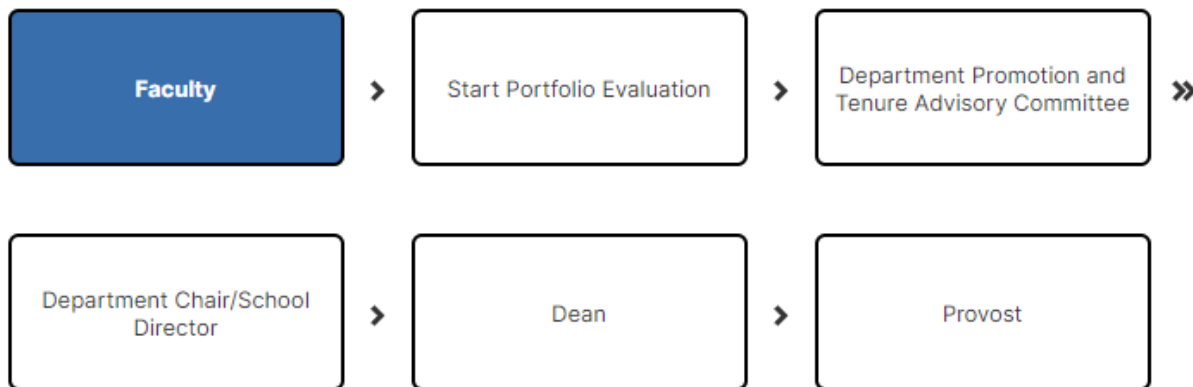


SHSU Watermark Workflow

Tenure & Promotion Process Help Guide

Watermark Workflow reviews for Tenure and/or Promotion follows the multistep process illustrated in the flowchart below. Beginning at the Faculty submission step, the review portfolio is swiftly run through a system validation step by the Office of Faculty Records, and then is sent on to the Department Promotion and Tenure Advisory Committee. The portfolio then moves the administrative review steps until it reaches the Provost.



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: Tenure and/or Promotion Review - Spring 2023

Due Date: Sunday, January 8, 2023 11:59 PM CST

If you do not submit your materials by the due date, this will automatically advance to the Start Portfolio Evaluation review.

In accordance with [APS 900417](#), faculty members who intend to be considered for promotion and/or tenure must upload a complete Faculty Review Portfolio in Watermark Faculty Success by the due date. The schedule has been designed so that recommendations may be presented to the Board of Regents in May.

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/55b111e0-3014-4c1e-9663-4381e20e0d63/step/8d11444d-f95b-4128-8153-45bc6abf6471/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 materials to Start a Portfolio Evaluation, the Faculty Records office will validate the submission and move it to the next step in Watermark Workflow where DPTAC members and the DPTAC chair will receive an automated email:

Dear Member DPTAC,

The following submission is now ready for your review:

Process: Tenure and/or Promotion Review - Spring 2023 (Test)
Faculty Member: Test Faculty
Due Date: Sunday, January 29, 2023 11:59 PM CST

In accordance with [APS 800417](#), the Department Promotion and Tenure Advisory Committee (DPTAC) has three weeks to evaluate the faculty review portfolios of candidates being reviewed this cycle. The schedule has been designed so that recommendations may be presented to the Board of Regents in May.

A formal memo for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for both the candidate and department chair/school director's review. The memo must include a separate recommendation for or against promotion and/or tenure.

START REVIEWING



Dear Chair DPTAC,

The following submission is now ready for your review:

Process: Tenure and/or Promotion Review - Spring 2023 (Test)
Faculty Member: Test Faculty
Due Date: Sunday, January 29, 2023 11:59 PM CST

In accordance with [APS 800417](#), the Department Promotion and Tenure Advisory Committee (DPTAC) has three weeks to evaluate the faculty review portfolios of candidates being reviewed this cycle. The schedule has been designed so that recommendations may be presented to the Board of Regents in May.

A formal memo for each individual candidate will be uploaded into the Watermark Faculty Success system by the DPTAC Chair for both the candidate and department chair/school director's review. The memo must include a separate recommendation for or against promotion and/or tenure.

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/fda7aed2-2f3c-4da2-8ef0-7deeda61cd18/step/ad5e21e1-d79f-4471-8771-e94be2faea67/assignee/2388404?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388404>

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/fda7aed2-2f3c-4da2-8ef0-7deeda61cd18/step/ad5e21e1-d79f-4471-8771-e94be2faea67/assignee/2388403?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2388403>

The following step will be the Department Chair/School Director. Once the DPTAC chair submits the DPTAC votes and recommendation letter for a 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: Tenure and/or Promotion Review - Spring 2023 (Test)
Faculty Member: Test Faculty
Due Date: Sunday, February 5, 2023 11:59 PM CST

In accordance with [APS 800417](#), department chairs/school directors have one week to evaluate the faculty review portfolios of candidates being reviewed this cycle. The schedule has been designed so that recommendations may be presented to the Board of Regents in May.

A formal memo for each individual candidate will be uploaded into the Watermark Faculty Success system by the department chair/school director for both the candidate and dean's review. The memo must include a separate recommendation for or against promotion and/or tenure.

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/fda7aed2-2f3c-4da2-8ef0-7deeda61cd18/step/096e261b-eb99-4f50-82dc-52411325ee90/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

The next step will be the Dean’s step. Once the Department Chair/School Director has submitted their review and recommendation letter for a review process in Watermark Workflow, the College Dean/Executive Director will receive an automated email:

Dear Department Chair,

The following submission is now ready for your review:

Process:	Tenure and/or Promotion Review - Spring 2023 (Test)
Faculty Member:	Test Faculty
Due Date:	Sunday, February 5, 2023 11:59 PM CST

In accordance with [APS 800417](#), department chairs/school directors have one week to evaluate the faculty review portfolios of candidates being reviewed this cycle. The schedule has been designed so that recommendations may be presented to the Board of Regents in May.

A formal memo for each individual candidate will be uploaded into the Watermark Faculty Success system by the department chair/school director for both the candidate and dean’s review. The memo must include a separate recommendation for or against promotion and/or tenure.

START REVIEWING

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

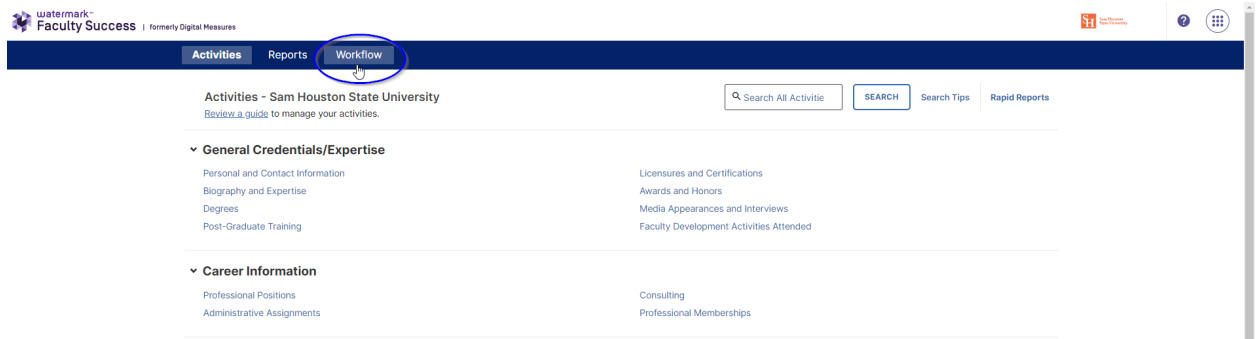
<https://www.digitalmeasures.com/login/shsu/faculty/app/workflow/submissions/fda7aed2-2f3c-4da2-8ef0-7deeda61cd18/step/096e261b-eb99-4f50-82dc-52411325ee90/assignee/2354062?embed=workflow:assignee,workflow:subject,workflow:response&orgId=1660&personId=2354062>

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).

- Click the Workflow link in the navigation bar.

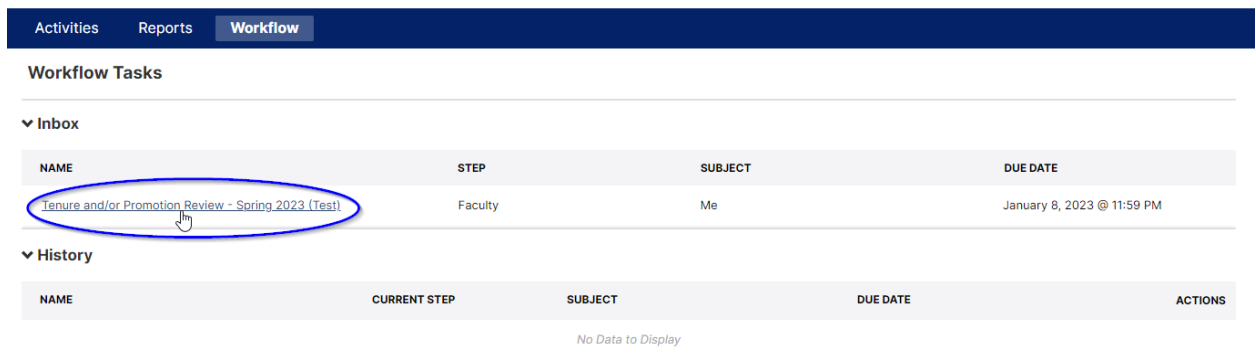


- Select an item from Workflow Task Inbox to enter your step in the process.

Watermark Workflow Tenure and/or Promotion Process Steps

Faculty Step

- Click on Tenure and/or Promotion Review to begin entering your portfolio.



- Faculty Review Portfolio screen provides area for uploading a current CV – or an automated CV can be provided based upon your activity’s entries in Watermark.

Activities Reports **Workflow**

< Faculty Step - Due January 8, 2023 @ 11:59 PM 📄 CANCEL Actions

Faculty 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.

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.

Current Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for tenure and/or promotion.

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 October 17, 2022 at 9:36 AM 🔄 REFRESH REPORT

Personal Narrative

Use the space below to upload a personal narrative file to be considered for tenure and/or promotion.

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

Personal Narrative Upload

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

The screenshot shows a Windows File Explorer window titled "Open" with the path "personal storage > Watermark > Workflow > Tenure & Promotion Documents". The file list includes:

Name	Date modified	Type	Size
CV 2022 Test Faculty.docx	10/14/2022 7:36 AM	Microsoft Word D...	51 KB
CV 2022 Test Faculty.pdf	8/19/2022 2:41 PM	Adobe Acrobat D...	250 KB
Personal Narrative Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Personal Narrative Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Scholarly Creative Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Scholarly Creative Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Service Test Faculty 2022.docx	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Service Test Faculty 2022.pdf	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Supporting Documents Test Faculty 20...	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Supporting Documents Test Faculty 20...	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Teaching Librarianship Test Faculty 20...	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Teaching Librarianship Test Faculty 20...	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Test Faculty Academic Year 2017-2018	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Test Faculty Academic Year 2017-2018	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Test Faculty Academic Year 2018-2019	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Test Faculty Academic Year 2018-2019	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Test Faculty Academic Year 2019-2020	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Test Faculty Academic Year 2019-2020	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB
Test Faculty Academic Year 2020-2021	8/19/2022 8:58 AM	Microsoft Word D...	84 KB
Test Faculty Academic Year 2020-2021	10/17/2022 9:48 AM	Adobe Acrobat D...	253 KB

An arrow points from the selected file "CV 2022 Test Faculty.docx" to the "Drop files here or click to upload" area in the CV Upload section of the web interface.

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

Faculty Review Portfolio

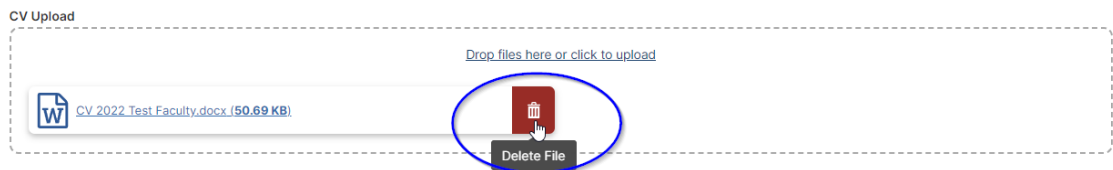
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents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

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.

Current Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for tenure and/or promotion.

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.



- 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 Activity module of Watermark. You can view this automated CV by clicking on the Adobe Acrobat icon. If you make changes to your Activity Entries after starting a portfolio submission, but prior to submitting, you can update the auto generated CV by clicking the Refresh Report button.

Faculty Review Portfolio

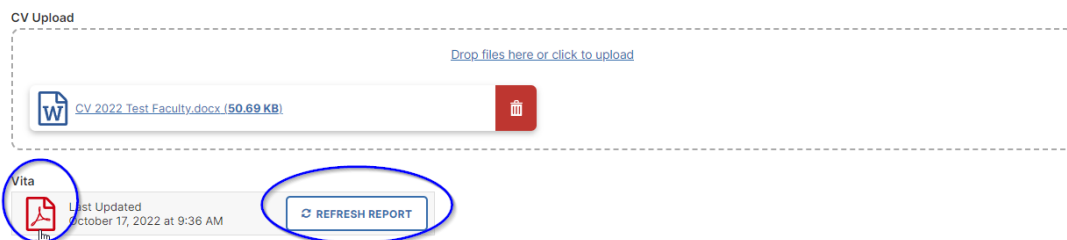
As you build your portfolio, you can click on "Actions" and select "Save Draft" until you are confident your submission form is complete. Once you have completed your review portfolio, click on "Actions" and select "Submit to Department Promotion and Tenure Advisory Committee" to advance your documents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

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.

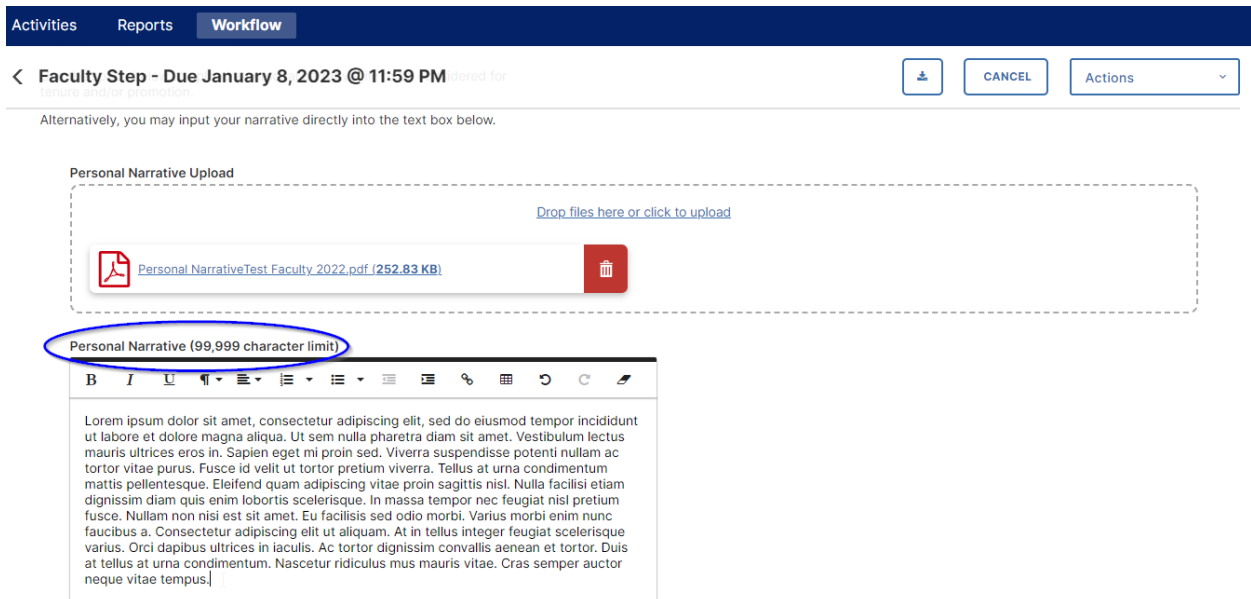
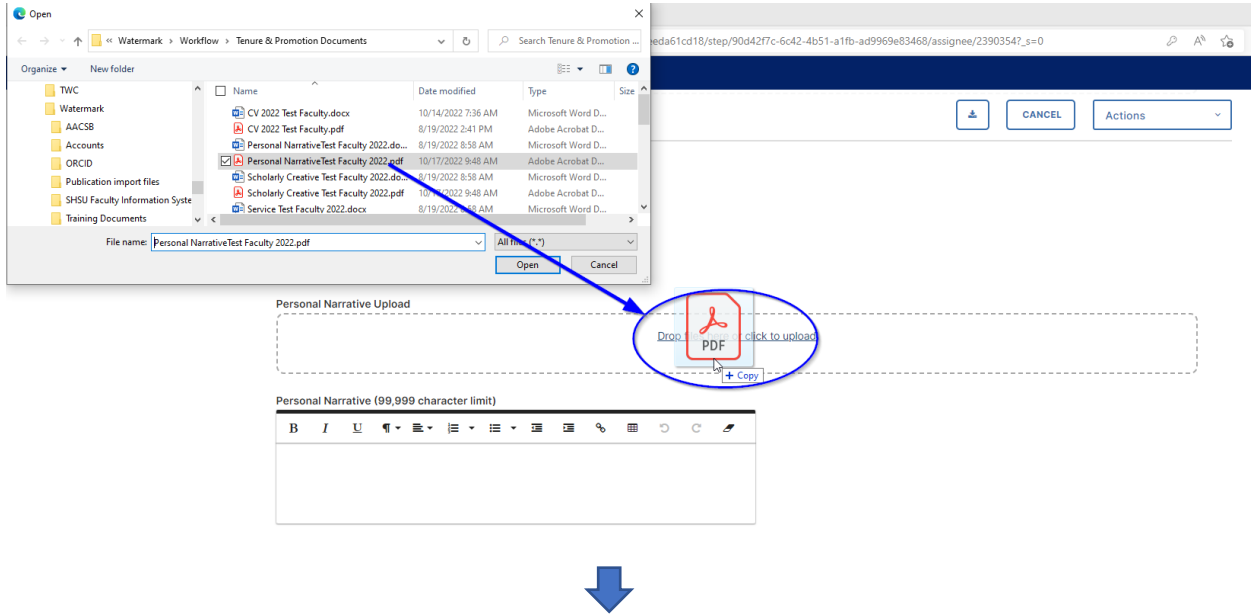
Current Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for tenure and/or promotion.

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.



6. The next section of the Faculty 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 limit of just under 100,000 characters.



7. The next section of the Faculty Step is the Tenure and/or Promotion Portfolio Documents area. This section provides two options for uploading supporting documents for the faculty's portfolio:

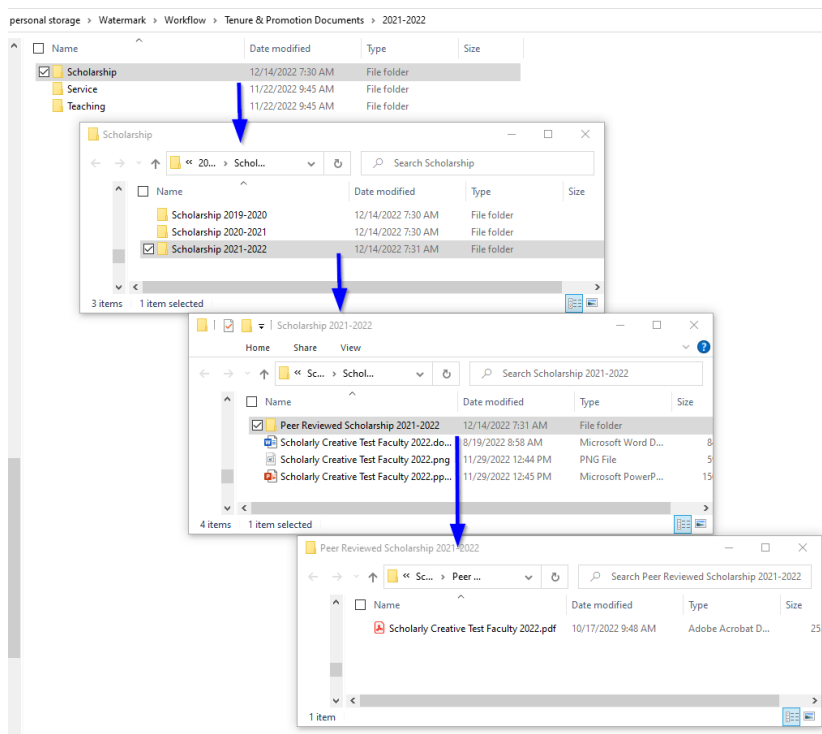
- Document Upload by Category, **OR**
- Document Upload by Academic Year

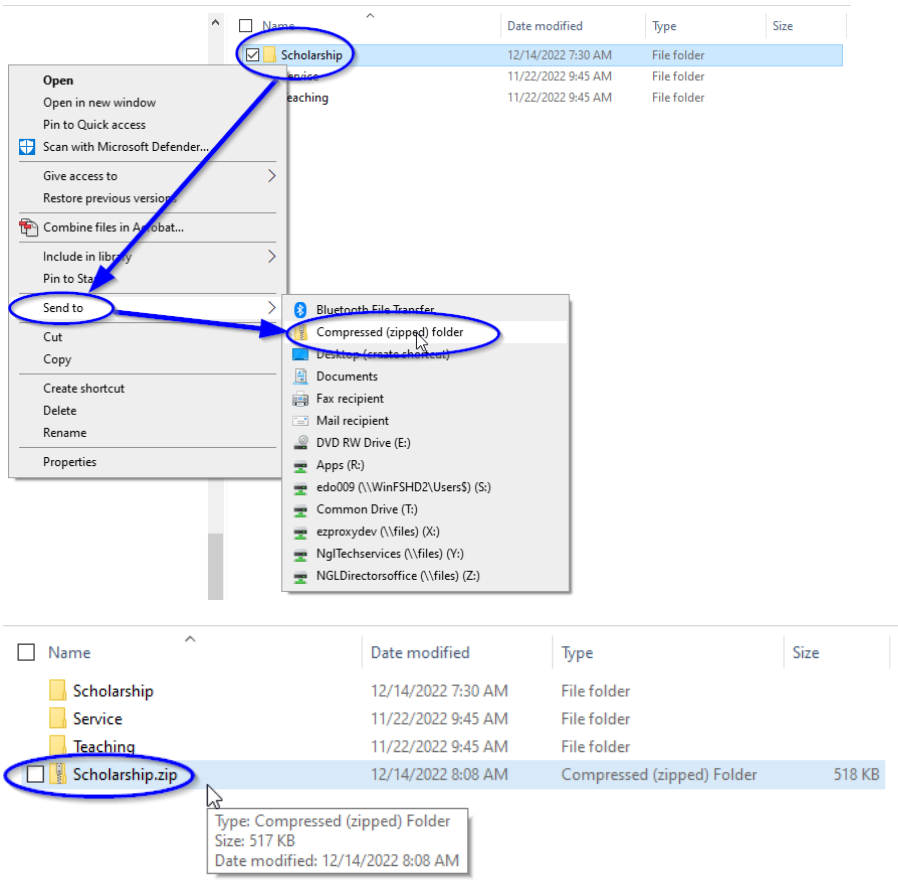
Per your [college instructions](#), upload your documentation using **only one** of the following methods.

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 them 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.





Activities Reports **Workflow**

< Faculty Step - Due January 8, 2023 @ 11:59 PM 📄 CANCEL Actions

Tenure and/or Promotion Portfolio Documents

Use the space below to upload documents to be considered for tenure and/or promotion.

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

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

Document Upload By Category

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

[Drop files here or click to upload](#)

Upload documents for Scholarly and/or Creative Accomplishments

[Drop files here or click to upload](#)

Upload documents for Service

[Drop files here or click to upload](#)

Upload any other Supporting Documents

[Drop files here or click to upload](#)

Document Upload By Academic Year

Upload documents for Academic Year 2022-2023

[Drop files here or click to upload](#)

8. Document Uploads by either Category or Academic Year can be completed by clicking/drag and drop files in the appropriate location.

Document Upload by: academic year

Document Upload By Category

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

[Drop files here or click to upload](#)

Upload documents for Scholarly and/or Creative Accomplishments

[Drop files here or click to upload](#)

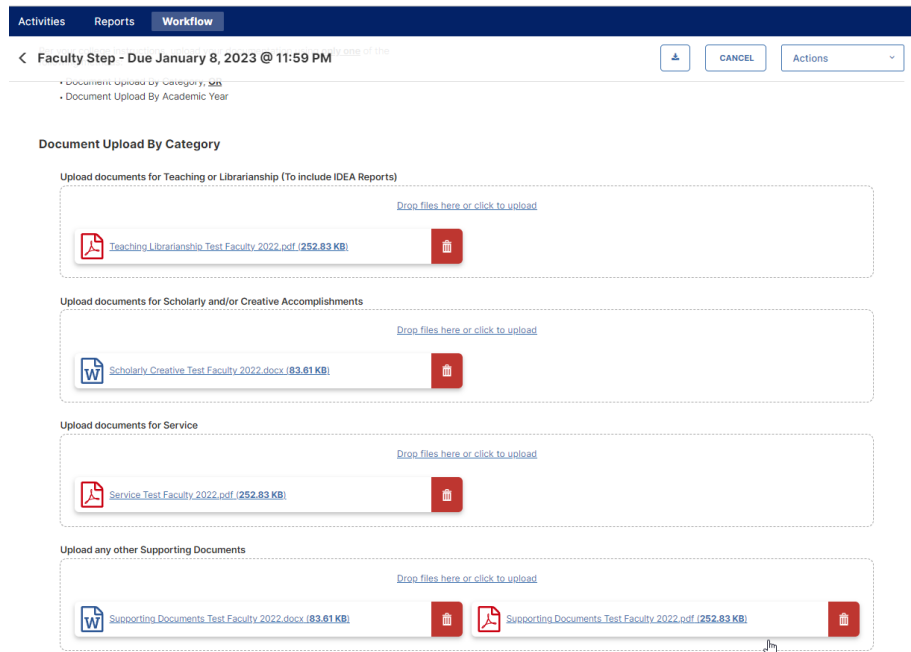
Upload documents for Service

[Drop files here or click to upload](#)

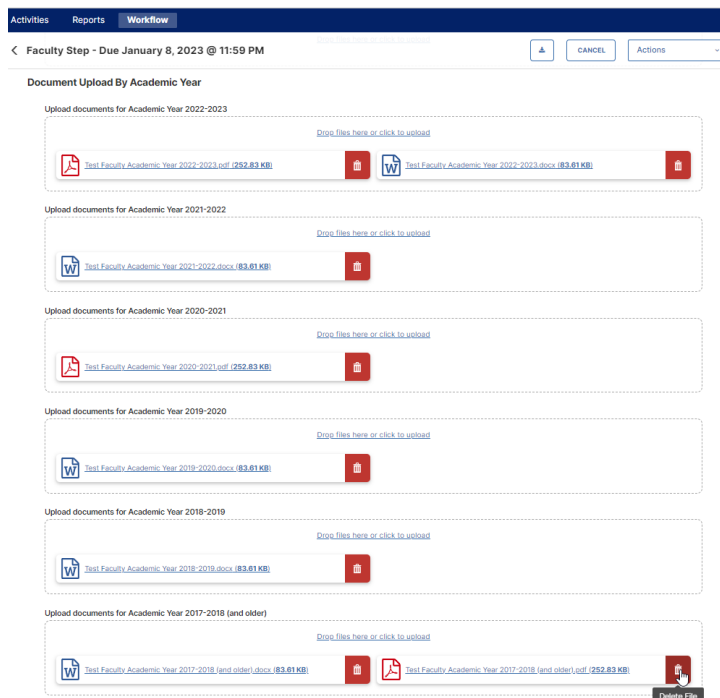
Upload any other Supporting Documents

[Drop files here or click to upload](#)

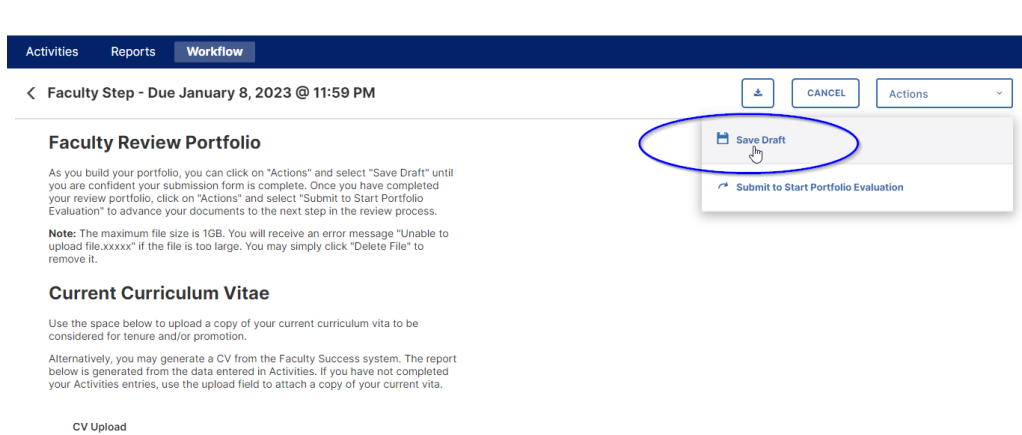
- For faculty choosing to upload documents by Category, there will be four areas for files: Documents for Teaching or Librarianship, Documents for Scholarly/Creative Accomplishments, Documents for Service, and Other Supporting Documents.



- For faculty choosing to upload documents by Academic Year, there will be six areas for files: Academic Year 2022-2023, Academic Year 2021-2022, Academic Year 2020-2021, Academic Year 2019-2020, Academic Year 2018-2019, and Academic Year 2017-2018 (and older).



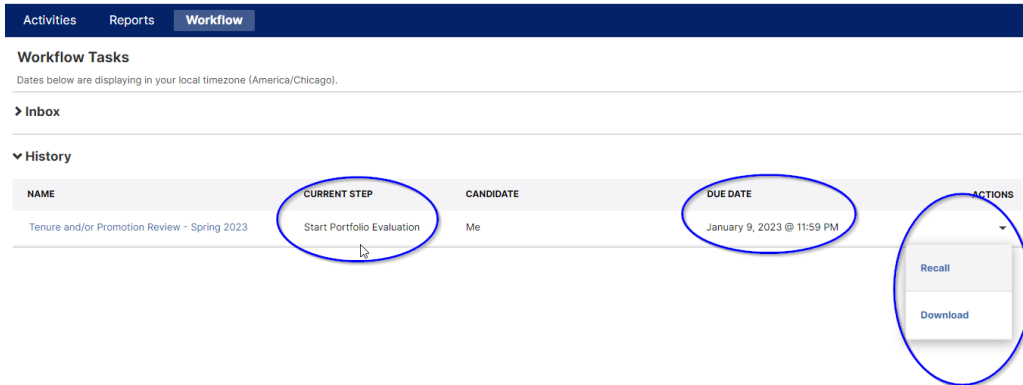
11. Faculty can click on Actions in the upper right and choose Save Draft to retain any entries and file uploads they have done, but prior to a final submission to Start Portfolio Evaluation.



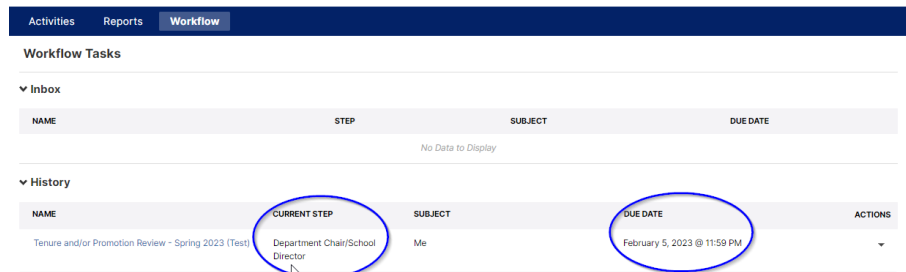
12. Once a faculty member has completed all of their entries and uploads for the Faculty Step, click on the Actions – Submit to Start Portfolio Evaluation and click Yes in the following popup window.



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.



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.



As an example, here is the faculty view of a DPTAC submission once the History Current Step has reached the Department Chair/School Director.

Activities Reports **Workflow**

< Tenure and/or Promotion Review - Spring 2023 (Test) - Updated October 17, 2022 RECALL CLOSE

▼ Department Promotion and Tenure Advisory Committee Step - Test Submitted October 17, 2022 by Chair DPTAC

Faculty

DPTAC Tenure Vote

Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "N/A".

DPTAC Tenure Recommendation
Yes - Recommend for Tenure

DPTAC Tally for Tenure (YES)
4

DPTAC Tally for Tenure (NO)
0

DPTAC Tally for Tenure (ABSTAIN)
0

DPTAC Promotion Vote

Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".

DPTAC Promotion Recommendation
Yes - Recommend for Promotion


DPTAC Tally for Promotion (YES)
4

DPTAC Tally for Promotion (NO)
0

DPTAC Tally for Promotion (ABSTAIN)
0

Please upload the DPTAC recommendation letter in the space provided below.

DPTAC Recommendation Letter

 [DPTAC Recommendation Letter Test Faculty 2022.pdf \(282.83 KB\)](#)

Department Promotion and Tenure Advisory Committee Member/Chair Step

1. Beginning in the Workflow Tasks Inbox click on the Tenure and/or Promotion Review entries.

Activities Reports **Workflow**

Workflow Tasks

▼ Inbox

NAME	STEP	SUBJECT	DUE DATE
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	SUBJECT	DUE DATE	ACTIONS
Tenure and/or Promotion Review - Spring 2023	Faculty	Michael Stephenson	January 8, 2023 @ 11:59 PM	

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.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM [Download] [CANCEL] [Actions]

Faculty Step - Test Faculty Submitted October 17, 2022 by Test Faculty

Faculty 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.


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.

Current Curriculum Vitae

Use the space below to upload a copy of your current curriculum vita to be considered for tenure and/or promotion.

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)



- 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.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM [Download] [CANCEL] [Actions]

> Faculty Step - Test Faculty

My Response

Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Mark as Reviewed for Chair" to finish the process.

Acknowledgement

DPTAC Member

[Save Draft] [Publish My Response to Chair]

- 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 January 29, 2023 @ 11:59 PM

> Faculty Step - Test Faculty by Test Faculty

1/2 Reviewed

Committee Members and Responses

BY MEMBER BY RESPONSE

Unreviewed

▼ Chair DPTAC (chair)
 Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Mark as Reviewed for Chair" to finish the process.
 Acknowledgement

▼ Member DPTAC
 Please acknowledge your review of the portfolio is complete by typing your name below. Then, click on "Actions" and select "Mark as Reviewed for Chair" to finish the process.
 Acknowledgement

Last Reviewed October 17, 2022

- The remaining section of the DPTAC chair screen contains the Committee Response entries that will be submitted to the Department Chair/School Director including a recommendation for tenure and tally of votes, a recommendation for promotion and tally of votes, and a file upload with the DPTAC letter of recommendation. All of these fields are required – some are drop-down menus while tallies require a number (or N/A) if either Tenure or Promotion is not being sought as part of the process.

This Committee's Response
Department Promotion and Tenure Advisory Committee (DPTAC) Tenure and/or Promotion Recommendation

The contents of this Committee Chair Form constitute the DPTAC's submission for tenure and/or promotion.

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 Department Chair/School Director" to advance the review to the next step.

DPTAC Tenure Vote

Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "N/A".

DPTAC Tenure Recommendation *

Yes - Recommend for Tenure

No - Do Not Recommend for Tenure

N/A - Candidate Not Seeking Tenure

DPTAC Tally for Tenure (ABSTAIN) *

DPTAC Promotion Vote

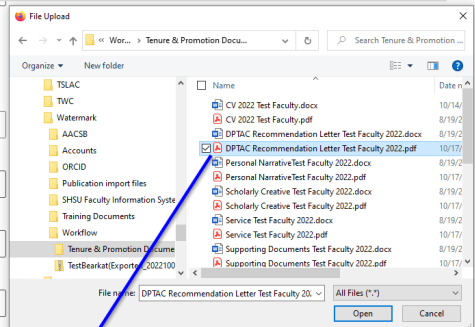
Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".

DPTAC Promotion Recommendation *

DPTAC Tally for Promotion (YES) *

DPTAC Tally for Promotion (NO) *

DPTAC Tally for Promotion (ABSTAIN) *



Please upload the DPTAC recommendation letter in the space provided below.

DPTAC Recommendation Letter *

6. 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 members to review the Committee's Response prior to submission.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM

DPTAC Tally for Tenure (ABSTAIN)*

0

DPTAC Promotion Vote

Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".

DPTAC Promotion Recommendation*
Yes - Recommend for Promotion

DPTAC Tally for Promotion (YES)*
4

DPTAC Tally for Promotion (NO)*
0

DPTAC Tally for Promotion (ABSTAIN)*
0

Please upload the DPTAC recommendation letter in the space provided below.

DPTAC Recommendation Letter*

Drop files here or click to upload

DPTAC Recommendation Letter Test Faculty 2022.pdf (252.83 KB)

- 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.

Activities Reports Workflow

< Department Promotion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM

0

DPTAC Tally for Tenure (ABSTAIN)

0

DPTAC Promotion Vote

Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".

DPTAC Promotion Recommendation
Yes - Recommend for Promotion

DPTAC Tally for Promotion (YES)
4

DPTAC Tally for Promotion (NO)
0

DPTAC Tally for Promotion (ABSTAIN)
0

Please upload the DPTAC recommendation letter in the space provided below.

DPTAC Recommendation Letter

DPTAC Recommendation Letter Test Faculty 2022.pdf (252.83 KB)

8. Once the DPTAC has conferred and feels 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.

The screenshot shows the 'Workflow' tab of a system interface. The page title is 'Department Promotion and Tenure Advisory Committee Step - Due January 29, 2023 @ 11:59 PM'. Below the title are buttons for 'Save Draft', 'CANCEL', and 'Actions'. The main content area is titled 'DPTAC Promotion Vote' and contains the following fields:

- DPTAC Promotion Recommendation*: A dropdown menu with 'Yes - Recommend for Promotion' selected.
- DPTAC Tally for Promotion (YES)*: A text input field containing '4'.
- DPTAC Tally for Promotion (NO)*: A text input field containing '0'.
- DPTAC Tally for Promotion (ABSTAIN)*: A text input field containing '0'.

Below these fields is a section titled 'Please upload the DPTAC recommendation letter in the space provided below.' with a dashed border and a file upload area. A file named 'DPTAC Recommendation Letter Test Faculty 2022.pdf (252.83 KB)' is shown with a red trash icon.

An 'Actions' dropdown menu is open, showing three options: 'Save Draft', 'Submit to Department Chair/School Director' (highlighted with a blue oval and a mouse cursor), and 'Send Back to Previous Step'.

This screenshot is identical to the one above, but with a confirmation popup overlaid on the 'DPTAC Tally for Promotion (YES)*' field. The popup contains the text 'Are you sure you want to Submit to Department Chair/School Director?' and two buttons: 'No' and 'Yes'. A mouse cursor is pointing at the 'Yes' button.

- 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. We still have not determined whether this feature will remain in the actual implementation or not for campus.
- Once the DPTAC Chair has submitted the Committee Response, 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 – with Recall still being evaluated for implementation.

The screenshot shows the 'Workflow Tasks' interface. At the top, there are tabs for 'Activities', 'Reports', and 'Workflow'. Below this, there are two sections: 'Inbox' and 'History'. The 'Inbox' section contains one task: 'Test Annual Review - Test Accounts (3rd test) (Alternate DPTAC)' with a due date of October 8, 2022. The 'History' section contains two tasks. The second task, 'Tenure and/or Promotion Review - Spring 2023 (Test)', is circled in blue. A mouse cursor is pointing at the task name. To the right of the 'History' section, there is an 'ACTIONS' column with a dropdown menu. The dropdown menu is also circled in blue and shows two options: 'Recall' and 'Download'.

Department Chair/School Director Step

- Beginning in the Workflow Tasks Inbox, click on the Tenure and/or Promotion Review entries.

The screenshot shows the 'Workflow Tasks' interface. At the top, there are tabs for 'Activities', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. Below this, there are two sections: 'Inbox' and 'History'. The 'Inbox' section contains one task: 'Tenure and/or Promotion Review - Spring 2023 (Test)' with a due date of February 5, 2023. This task is circled in blue. The 'History' section is empty and displays the message 'No Data to Display'.

- 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 letters.

Faculty Step - Test Faculty

Submitted October 17, 2022
by Test Faculty

Faculty 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.

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.

Current Curriculum Vitae

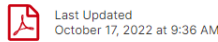
Use the space below to upload a copy of your current curriculum vita to be considered for tenure and/or promotion.

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



Faculty Step - Test Faculty

Submitted October 17, 2022
by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty

Submitted October 17, 2022
by Chair DPTAC

DPTAC Tenure Vote

Enter the DPTAC recommendation and voting tallies for tenure below. If the candidate is not seeking tenure, please enter "N/A".

DPTAC Tenure Recommendation

Yes - Recommend for Tenure

DPTAC Tally for Tenure (YES)

4

DPTAC Tally for Tenure (NO)

0

DPTAC Tally for Tenure (ABSTAIN)

0

DPTAC Promotion Vote

Enter the DPTAC recommendation and voting tallies for promotion below. If the candidate is not seeking promotion, please enter "N/A".

- The final section for the Department Chair/School Director step contains required fields with the department chair's recommendations for Tenure and/or Promotion via drop-down menus, and a file upload area for their Recommendation Letter.

Activities Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due February 5, 2023 @ 11:59 PM

Faculty Step - Test Faculty Submitted October 17, 2022 by Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted October 17, 2022 by Chair DPTAC

Department Chair/School Director Tenure and/or Promotion Recommendation

The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Tenure Recommendation*
Yes - Recommend for Tenure

Department Chair/School Director Promotion Recommendation*
Yes - Recommend for Promotion

Please upload the Department Chair/School Director's recommendation letter in the space provided below.

Department Chair/School Director Recommendation Letter*

Drop files here or click to upload

- 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 Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due February 5, 2023 @ 11:59 PM

Faculty Step - Test Faculty

Department Promotion and Tenure Advisory Committee Step - Test Faculty

Department Chair/School Director Tenure and/or Promotion Recommendation

The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Tenure Recommendation*
Yes - Recommend for Tenure

Department Chair/School Director Promotion Recommendation*
Yes - Recommend for Promotion

Please upload the Department Chair/School Director's recommendation letter in the space provided below.

Department Chair/School Director Recommendation Letter*

Drop files here or click to upload

Dept_Chair_Recommendation_Letter_Test_Faculty_2022.docx (83.61 KB)

Save Draft

Submit to Dean

Send Back to Previous Step

Activities Manage Data Reports Workflow Tools

< Department Chair/School Director Step - Due February 5, 2023 @ 11:59 PM Download CANCEL Actions

> Faculty Step - Test Faculty Submitted October 17, 2022 by Test Faculty

> Department Promotion and Tenure Advisory Committee Step - Test Faculty Submitted October 17, 2022 by Chair DPTAC

Are you sure you want to Submit to Dean?

Department Chair/School Director Tenure and/or Promotion Recommendation

The contents of this Department Chair/School Director Form constitute the chair/director's submission for tenure and/or promotion.

Once you have completed the required fields below, click on "Actions" and select "Submit to Dean" to advance the review to the next step.

Department Chair/School Director Tenure Recommendation*

Yes - Recommend for Tenure


Department Chair/School Director Promotion Recommendation*

Yes - Recommend for Promotion

Please upload the Department Chair/School Director's recommendation letter in the space provided below.

Department Chair/School Director Recommendation Letter*

[Drop files here or click to upload](#)

 Dept Chair Recommendation Letter Test Faculty 2022.docx (83.61 KB) 