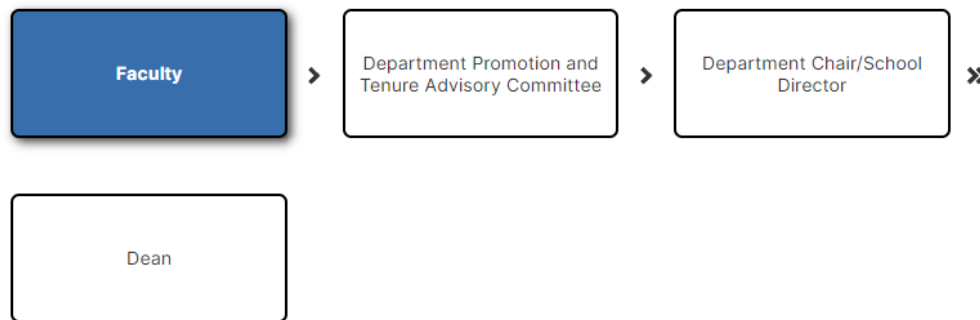


SHSU Watermark Workflow

Post-Tenure Review Process Help Guide

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



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: Post-Tenure Review - Spring 2023 (Demo)
Due Date: Wednesday, March 15, 2023 11:59 PM CDT

If you do not submit your materials by the due date, this will automatically advance to the Department Promotion and Tenure Advisory Committee review.

In accordance with [APS 980204](#), tenured faculty members must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information. The due date for your submission is **no later than March 15th, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

[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/9c02b468-8397-455f-96b8-0a30ef1c3b10/step/3eb8bfc1-692d-41fe-81a8-37e751f5a972/assignee/2390354?embed=workflow:assignee,workflow:subject,workflow:response&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 Post-Tenure materials to the DPTAC members, the DPTAC chair will receive an automated email:

Dear Member DPTAC,

The following submission is now ready for your review:

Process: Post-Tenure Review - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, April 3, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Department Chair/School Director review.

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

A written summary for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate, the department chair/school director, and dean/executive director's review. The due date for your submission is **no later than April 3rd, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

[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/9c02b468-8397-455f-96b8-0a30ef1c3b10/step/81e8b763-6b1c-4ac3-8f48-88a2c6a13f7c/assignee/2388404?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388404>

Dear Chair DPTAC,

The following submission is now ready for your review:

Process: Post-Tenure Review - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, April 3, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Department Chair/School Director review.

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members every fifth year after receiving tenure, a promotion, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

A written summary for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate, the department chair/school director, and dean/executive director's review. The due date for your submission is **no later than April 3rd, 2023**. Please follow college/departmental directions to determine if your submission is due by an earlier deadline.

[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/9c02b468-8397-455f-96b8-0a30ef1c3b10/step/81e8b763-6b1c-4ac3-8f48-88a2c6a13f7c/assignee/2388403?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388403>

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

Dear Department Chair,

The following submission is now ready for your review:

Process: Post-Tenure Review - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, April 10, 2023 11:59 PM CDT

If you do not submit your review by the due date, this will automatically advance to the Dean review.

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members and provide a written summary of each individual candidate. This summary will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate, the department chair/school director, and dean's review. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

[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/9c02b468-8397-455f-96b8-0a30ef1c3b10/step/d5ad6d85-e695-4c1e-93e7-9d649314809f/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

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

Dear Dean,

The following submission is now ready for your review:

Process: Post-Tenure Review - Spring 2023 (Demo)
Candidate: Test Faculty
Due Date: Monday, April 17, 2023 11:59 PM CDT

If you do not complete this by the due date, it will automatically complete this process.

In accordance with [APS 980204](#), the Department Promotion and Tenure Advisory Committee (DPTAC) shall review the performance of tenured faculty members and provide a written summary of each individual candidate. This summary will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for the candidate, the department chair/school director, and dean’s review. Please reference the [training resources](#) located on the Academic Affairs Watermark website for more information.

START REVIEWING

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

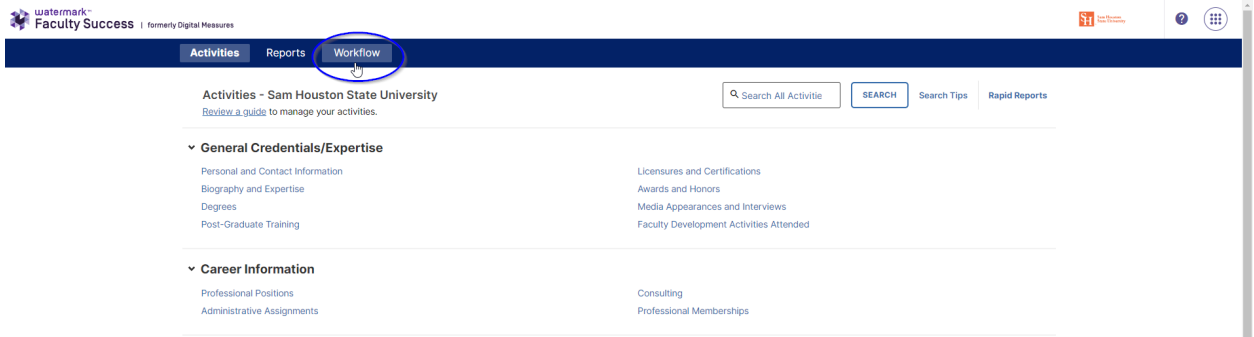
<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/9c02b468-8397-455f-96b8-0a30ef1c3b10/step/032d2439-1c88-4971-848a-1edba9a7cbcd/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

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

1. Go to [Watermark Faculty Success](#) (<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).

3. Click the Workflow link in the navigation bar.

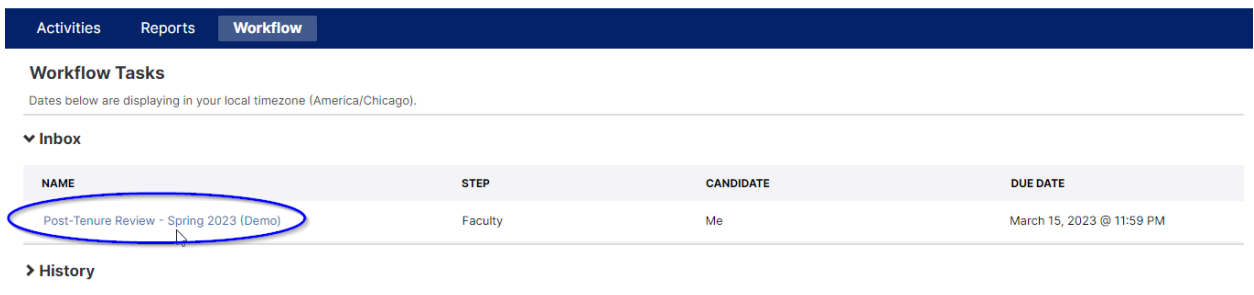


4. Select an item from Workflow Task Inbox to enter your step in the process.

Watermark Workflow Post-Tenure Review Process Steps

Faculty Step

1. Click on Post-Tenure Review to begin entering your portfolio.



2. Faculty Post-Tenure Review Portfolio screen provides an area for uploading a current CV – or an automated CV can be provided based upon your Activities entries in Watermark.

Faculty Post-Tenure Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review 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 March 15th, 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.xxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

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

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

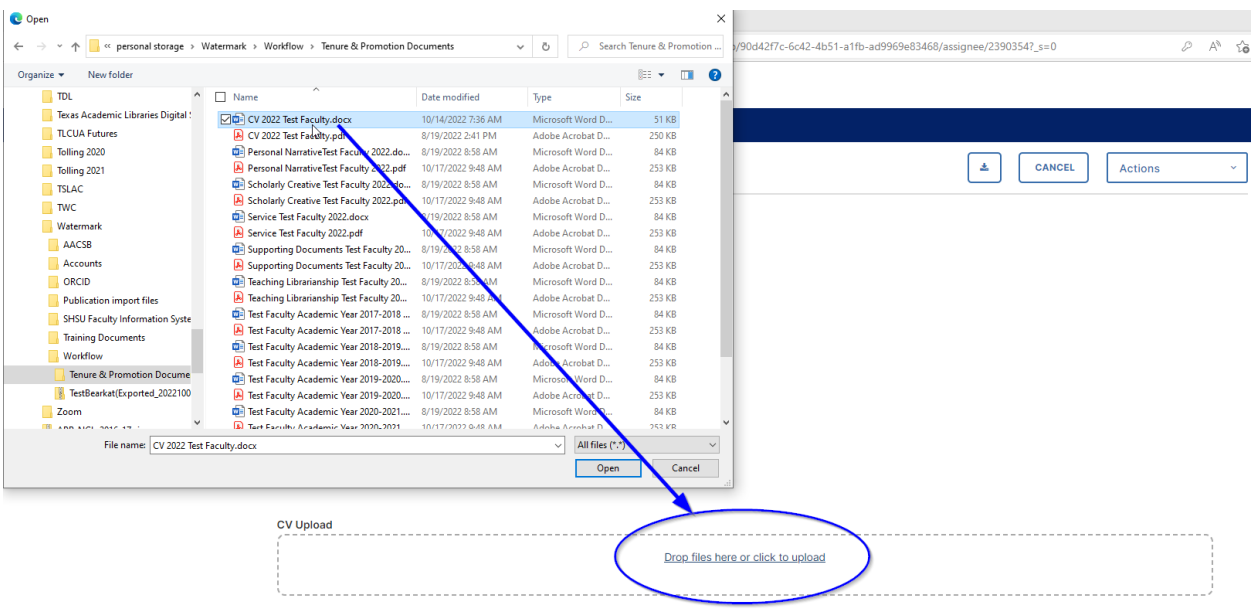
Drop files here or click to upload

Vita

Last Updated January 10, 2023 at 4:54 PM

REFRESH REPORT

3. You may upload or drag and drop files in the CV Upload area – any file type can be used.



4. You can delete any files you have uploaded by mistake by clicking the trash can icon to the right of the file name.

Activities Reports **Workflow**

< Faculty Step - Due March 15, 2023 @ 11:59 PM 📄 CANCEL Actions

Faculty Post-Tenure Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review 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 March 15th, 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 post-tenure 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

Drop files here or click to upload

CV 2022 Test Faculty.docx (50.69 KB) 🗑️

Delete File

5. An alternative to uploading a CV is the Vita report feature of Watermark. This Vita is automatically generated by Watermark based on your entries in the Activities module of Watermark. You can view this automated CV by clicking on the Adobe Acrobat icon. If you make changes to your Activities Entries after starting a portfolio submission, but prior to submitting, you can update the auto generated CV by clicking the Refresh Report button.

Activities Reports **Workflow**

< Faculty Step - Due March 15, 2023 @ 11:59 PM 📄 CANCEL Actions

Faculty Post-Tenure Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review 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 March 15th, 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 post-tenure 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

Drop files here or click to upload

CV 2022 Test Faculty.docx (50.69 KB) 🗑️

vita 📄 Last updated January 11, 2023 at 7:55 AM 🔄 REFRESH REPORT

6. The next section of the Post-Tenure Review Portfolio is a section for including a Personal Narrative. This is an optional step, and can be done either by uploading a file to the

Personal Narrative Upload location, **OR** manually enter / cut and paste a narrative directly into the Text Box provided. The Text Box has a limited of just under 100,000 characters.

The screenshot shows the 'Faculty Step - Due March 15, 2023 @ 11:59 PM' interface. The 'CV Upload' section shows a file 'CV_2022_Test_Faculty.docx (50.89 KB)' uploaded. The 'Personal Narrative' section has a 'Personal Narrative Upload' area with a 'Drop files here or click to upload' prompt and a '+ Copy' button. An 'Open' file dialog is open, showing the file 'Personal NarrativeTest Faculty 2022.pdf' selected. A blue arrow points from the dialog to the upload area.



The screenshot shows the 'Faculty Step - Due March 15, 2023 @ 11:59 PM' interface. The 'Personal Narrative' section has a 'Personal Narrative Upload' area with a 'Drop files here or click to upload' prompt. A file 'Personal NarrativeTest Faculty 2022.pdf (252.83 KB)' is now shown as uploaded. Below it, the 'Personal Narrative (99,999 character limit)' text box is circled in blue and contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut sem nulla pharetra diam sit amet. Vestibulum lectus mauris ultrices eros in. Sapien eget mi proin sed. Viverra suspendisse potenti nullam ac tortor vitae purus. Fusce id velit ut tortor pretium viverra. Tellus at urna condimentum mattis pellentesque. Eleifend quam adipiscing vitae proin sagittis nisl. Nulla facilisi etiam dignissim diam quis enim lobortis scelerisque. In massa tempor nec feugiat nisl pretium fusce. Nullam non nisi est sit amet. Eu facilisis sed odio morbi. Varius morbi enim nunc faucibus a. Consectetur adipiscing elit ut aliquam. At in tellus integer feugiat scelerisque varius. Orci dapibus ultrices in iaculis. Ac tortor dignissim convallis aenean et tortor. Duis at tellus at urna condimentum. Nascetur ridiculus mus mauris vitae. Cras semper auctor neque vitae tempus.'

7. The next section of the Faculty Step is the Post-Tenure Review Documents area. This section provides two options for uploading supporting documents for the faculty's portfolio:

- Document Upload by Category, **OR**
- Document Upload by Calendar Year

Per your [college instructions](#), upload your documentation using **only one** of the following methods.

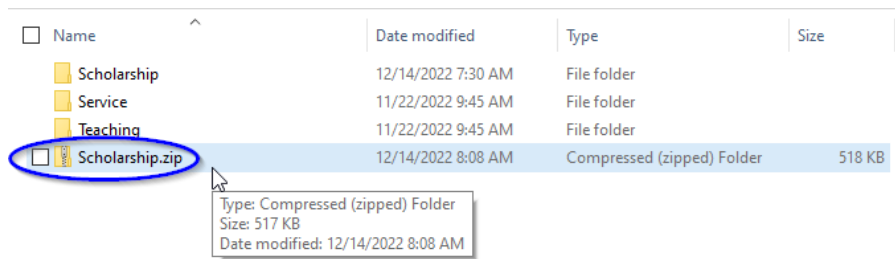
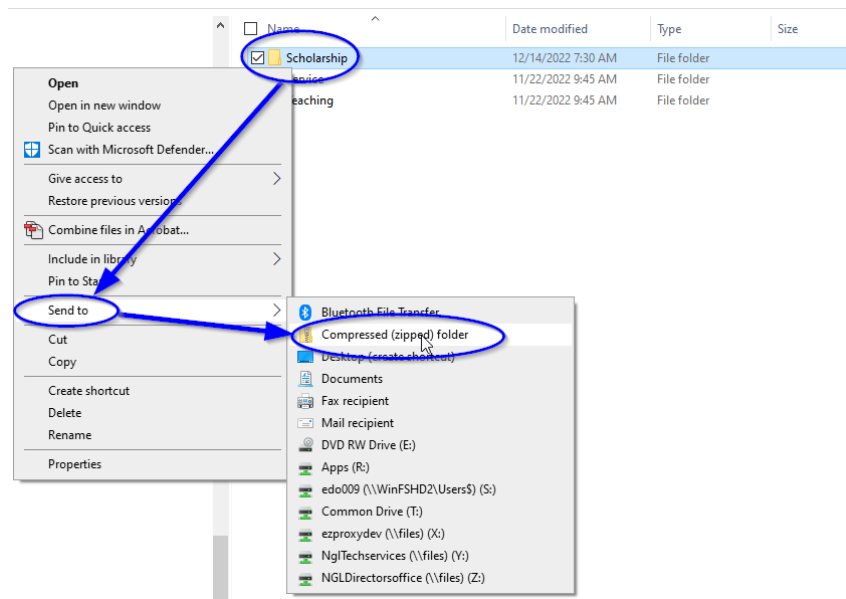
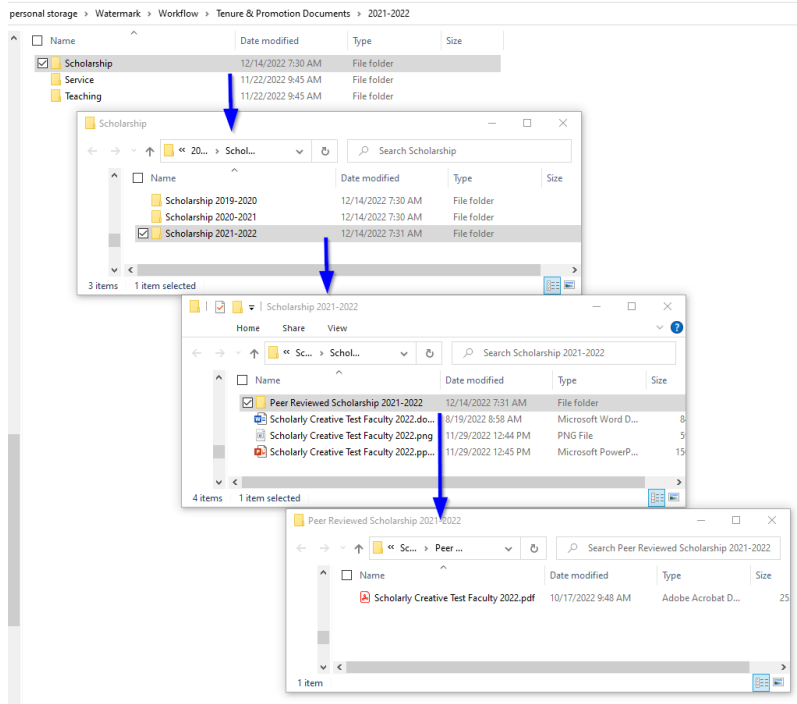
The screenshot shows a web interface for uploading documents. At the top, there is a navigation bar with 'Activities', 'Reports', and 'Workflow' tabs. Below this is a header for 'Faculty Step - Due March 15, 2023 @ 11:59 PM' with a download icon, a 'CANCEL' button, and an 'Actions' dropdown menu. The main section is titled 'Post-Tenure Review Documents' and contains the following text: 'Use the space below to upload documents to be considered for post-tenure review. Per your college instructions, upload your documentation using only one of the following methods: • Document Upload By Category, OR • Document Upload By Calendar Year'. There are two main sections: 'Document Upload By Category' and 'Document Upload By Calendar Year'. The 'Document Upload By Category' section has four upload fields: 'Upload documents for Teaching or Librarianship (To include IDEA Reports)', 'Upload documents for Scholarly and/or Creative Accomplishments', 'Upload documents for Service', and 'Upload any other Supporting Documents'. Each field has a 'Drop files here or click to upload' link. The 'Document Upload By Calendar Year' section has one upload field: 'Upload documents for Calendar Year 2022' with a 'Drop files here or click to upload' link.

Note: Your materials will be displayed to reviewers exactly as they appear on your faculty submission page. Files uploaded within each of the upload fields will appear in two columns, moving from left to right, then top to bottom.

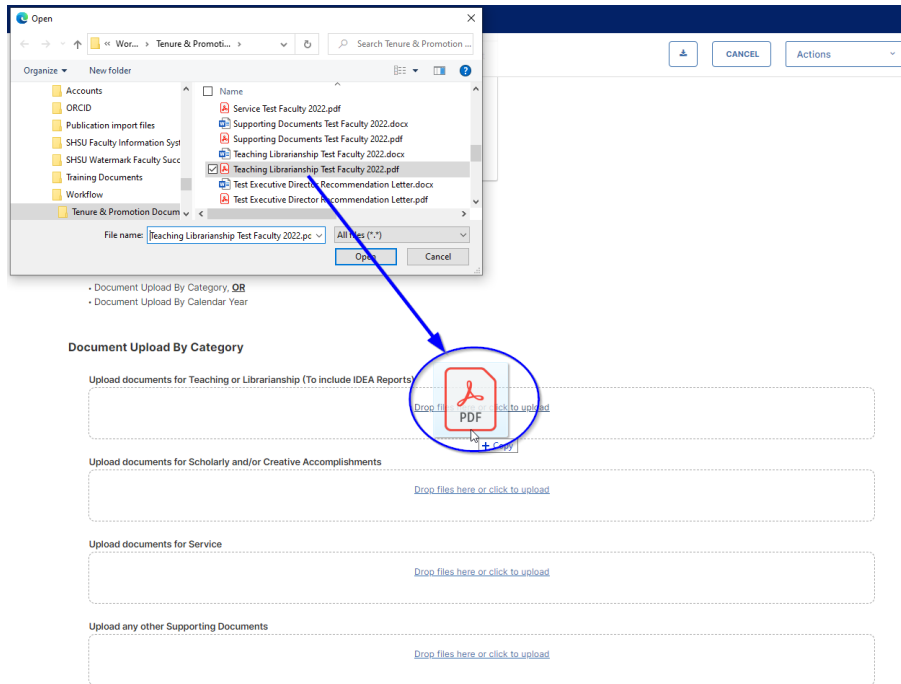
If you wish to provide files appearing in folders and subfolders, you are encouraged to save these files and structure using a Zip file. To create a Zip file containing the desired folder structure, you may right click (on a PC) on the top-level folder and select Send to - > Compressed (zipped) folder.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

In the following example (on a PC), the Scholarship folder (which for illustration purposes contains 3 levels of subfolders and files) is being zipped into a single file

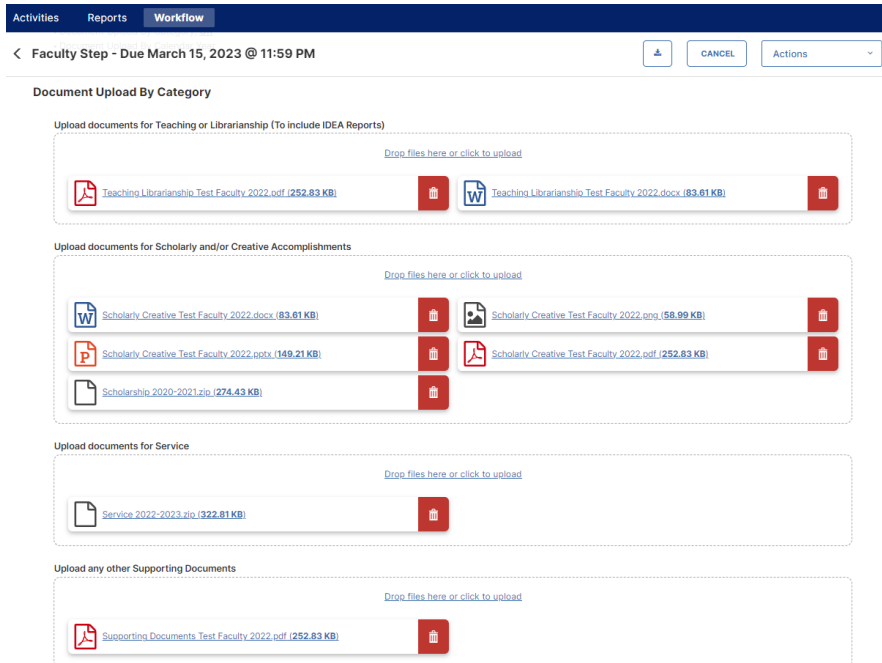
named Scholarship.zip. That resulting zip file will retain the folder structure when the zip file is subsequently opened.



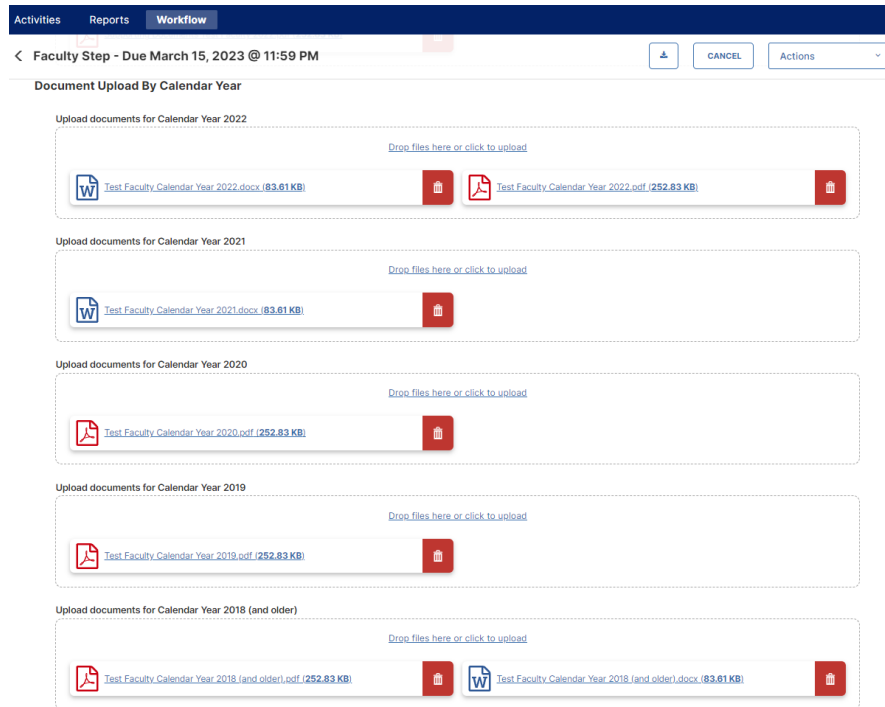
- Document Uploads by either Category or Calendar Year can be completed by clicking/drag & drop files to the appropriate location.



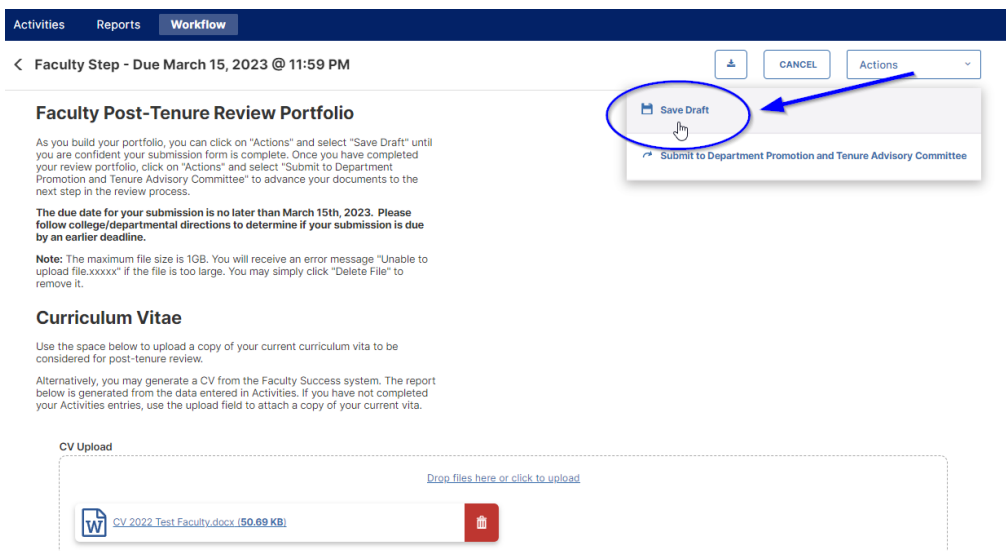
- For faculty choosing to upload documents by Category, there will be four areas for files: Documents for Teaching or Librarianship, Documents for Scholarly/Creative Accomplishments, Documents for Service, and Other Supporting Documents.



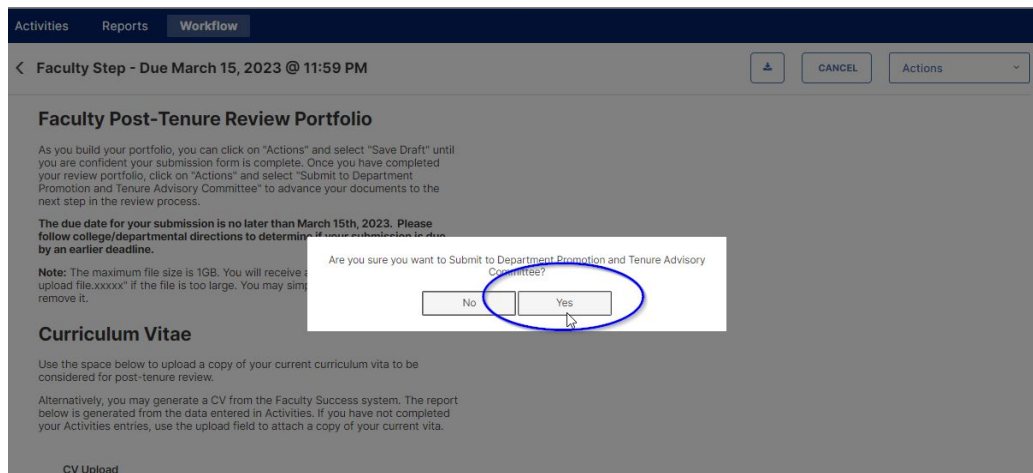
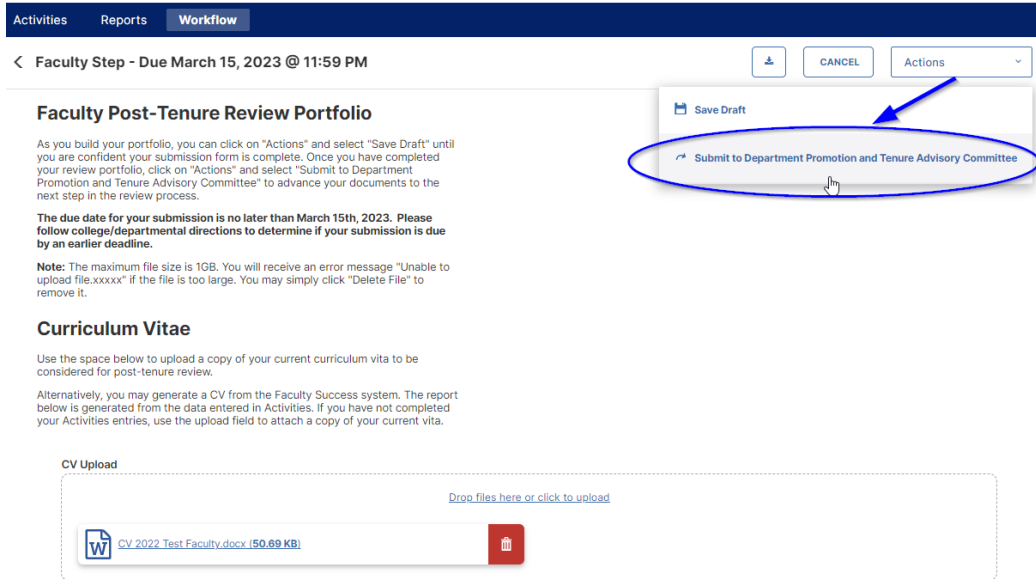
10. For faculty choosing to upload documents by Calendar Year, there will be five areas for files: Calendar Year 2022, Calendar Year 2021, Calendar Year 2020, Calendar Year 2019, Calendar Year 2018 (and older).



11. Faculty can click on Actions in the upper right and choose Save Draft, to retain any entries and file uploads they have done, but prior to a final submission to Start Portfolio Evaluation.



12. Once a faculty member has completed all of their entries and uploads for the Faculty Step, click on the Actions – Submit to Start Portfolio Evaluation and click Yes in the following pop up window.



13. The Faculty Workflow Tasks screen will now show the item has moved from the Inbox to History. This screen also shows at what step of the process the submission currently resides. The Due Date shows when the next step must be completed. The Actions down arrow allows the faculty member to Recall or Download the submission. If the due date of the faculty member's submission step has not yet passed, the faculty

member may recall the submission to make edits and/or add/remove documents, and then resubmit. Once the Current Step moves multiple steps beyond the user's assigned step the Recall function (while still appearing) will no longer work.

Activities Reports Workflow				
Workflow Tasks				
Dates below are displaying in your local timezone (America/Chicago).				
▼ Inbox				
NAME	STEP	CANDIDATE	DUE DATE	
No Data to Display				
▼ History				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Me	May 1, 2023 @ 11:59 PM	▼
Post-Tenure Review - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Me	April 1, 2023 @ 11:59 PM	▼
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Me	April 15, 2023 @ 11:59 PM	Recall Download
Tenure and Promotion Review - Spring 2023 (CAAD Demo)	Completed	Me	January 29, 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.

Department Promotion and Tenure Advisory Committee Member/Chair Step

1. Beginning in the Workflow Tasks Inbox click on the Post-Tenure Review entries.

Activities Reports Workflow				
Workflow Tasks				
Dates below are displaying in your local timezone (America/Chicago).				
▼ Inbox				
NAME	STEP	CANDIDATE	DUE DATE	
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 15, 2023 @ 11:59 PM	
Post-Tenure Review - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 3, 2023 @ 11:59 PM	
Tenure and Promotion Review - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 11:59 PM	
Tenure and/or Promotion Review - Spring 2023	Department Promotion and Tenure Advisory Committee	Michael Stephenson	January 29, 2023 @ 11:59 PM	
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 11:59 PM	
▼ History				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 12:00 AM	▼

2. For both DPTAC members and the DPTAC chair – the first section of this step will contain the Faculty’s Review Portfolio, with all entries and links to uploaded files.

The screenshot shows a web interface with a dark blue header containing 'Activities', 'Reports', and 'Workflow' tabs. Below the header, a breadcrumb trail reads '< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM'. To the right of the breadcrumb are buttons for 'Download', 'CANCEL', and 'Actions'. The main content area is titled 'Faculty Step - Test Faculty' and 'Faculty Post-Tenure Review Portfolio'. A blue oval highlights the 'Faculty Step - Test Faculty' title. Below the title is a paragraph of instructions: '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.' This is followed by a due date notice: 'The due date for your submission is no later than March 15th, 2023. Please follow college/departamental directions to determine if your submission is due by an earlier deadline.' A note states: 'Note: The maximum file size is 1GB. You will receive an error message "Unable to upload file.xxxx" if the file is too large. You may simply click "Delete File" to remove it.' The section 'Curriculum Vitae' follows, with instructions to upload a CV or generate one from the system. At the bottom, a 'CV Upload' section shows a file named 'CV 2022_Test Faculty.docx (50.69 KB)'.

3. 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.

The screenshot shows the 'My Response' section of the interface. The breadcrumb trail is the same as in the previous screenshot. The main content area is titled 'Faculty Step - Test Faculty' and 'My Response'. A blue oval highlights the 'Acknowledgement' text box, which contains the text 'DPTAC Member'. To the right of the text box is a pop-up menu with two options: 'Save Draft' and 'Publish My Response to Chair'. A blue arrow points from the 'Publish My Response to Chair' option in the pop-up menu to the 'Acknowledgement' text box. The 'Publish My Response to Chair' option is selected, indicated by a checkmark.



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM

> Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

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.

Are you sure you want to publish your response to your committee chair?

Acknowledgement

DPTAC Member

- For the DPTAC Chair, after the Faculty Review Portfolio section you will see a Committee Members and Responses section. This will include 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 and published their Acknowledgement Response.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM

> Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Committee Members and Responses 0/2 Reviewed

BY MEMBER BY RESPONSE

Chair DPTAC (chair) Unreviewed

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.

Acknowledgement

Member DPTAC Unreviewed



- The remaining section of the DPTAC chair screen contains the Committee’s Response entries that will be submitted to the Department Chair/School Director including a Post-Tenure vote on the candidate’s performance with regards to the department’s accepted minimum standards, and a file upload with the DPTAC’s notification of the vote and evaluation. Both of these fields are required.



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM

Committee Members and Responses

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

The due date for the DPTAC submission is no later than April 1st, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit" to complete the review.

DPTAC Post-Tenure Vote*

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation*

Drop files here or click to upload

File Upload

File name: DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf

- 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 Member to review the Committee's Response prior to submission.

Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Committee Members and Responses

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Post-Tenure Evaluation

The contents of this Committee Chair Form constitute the DPTAC's submission for post-tenure review.

The due date for the DPTAC submission is no later than April 1st, 2023. Please follow college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit" to complete the review.

DPTAC Post-Tenure Vote*

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation*

Drop files here or click to upload

DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf (252.83 KB)

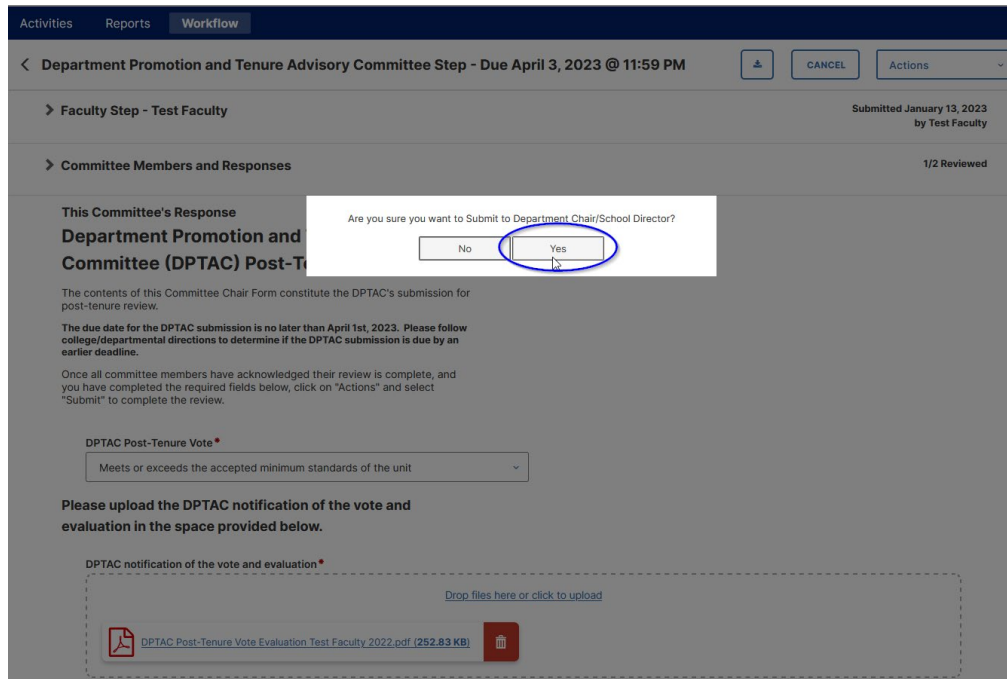
Save Draft

Submit to Department Chair/School Director

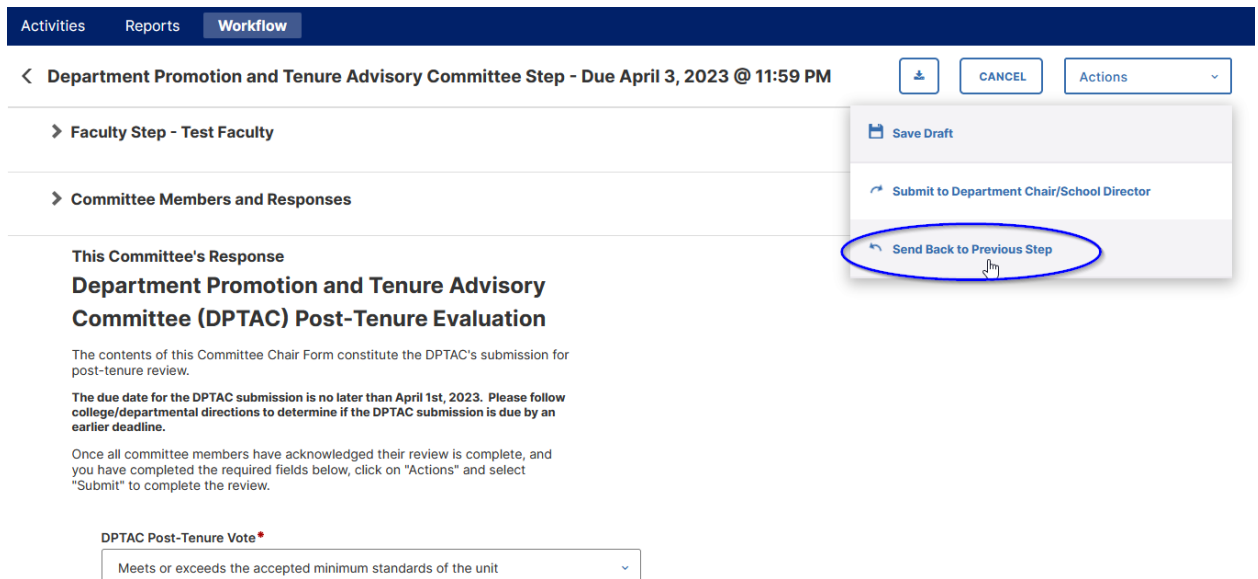
Send Back to Previous Step

- 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.

- Once the DPTAC has conferred and feel 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.



9. 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. Confer with your department chair/school director prior to using this option as it can impact a submission due date.



Activities Reports **Workflow**

< Department Promotion and Tenure Advisory Committee Step - Due April 3, 2023 @ 11:59 PM

Faculty Step - Test

Committee Member

This Committee's Review

Department Promotion and Tenure Advisory Committee

The contents of this Committee's review will be included in the post-tenure review.

The due date for the DPTAC submission is determined by the college/departamental directions to determine if the DPTAC submission is due by an earlier deadline.

Once all committee members have acknowledged their review is complete, and you have completed the required fields below, click on "Actions" and select "Submit" to complete the review.

DPTAC Post-Tenure Vote*

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

Send Back to Previous Step

Subject

Message

Due Date

mm / dd / yyyy

Due date selection is displaying in US/Central.

Cancel Send Back

Submitted January 13, 2023 by Test Faculty

1/2 Reviewed

Complete required fields

- Once the DPTAC Chair has submitted the vote and evaluation, 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 also available in this step. Please do not Recall a submission after it has passed either the list due date, or any earlier departmental/college due dates for the DPTAC submission.

Activities Reports **Workflow**

Workflow Tasks

Dates below are displaying in your local timezone (America/Chicago).

▼ Inbox

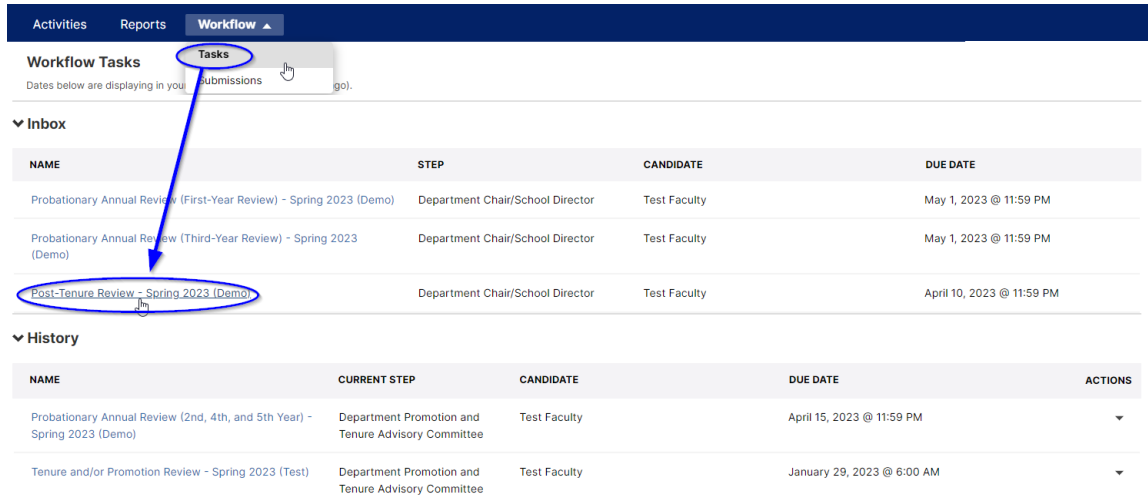
NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 15, 2023 @ 11:59 PM
Tenure and Promotion Review - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023	Department Promotion and Tenure Advisory Committee	Michael Stephenson	January 29, 2023 @ 11:59 PM
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 11:59 PM

▼ History

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Post-Tenure Review - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	April 10, 2023 @ 11:59 PM	Recall Download
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 12:00 AM	

Department Chair/School Director Step

1. Beginning in the Workflow Tasks Inbox click on the Post-Tenure Review entries.

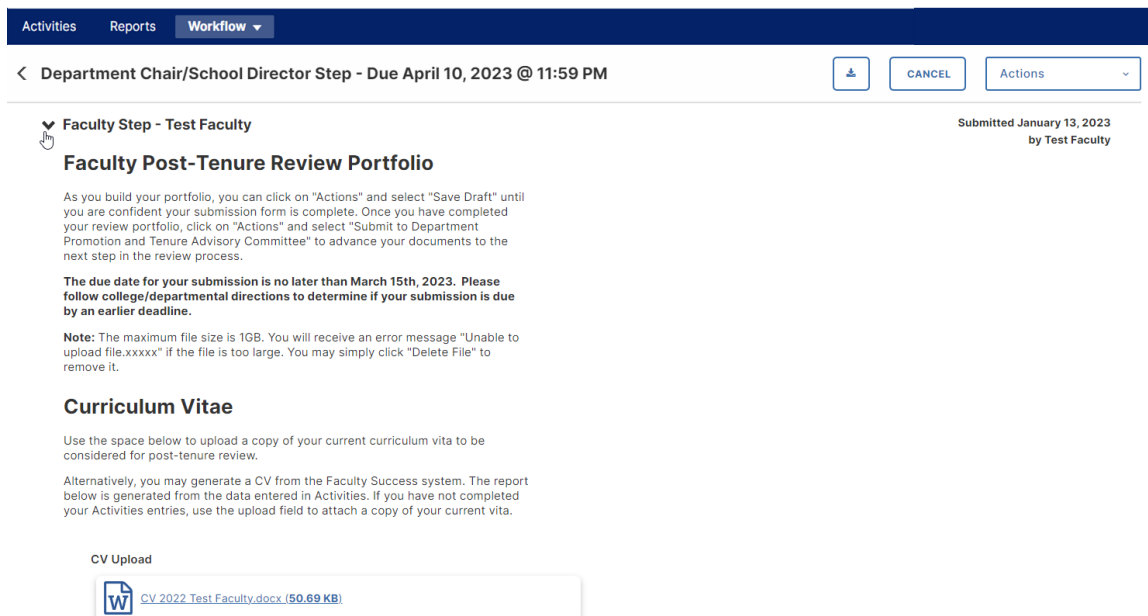


The screenshot shows the 'Workflow Tasks' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Under 'Workflow', there is a 'Tasks' dropdown menu. Below this, a table lists tasks in the 'Inbox' section. The table has columns for 'NAME', 'STEP', 'CANDIDATE', and 'DUE DATE'. The third row is circled in blue and has a blue arrow pointing to it from the 'Tasks' dropdown menu. The 'History' section below shows a list of completed tasks.

NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Post-Tenure Review - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	April 10, 2023 @ 11:59 PM

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 15, 2023 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 6:00 AM	▼

2. In the Department Chair / School Director step the first section will contain the Faculty's Review Portfolio, with all entries and links to uploaded files. The second section will contain all of the DPTAC recommendation votes, tallies, and uploaded letter.



The screenshot shows the 'Faculty Step - Test Faculty' page. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below this, there is a header for 'Department Chair/School Director Step - Due April 10, 2023 @ 11:59 PM'. The main section is 'Faculty Post-Tenure Review Portfolio'. It includes instructions on how to build the portfolio, a due date warning (March 15th, 2023), and a note about file size (1GB). Below this is the 'Curriculum Vitae' section with an upload field containing a file named 'CV 2022 Test Faculty.docx (50.69 KB)'.

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Faculty Post-Tenure Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review 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 March 15th, 2023. Please follow college/departamental 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 post-tenure 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)



Activities Reports Workflow

< Department Chair/School Director Step - Due April 10, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023 by Chair DPTAC

DPTAC Post-Tenure Vote

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation

DPTAC Post-Tenure Vote Evaluation Test Faculty 2022.pdf (252.83 KB)

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

Activities CV Imports Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due April 10, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023 by Chair DPTAC

Department Chair/School Director Post-Tenure Evaluation Receipt

The contents of this Department Chair/School Director Form provides the chair/director the written submission of the DPTAC evaluation for the post-tenure review on this faculty member.

Please complete an acknowledgement of receipt, and on "Actions" and select "Submit to Dean" to advance the evaluation acknowledgement to the next step. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Department Chair

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

Activities Reports Workflow

< Department Chair/School Director Step - Due April 10, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty

Department Chair/School Director Post-Tenure Evaluation Receipt

The contents of this Department Chair/School Director Form provides the chair/director the written submission of the DPTAC evaluation for the post-tenure review on this faculty member.

Please complete an acknowledgement of receipt, and on "Actions" and select "Submit to Dean" to advance the evaluation acknowledgement to the next step. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Department Chair



Activities Reports Workflow

< Department Chair/School Director Step - Due April 10, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023 by Chair DPTAC

Department Chair/School Director Post-Tenure Evaluation Receipt

The contents of this Department Chair/School Director Form provides the chair/director the written submission of the DPTAC evaluation for the post-tenure review on this faculty member.

Please complete an acknowledgement of receipt, and on "Actions" and select "Submit to Dean" to advance the evaluation acknowledgement to the next step. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, please begin the PAFD process, which will take place outside of Watermark.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Department Chair

Dean Step

1. Beginning in the Workflow Tasks Inbox click on the Post-Tenure Review entries.

NAME	STEP	CANDIDATE	DUE DATE
Probationary Annual Review (First-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Probationary Annual Review (Third-Year Review) - Spring 2023 (Demo)	Department Chair/School Director	Test Faculty	May 1, 2023 @ 11:59 PM
Post-Tenure Review - Spring 2023 (Demo)	Dean	Test Faculty	April 17, 2023 @ 11:59 PM

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Probationary Annual Review (2nd, 4th, and 5th Year) - Spring 2023 (Demo)	Department Promotion and Tenure Advisory Committee	Test Faculty	April 15, 2023 @ 11:59 PM	▼
Tenure and/or Promotion Review - Spring 2023 (Test)	Department Promotion and Tenure Advisory Committee	Test Faculty	January 29, 2023 @ 6:00 AM	▼

2. In the Dean step, the first section will contain the Faculty's Review Portfolio, with all entries and links to uploaded files. The second section will contain all of the DPTAC recommendation votes, tallies, and uploaded letter. The third section will contain the Department Chair/School Director's acknowledgement.

Submitted January 13, 2023 by Test Faculty

Faculty Post-Tenure Review Portfolio

As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review 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 March 15th, 2023. Please follow college/departamental 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.xxxx" if the file is too large. You may simply click "Delete File" to remove it.

Curriculum Vitae

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

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)

Activities Reports **Workflow** ▾

< Dean Step - Due April 17, 2023 @ 11:59 PM 📄 CANCEL Actions ▾

➤ Faculty Step - Test Faculty Submitted January 13, 2023
by Test Faculty


▼ Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023
by Chair DPTAC

DPTAC Post-Tenure Vote

Meets or exceeds the accepted minimum standards of the unit

Please upload the DPTAC notification of the vote and evaluation in the space provided below.

DPTAC notification of the vote and evaluation

 [DPTAC_Post-Tenure Vote Evaluation Test Faculty 2022.pdf \(252.83 KB\)](#)



Activities Reports **Workflow** ▾

< Dean Step - Due April 17, 2023 @ 11:59 PM 📄 CANCEL Actions ▾

➤ Faculty Step - Test Faculty Submitted January 13, 2023
by Test Faculty

➤ Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023
by Chair DPTAC

▼ Department Chair/School Director Step - Test Faculty Submitted January 16, 2023
by Eric Owen

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Department Chair

- The final section for the Dean step contains an optional field for the dean to acknowledge receipt of the DPTAC's vote and evaluation of the candidate. If the DPTAC evaluation finds the faculty member's performance to be unsatisfactory, the Department Chair has been advised to begin the PAFD process, which will take place outside of Watermark.

Activities Reports Workflow

< Dean Step - Due April 17, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted January 16, 2023 by Chair DPTAC

Department Chair/School Director Step - Test Faculty Submitted January 16, 2023 by Eric Owen

College Dean/Executive Director Post-Tenure Evaluation Receipt

The contents of this College Dean/Executive Director Form provides the dean the written submission of the DPTAC evaluation for the post-tenure review on this faculty member. Once you have acknowledged receipt below, click on "Actions" and select "Submit" to complete the review process.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Dean

- Once acknowledged, the Dean can select from the Actions drop down menu Submit to complete the evaluation and click Yes on the following popup box.

Activities Reports Workflow

< Dean Step - Due April 17, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty

Department Chair/School Director Step - Test Faculty

by Eric Owen

Save Draft

Submit

Send Back to Previous Step

College Dean/Executive Director Post-Tenure Evaluation Receipt

The contents of this College Dean/Executive Director Form provides the dean the written submission of the DPTAC evaluation for the post-tenure review on this faculty member. Once you have acknowledged receipt below, click on "Actions" and select "Submit" to complete the review process.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Dean



Activities Reports Workflow

< Dean Step - Due April 17, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted January 13, 2023 by Test Faculty

Department Promotion and Tenure Adv Faculty Submitted January 16, 2023 by Chair DPTAC

Department Chair/School Director Step Submitted January 16, 2023 by Eric Owen

Are you sure you want to Submit?
This action cannot be undone.

No Yes

College Dean/Executive Director Post-Tenure Evaluation Receipt

The contents of this College Dean/Executive Director Form provides the dean the written submission of the DPTAC evaluation for the post-tenure review on this faculty member.

Once you have acknowledged receipt below, click on "Actions" and select "Submit" to complete the review process.

Please type your name as acknowledgement you've received the DPTAC's post-tenure evaluation for this faculty member.

Acknowledgement

Dean