

How to:
**Submit Faculty
Annual
Evaluations**
(FAR, FAP, FAE)

A guide for faculty, Chairs, & Deans



watermark™
Faculty Success

@



**EAST TENNESSEE STATE
UNIVERSITY**

Faculty, when the FAR has opened for your college, you will receive an email similar to the following:



ETSU Watermark Faculty Success

Invite: Your review materials can now be submitted

To: blackhar@etsu.edu,

Reply-To: no-reply@watermarkinsights.com

Inbox - blackhar@etsu.edu 2:39 PM

Dear John Doe,

It's time to submit your review materials for the following:

Process: CAS FAR 2021-2022

Due Date: Wednesday, August 10, 2022 02:39 PM EDT

Re: ETSU Faculty Activity Report

Dear ETSU Faculty Member,

This email is to notify you that you may now begin submitting your Faculty Activity Report (FAR) for your College within Watermark Faculty Success through Workflow. Once logged in to Watermark Faculty Success, click on the "Workflow" button at the top of the screen and select "Tasks" from the dropdown menu to begin completing your FAR. Due dates are listed for each level within the Watermark Faculty Success Faculty Activity Report Workflow Tasks.

ETSU Watermark Faculty Success

[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/etsu/faculty/app/workflow/tasks>

College of Arts & Sciences Faculty Activity Report

Annual Activity Report



Last Updated
June 20, 2022 at 12:09 PM

Refresh Report

• 2021-2022 Workload Document

Drop files here or click to upload

• Peer Reviews of Teaching 2021-2022

Drop files here or click to upload

• Current CV

Drop files here or click to upload

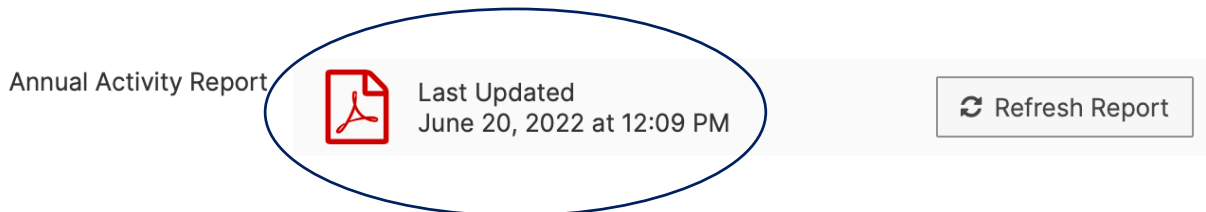
Other Documents (per Dept. Chair)

Drop files here or click to upload

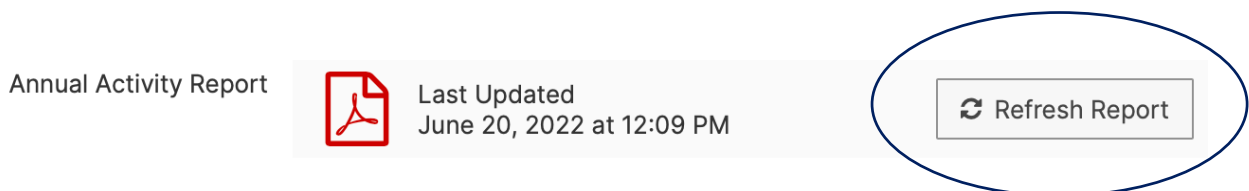
Step 1: Click on the “Submit Review Materials” button in that email notification and upload the necessary documents for your college and department.

Step 1 Note:

- The “Annual Activity Report” is automatically generated for the academic year as specified by your college.
- To view the Annual Activity Report, click on the PDF icon to view.



- If you need to add activities for the evaluation period, click on the “Activities” tab at the top right of the screen and add the necessary activities.
- Click on the “Workflow” tab at the top of the screen and select “Tasks” from the dropdown menu
- Click on “Refresh Report” to include your added activities in the report.



Step 2: Submit to your Department Chair by clicking on the “Actions” button at the top right corner and selecting “Submit to Department Chair Evaluation.”

< Faculty Submission Step - Due June 21, 2022 @ 11:59 PM

College of Arts & Sciences Faculty Activity Report

Annual Activity Report



Last Updated
June 20, 2022 at 12:26 PM

Refresh Report



Cancel

Actions

Save Draft

Submit to Department Chair Evaluation

2021-2022 Workload Document

You have reached the limit of 1 file



Workload Summary 2019-2022 Blackhart (1).docx

(91.83 KB)

Delete File

Peer Reviews of Teaching 2021-2022

Drop files here or click to upload



Morelen review of Blackhart Psyc 6210 Fall 2021.pdf

(1.34 MB)

Delete File



Deehan 9-9-2021.doc (60.00 KB)

Delete File

Current CV

You have reached the limit of 1 file

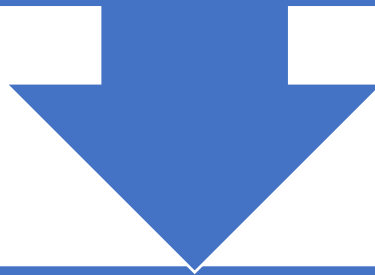


Curriculum Vitae-Blackhart.docx (33.98 KB)

Delete File

What happens if you realize you made a mistake after you submitted your FAR to your department Chair?

If, after you have submitted your FAR to your department Chair, you realize that you made an error (e.g., left out some activities, forgot to upload a file you meant to include), you may recall your submission and then resubmit it.



To recall your submission, click on the “Actions” button in the top right corner and select, “Recall”

Chair's Evaluation

- Department Chairs, when your faculty submit their FARs, you will receive emails similar to the following:



ETSU Watermark Faculty Success

Submission for John Doe is Ready for Your Review in CAS FAR 2021-2022

To: blackhar@etsu.edu,

Reply-To: no-reply@watermarkinsights.com

Inbox - blackhar@etsu.edu 3:37 PM

Dear Jane Doe,

The following submission is now ready for your review:

Process:	CAS FAR 2021-2022
Faculty Member:	John Doe
Due Date:	Wednesday, August 10, 2022 03:37 PM EDT

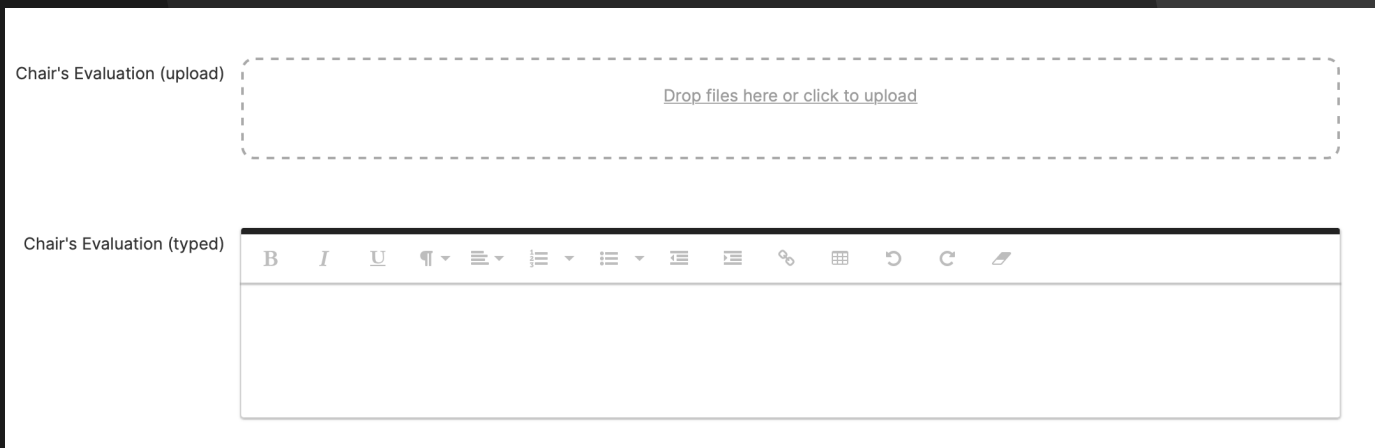
[START REVIEWING](#)

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/etsu/faculty/app/workflow/tasks>

Step 3: Chair's Evaluation

- Click on the “Start Reviewing” button in that email notification and either upload or type your written evaluation of the faculty member.



The screenshot shows a web form for entering a chair's evaluation. It features two main input areas:

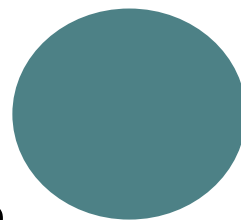
- Chair's Evaluation (upload):** A dashed rectangular box containing the text "Drop files here or click to upload".
- Chair's Evaluation (typed):** A rich text editor with a toolbar at the top. The toolbar includes icons for Bold (B), Italic (I), Underline (U), text color, background color, bulleted list, numbered list, link, unlink, table, undo, redo, and a delete icon. Below the toolbar is a large empty text area for typing the evaluation.

- Click on the “Actions” button at the top right corner and select “Submit to Faculty Response to Chair’s Evaluation.”



Once your department Chair has submitted their evaluation, you will receive an email notification from Watermark. Click on the “Start Your Response” button in the email to view your Chair’s evaluation and to complete the next step, which is to select whether you acknowledge or disagree with the Chair’s evaluation. You may also type a written response, though that is not required.

Click on the “Actions” button at the top right corner and select “Submit to Dean Evaluation.”



Step 4: Faculty Response



ETSU Watermark Faculty Success

Submission for John Doe is Ready for Your Review in CAS FAR 2021-2022

To: blackhar@etsu.edu,

Reply-To: no-reply@watermarkinsights.com

Inbox - blackhar@etsu.edu 3:37 PM

Dear Jane Doe,

The following submission is now ready for your review:

Process: CAS FAR 2021-2022
Faculty Member: John Doe
Due Date: Wednesday, August 10, 2022 03:37 PM EDT

[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/etsu/faculty/app/workflow/tasks>

College Deans will receive emails similar to those received by Department Chairs. Click on the “Start Reviewing” button in that email notification.

Dean's Evaluation

