

# WATERMARK FACULTY SUCCESS Promotion and Tenure



This webinar is being recorded. It will be shared to registrants and may be posted on the ETSU Watermark Faculty Success site.

You are welcome to ask questions during the presentation.

If your question contains sensitive information, please ask after I stop the recording.



## August 15

Watermark Faculty Success opens for faculty to submit **Promotion/Tenure Dossiers** 



## September 15 **Promotion/Tenure Dossiers** Due



It is highly recommended to begin to prepare your dossier before August 15.

# WHAT DOCUMENTS DO I NEED TO PREPARE?

- Curriculum Vita
- Narrative Statement
- Supporting Document
- Faculty Activity Plans, Reports, and Evaluations
- Course Load
- Student Assessment of Instruction Reports
- Peer Reviews of Teaching Evaluation Forms
- Addendum [optional upload field]
- Comments [optional text field]

Candidate: Ashley Sergiadis

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#### FACULTY SUBMISSION FORM FOR PROMOTION

Instructions on how to complete this form are available on ETSU's Watermark Faculty Success website.

Curriculum Vita*	
	Drop files here or click to upload
Narrative Statement*	
	Drop files here or click to upload
Supporting Document*	
	Drop files here or click to upload
Faculty Activity Plans, Reports, and Evaluations in Watermark	
	Click here to select prior submissions
Faculty Activity Plans, Reports, and Evaluations - Prior to Watermark*	
	Drop files here or click to upload



Course Load*	
	Drop files here or click to upload
Student Assessment of Instruction (SAI) Reports*	
	Drop files here or click to upload
Peer Reviews of Teaching Evaluation Forms*	
	Drop files here or click to upload
Addendum	
	Drop files here or click to upload

#### Comments

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# HOW SHOULD I PREPARE THE DOCUMENTS?

- For each required field, upload a singular PDF. Use bookmarks and/or links in the PDF to help reviewers browse.
  - <u>Bookmarks in Adobe PDF</u> Links in Adobe PDF
- Size limit is one gigabyte per file.
- Choose a short descriptive name for each file. Suggestion: [First and Last Name of Candidate] [Name of Form]
- Faculty Activity Plans, Reports, and Evaluations and **Course Load** fields have additional instructions.

## Faculty Activity Plans, Reports, and Evaluations

Faculty Activity Plans, Reports, and Evaluations in Watermark	<b>‹</b>
Click he	re to select prior submissions
Select Completed Submissions to Include ×	
Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.	FAP/FAR/FAE in Waterman the system for inclusion o opens on August 15.
Submission Name	
Start Year End Year	FAP
Selected (1 of 3) Sherrod Library FAR 2022-2023 - Completed October 02, 2023	m
Annual Review Sherrod Library FAR 2022-2023 - Completed October 02, 2023	Faculty Activity Plans, Reports, and Evaluations - Prior to Wate
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rk can be selected in once the application

#### P/FAR/FAE outside of Watermark ust be uploaded as a single PDF.

ermark\* les here or click to upload

## Course Load

- Enter your course load for the evaluation period.
- Comment on how the reduced course loads resulted in the achievement of the purposes.

PROMOTION Candidate's Course Load

CANDIDATE:

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Please enter the candidate's course load for the evaluation period.

SEMESTER	COURSE NUMBER	COURSE TITLE	CREDIT HOURS

If you received reduced course loads during any terms in your evaluation period, indicate when each reduction was given and explain the purpose for which each reduction was given:

Please comment on the degree to which the reduced course loads results the achievement of the purposes described above:

#### **Course Load Document needs to be** completed. Convert Word document into a PDF once completed.

- If you received reduced course
  - loads, indicate when each reduction
  - was given and explain the purpose of the reduction.

# To find a list of your courses for Course Load: In Self Service banner, go to the "Faculty Services" tab and click on "Assignment History".

GOLDLink Self Service	GOLDLink Self Service	GOLDLink Self Service					
Personal Information Student Faculty Services Employee Financial Aid	Search Go						
Search Go	View Assignment History						
Faculty and Advisors	The following represents your class assignment	nts					
	Assignment History						
Student Information Menu	Associated Term CRN Course Cours	se					
Term Selection							
Class Permits and Unofficial Class Roster	Fall 2024 83377 CSCI 1120 Advan	10					
Class Schedule	Fall 2024 83498 CSCI 3700 Enabli Fall 2024 83627 CSCI 5050 Docici	in io					
Course Catalog	Summer 2024 51984 CSCI 3700 Enabli	in					
	Summer 2024 52169 CSCI 3700 Enabli	in					
	Spring 2024 13682 CSCI 1210 Essen	ti					
Schedule of Classes Report	Spring 2024 14689 CSCI 5050 Decisi	io					
Active Assignments	Spring 2024 14726 CSCI 5730 Enter	pr					
Assignment History	Fall 2023 82717 CSCI 1120 Advan	۱C					
CRN Selection	Fall 2023 83174 CSCI 1510 Stude	n					
Detail Class List	Fall 2023 83416 CSCI 5050 Decisi	0					
Farly Semester Progress Reports	Fall 2023 83484 CSCI 5730 Enter	pr					
Faculty Detail Schedule	Spring 2023 14286 CSCI 4847 Health	1					
Final Grados	Spring 2023 14289 CSCI 4847 Health	1 ic					
	Spring 2023 14401 CSCI 5050 Decisi	0					
	Spring 2023 14477 CSCI 5730 Enter	nr					

es Employee Financial Aid

ts, both past and present.

e Title	Credits	Level	Campus	Instr
ced Spreadsheets	3.000	Undergraduate	ETSU, Main	WEB
ng Business with IS	3.000	Undergraduate	ETSU, Main	WEB
on Support Systems	3.000	Graduate	ETSU, Main	WEB
ng Business with IS	3.000	Undergraduate	ETSU, Main	WEB
ng Business with IS	3.000	Undergraduate	ETSU Bluesky Chattanooga Cntr	Conve
tials of Web Development	3.000	Undergraduate	ETSU, Main	Conve
on Support Systems	3.000	Graduate	ETSU, Main	WEB
orise Info Systems	3.000	Graduate	ETSU, Main	WEB
ced Spreadsheets	3.000	Undergraduate	ETSU, Main	WEB
nt In University	3.000	Undergraduate	ETSU, Main	Conve
on Support Systems	3.000	Graduate	ETSU, Main	WEB
orise Info Systems	3.000	Graduate	ETSU, Main	Conve
Information Systems	3.000	Undergraduate	ETSU, Main	Conve
Information Systems	3.000	Undergraduate	ETSU, Main	Two-V
on Support Systems	3.000	Graduate	ETSU, Main	WEB
orise Info Systems	3.000	Graduate	ETSU, Main	Conve
rico Info Evotomo	2 000	Craduata	ETCU Main	Two V

## There are two ways to access the Watermark Faculty Success form for tenure and promotion between August 15-September 15.

E	ETSU Watermark Fa To: Sergiadis, Ashley	culty Success <notifications@watermarkinsights.com></notifications@watermarkinsights.com>	0	5	«	ð	🔗 🧾   📰   ∙ Wed 4/17/2024 9:08 PM
		Dear Ashley Sergiadis,					
		It's time to submit your review materials for the following	ng:				
		Process: Promotion to Professor (Clinical) [5	ergiadis]				
		Due Date: Thursday, August 15, 2024 11:59 PM	LEDT				
		If you do not submit your materials by the due date, this Next Step (Department Committee) review.	; will automatically advance to	o the			
		This email is to notify you that you may now begin subm promotion within Watermark Faculty Success through Wo Watermark Faculty Success, click on the <i>Workflow</i> butto select <i>Tasks</i> from the dropdown menu to begin uploading	itting your application for orkflow. Once logged in to on at the top of the screen and g your review materials.	I			
		If you do not plan on applying for promotion, withdraw y Actions and selecting Withdraw through the Faculty Sub	our application by clicking on mission Form.				
		Further instructions on how to complete this form are Faculty Success website. Please contact watermark@et	available on ETSU's Waterma su.edu with any questions.	ark			
		ETSU Watermark Faculty Success					
		SUBMIT REVIEW MATERIALS					
		If the button above does not work, please copy and past browser's address bar:	te the following link into your				
		https://www.digitalmeasures.com/login/etsu/faculty/a e-2ded-4ac4-84ed-06f514a4b52d/step/d2df0310-0737 e30c9dc441a2/assignee/2301243?	<u>pp/workflow/submissions/a9</u> 7-4e04-aa7b-	<u>54687</u>			
		embed=workflow:assignee,workflow:subject,workflow b-4ac0-4f16-839a-13e4b69399a1&orgld=1672&person	<u>/:response&amp;subProcessId=27</u> Ild=2301243	<u>1f395</u>			

#1: Click on "Submit Review" Materials" in the email from Watermark Faculty Success.



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ge Data	Reports	Workflow 🔻	Tools 🔻		
asks in you	r inbox, and view y	our review history.			
	Promotion to Pro	ofessor (Clinical) [Se	rgiadis]		
	Faculty Submissi	on			
	Technology and	Content Services			
	Me				
	September 15, 20	024 @ 11:59 PM			
	April 18, 2024 @	2:05 AM			

#### #2: Click on "Workflow" then "Tasks" (if appropriate). Then, click on the name of your application.

#### K Faculty Submission Step - Due September 15, 2024 @ 11:59 PM

Candidate: Ashley Sergiadis

#### FACULTY SUBMISSION FORM FOR PROMOTION

Instructions on how to complete this form are available on ETSU's Watermark Faculty Success website.

Curriculum Vita\*

- In the application, you can save your progress by clicking "Save Draft". • You may choose "Withdraw" if you decide not to apply.
- Once you have completed all required fields, you will have the option to Submit to Next Step. Once clicking "Submit", you cannot make changes to the application.
- If a field is not required by your department, you can upload a document with a statement.
- YOU MUST CLICK SUBMIT BY THE SEPTEMBER 15 DEADLINE TO SUCCESSFULLY SUBMIT YOUR APPLICATION.

	Lettons	~
B	Save Draft	
~	Submit to Next Step (Department Committee)	
0	Withdraw	

# If applying for promotion AND tenure, you will complete one form for tenure and one form for promotion.

Unlike your Annual Evaluations, there is not a report generated by Watermark Faculty Success required this year for promotion and tenure applicants.

You do not need to add any additional information in the "Activities" section of Watermark for promotion and tenure.

#### For additional advice, attend the following workshop:

## **Telling Your Academic Story: Preparing Your Tenure and Promotion Dossier** Tuesday, May 7, 2024 at 10:00 AM – 11:30 AM on Zoom <u>Registration Link</u>







# Questions?

watermark@etsu.edu