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Office of the Provost

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## 2025 Faculty Reviews with Watermark Activities

All faculty reviews will be done using Watermark Activities reporting in 2025.

Thanks to an additional round of review and feedback from faculty delegates representing each college, the customized [Watermark Activities module](#) is available to enter your CV information.

To begin doing so, visit the [Watermark Faculty Success website](#) and follow the instructions for logging in. Once logged in, select “Activities” in the upper left navigation bar.

### Data Entry

- At a minimum, faculty CV information from Sept. 2019 to present **must be entered by Dec. 1, 2024.**\*
- For now, older CV data is to be entered at the faculty member’s discretion.

We recognize that this data entry may take a significant investment of time, however, this is a one-time process. Once your entire CV is housed within Watermark, in future years, you will only need to update the system with the most recent additions since the last review cycle.

*\*In some cases, if you have extended your time between promotions or have tolled the tenure clock, it may be necessary to enter CV data from prior to September 2019, as your reviewers may need to refer back to more historical accomplishments.*

### Reports

Reports for the review committees will be generated in Watermark Activities using the CV information you input, so reviews will no longer solely rely on using the document upload feature within Watermark Workflow.

Watermark Activities allows you to generate draft reports to verify your information and formatting before the review deadline.

### Resources

A variety of open lab and training opportunities will be scheduled throughout summer and fall 2024. Please monitor your email for more information as virtual and in-person sessions become available. In addition, help guides are available on the [Academic Affairs website](#).

Access Watermark

## Questions

If you have additional questions, please contact Jamilyn White (4-1024, [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu)).

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*This email is being sent to faculty and staff in CAM, COBA, COCJ, COE, COHS, CHSS, and COSET.*

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