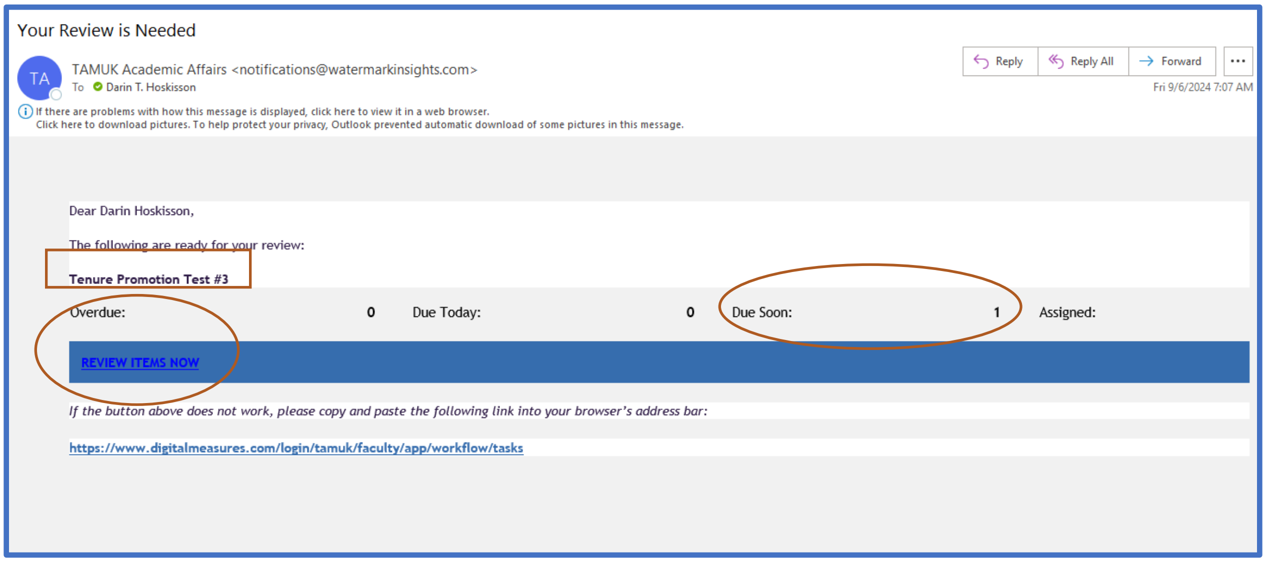
Watermark Training for Reviewers

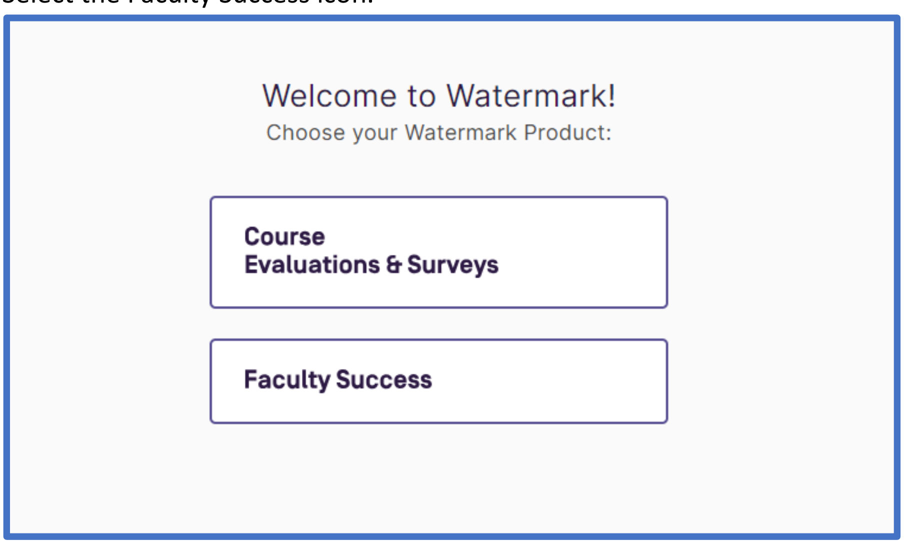
Access Faculty Portfolios in Watermark

One way to access faculty portfolios is through the Email Invitation and Email Reminders you will receive (link within) – this link will take you to a list of open tasks for your review (individual faculty for your consideration). The email tells you which process you will be reviewing and how many people are in that process for your consideration. You will not receive an email for each faculty, but will receive one email for each process (i.e. Tenure, promotion, 4th year continuation, etc.).

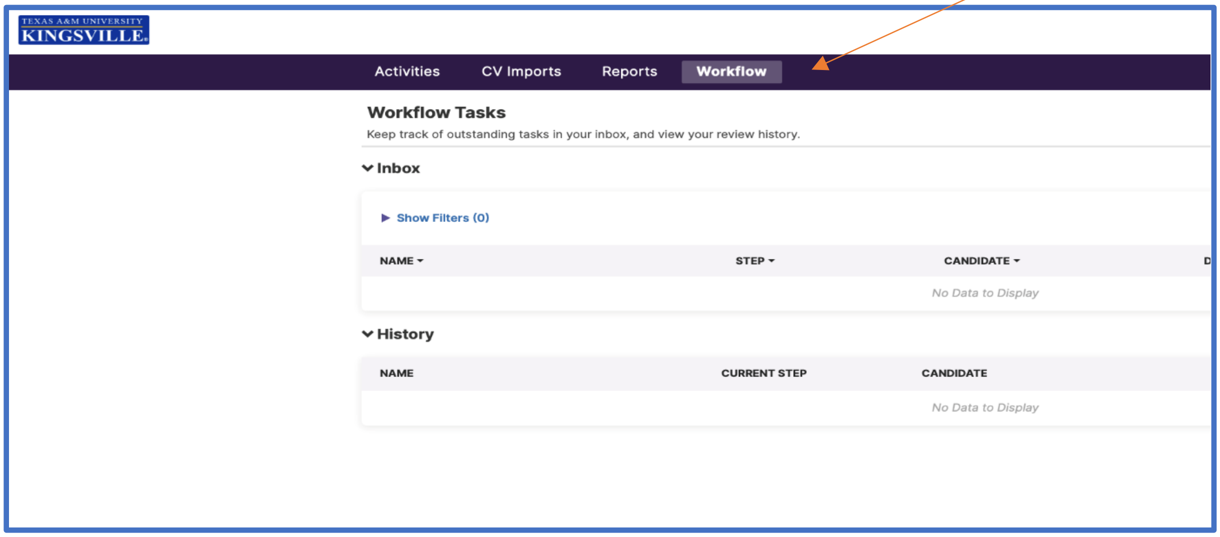


Another way to access faculty portfolios is to login to Watermark using this link (https://www.digitalmeasures.com/login/tamuk/faculty).

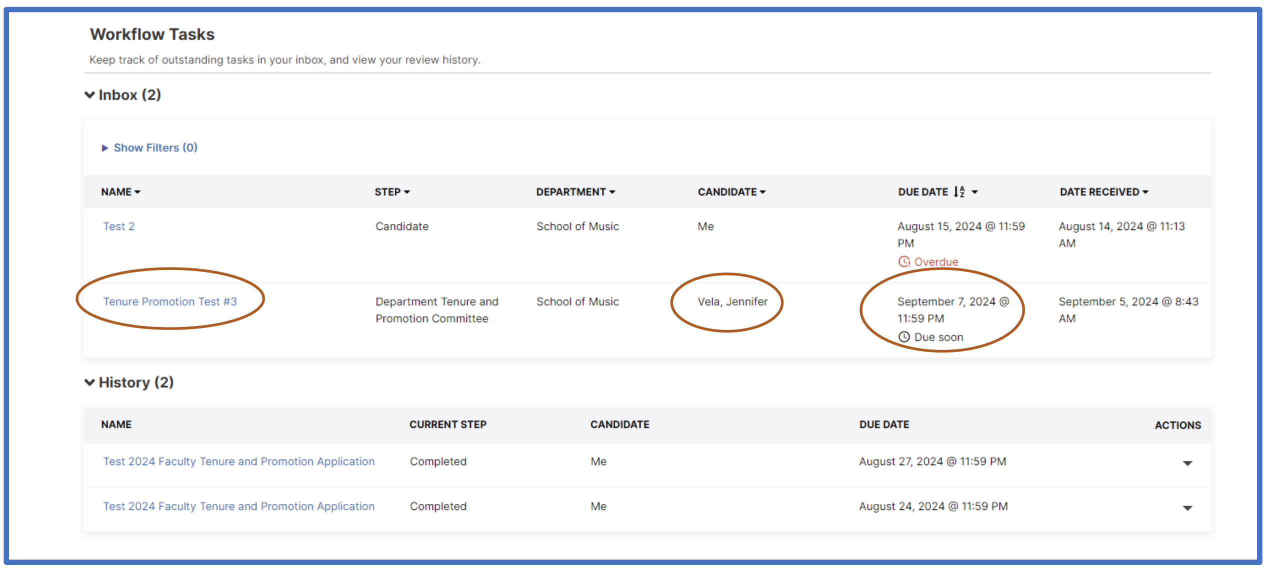
Select the Faculty Success icon.



Click on the Workflow Tab at the top of the screen. This will provide you with a list of Tasks.



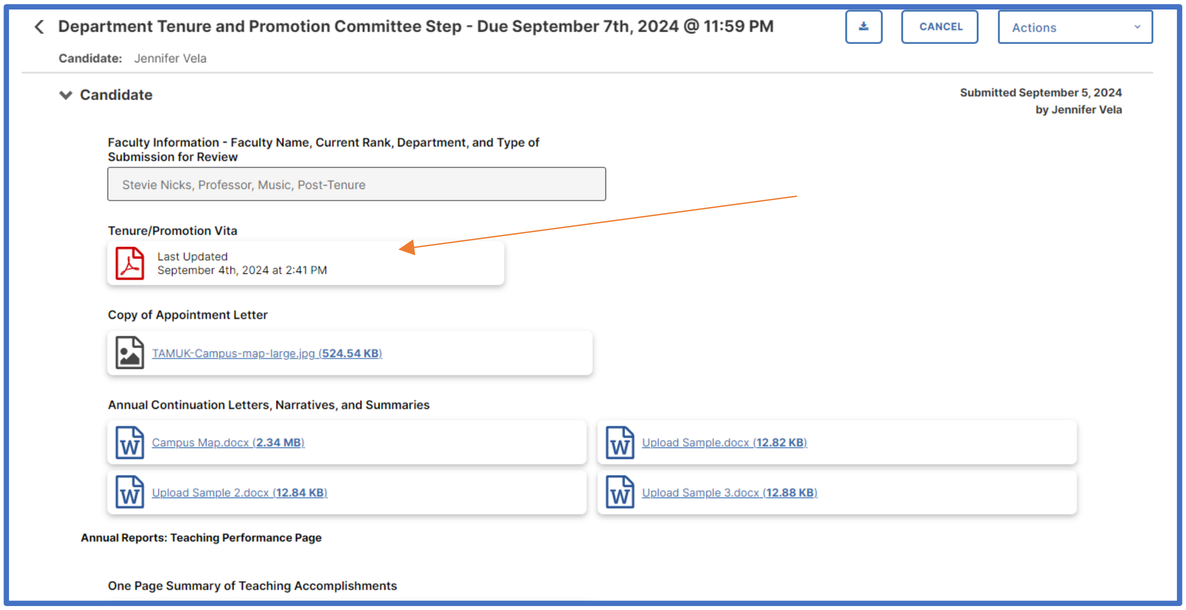
In the Workflow Tasks section, current items for your consideration will be in the Inbox. If you have multiple faculty to review, then you will have multiple items. You can click on the name of the process for any particular faculty member that is awaiting your review. You can see the step that the process is on, what department the faculty member is from, the name of the faculty member, and the due date.



There is also a history section which will contain your own past personal submissions as a faculty member (not as a reviewer).

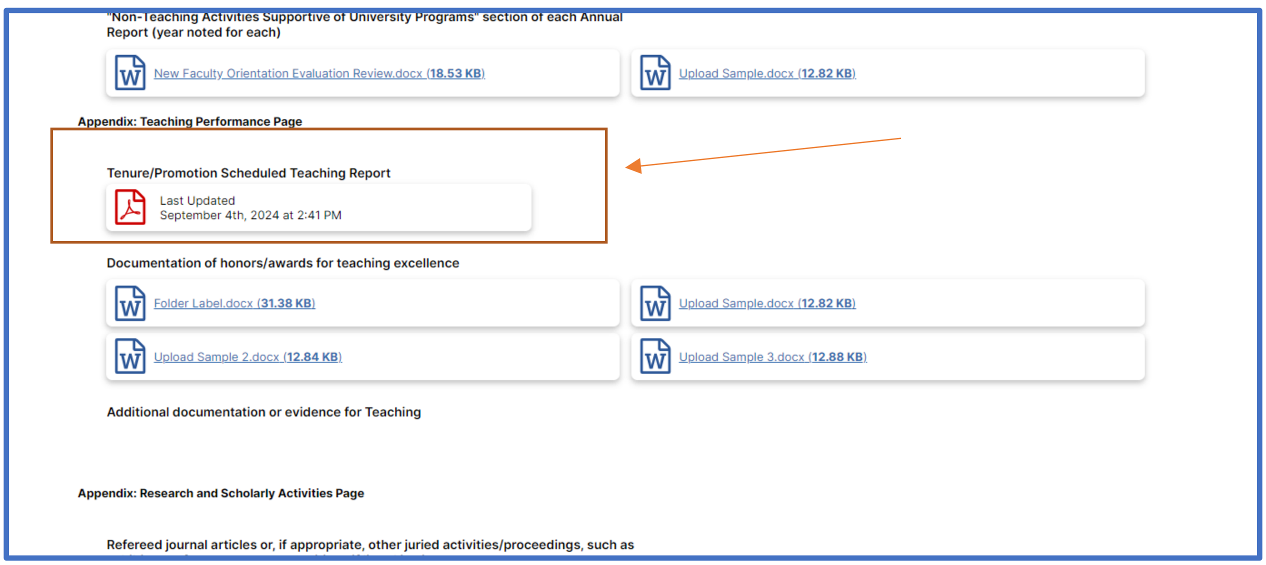
Reviewing Materials

For each review you need to complete, you can open up the portfolio by clicking on the name of the process (furthest link to the left in your Task Inbox) and click on the document links inside the portfolio to view the material.



TIP: The Faculty submission follows the standard structure from Academic Affairs.

Sample syllabi and SRI reports are linked inside the "Scheduled Teaching Report."



Click to open the report. The report will look something like the report below. This report contains live links that will take you to the matching syllabus and SRI report for the class.

Scheduled Teaching for [redacted]

Texas A & M University-Kingsville
January 1, 2018 - December 31, 2024

Summer 2024

MGMT

Course Number	Title	Section	Credit Hours	Enrollment
[redacted]	[redacted] Course Evaluation Syllabus for this Course	600	3	30

Spring 2024

MGMT

Course Number	Title	Section	Credit Hours	Enrollment
[redacted]	[redacted] Course Evaluation Syllabus for this Course	500	3	24
[redacted]	[redacted] Course Evaluation Syllabus for this Course	500	3	19
[redacted]	[redacted] Course Evaluation Syllabus for this Course	HR1	3	1

[redacted]

Course Number	Title	Section	Credit Hours	Enrollment
[redacted]	[redacted] Course Evaluation Syllabus for this Course	600	3	37

Fall 2023

You will also be able to see the results from any prior committee or administrative review at the bottom of the portfolio.

Department Tenure and Promotion Committee

Submitted August 28, 2024
by Darin Hoskisson

Committee Memo

20240828-075702-CDT1348447728745357296.rtf (85.91 KB)

Recommendation for Continuation

For

Please Provide the Committee Vote Count

2 For, 1 Against

Department Chair Memo *

Drop files here or click to upload

Recommendation for Continuation *

Committee Chairs and Administrators will need to take action. Committee members will only be able to view materials (not take any action).

Watermark Training for Committee Chairs and Administrators

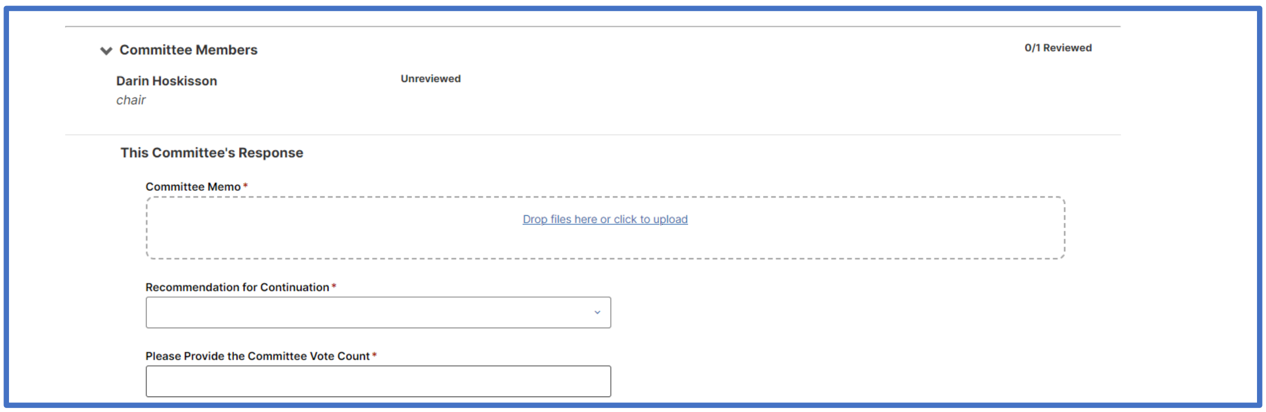
Entering Your (or Your Committee's) Response

You will enter your response at the bottom of the portfolio (scroll to the very bottom of the faculty member's portfolio page).

There is a space to upload a Decision Memo.

There is a space to indicate whether the decision is For or Against (for committee chairs, this indicates the decision of the committee – not your personal vote).

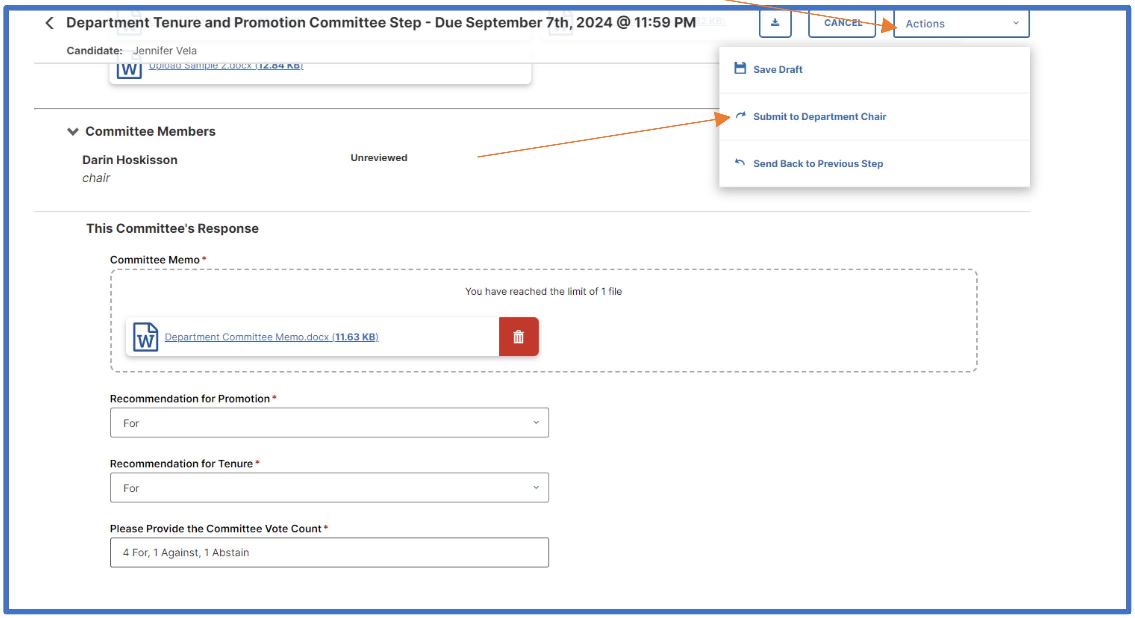
For committee chairs, there is a space to record the Vote Count.



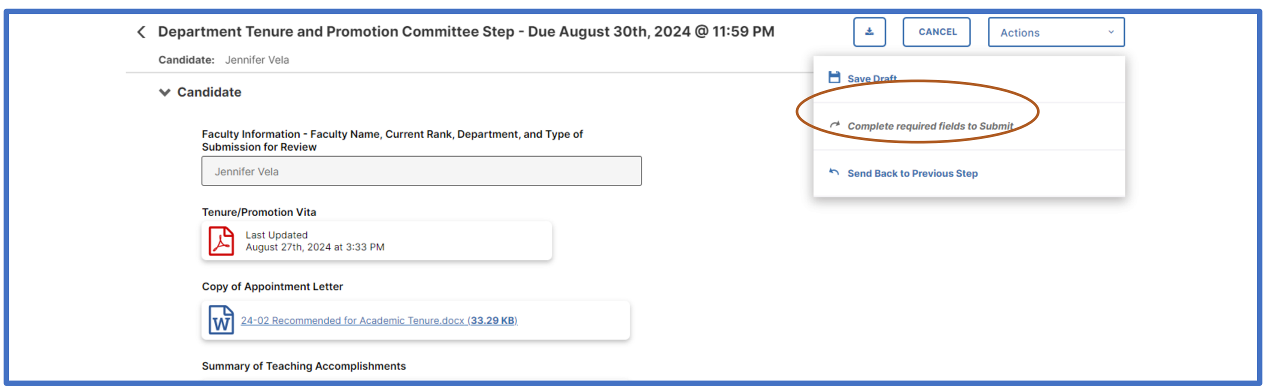
TIP: We will no longer use the promotion in rank form.

Finalizing your Submission

When you are ready to submit your review, click on the 'Actions' icon at the top right of the screen and select Submit.



If required elements are not completed (items marked with an asterisk), Watermark will not allow you to submit. It will say 'Complete required fields to submit' and will be gray.



Make sure you save if you have added any information but are not yet ready to submit.

As soon as you click submit, the portfolio will be moved to the next step in the process, AND the faculty candidate will be able to access your memo and see the decision and vote count.