



Michael T. Stephenson

Dear faculty,

As in previous years, the tenure and promotion informational message will be sent out to all faculty in the coming days. This will be an email from Jamilyn White detailing the tenure and promotion review process and timeline in accordance with [Academic Policy Statement 900417](#).

As discussed in an [email from me on Oct. 21](#), as well as in the recent college visits, this year's tenure and promotion review packets will be uploaded into Watermark Workflow, not Talent Management.

Tenure and Promotion Candidates

For those who are tenure and promotion candidates this year, you will receive a Watermark-generated email with an "Office of the Provost" sender name **no later than Tuesday, Nov. 22**. This email will notify you that Watermark is now available for document uploads related to your review. Once you receive the Watermark email, you can also [access Watermark Workflow directly](#). The deadline to submit is Jan. 8, 2023 at 11:59 p.m. CT.

For Watermark Workflow instructions, user guides, tutorials, and online resources, visit the [SHSU Watermark Faculty Success website](#). The [Workflow Tenure and Promotion Process Help Guide](#) is accessible on both the "Training & Resources" and "Tenure & Promotion" tabs.

Upcoming Training Labs

There will be five training sessions (open labs) available beginning next week for both reviewers and reviewees going through the tenure and promotion process. *Help guides and open lab sessions for other review processes will be available at a later date.*

T&P open lab #1 - Tuesday, Nov. 22, 8:30-9:30 a.m. in Newton Gresham Library, room 225

T&P open lab #2 - Monday, Nov. 28, 9-10 a.m. in Newton Gresham Library, room 225

T&P open lab #3 - Tuesday, Nov. 29, 3-4 p.m. in Newton Gresham Library, room 225

T&P open lab #4 - Monday, Dec. 5, 2-3 p.m. in Newton Gresham Library, room 225

T&P open lab #5 - Wednesday, Dec. 7, 1:30-2:30 p.m. in Newton Gresham Library, room 225

Watermark Activities (CV Input) Update

In spring 2023, we will ask faculty to begin entering CV information into Watermark Activities. If you'd like to get acquainted with Watermark Activities or begin entering your CV information now, you are welcome to do so. If you decide to get started early, I strongly recommend you refer to the [Watermark Activities Data Entry Guide](#) first, which is provided on the [SHSU Watermark Faculty Success website](#). Please note that trainings will not be held for Watermark Activities (CV input) until the spring 2023 semester.

If you have additional questions or feedback regarding the tenure and promotion review process, 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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