

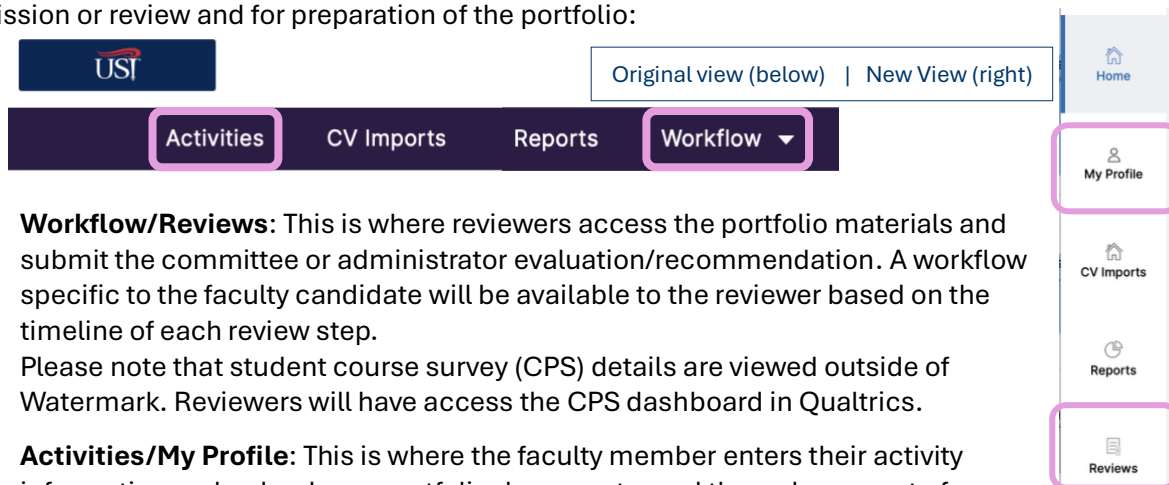
# Reviewing Portfolios in Watermark Faculty Success

Updated 12.22.2025

## Overview

The purpose of this guide is to preview the Watermark Faculty Success portal when using as a reviewer (e.g., committee member/chair, department/program chair, dean, or library director).

Watermark Faculty Success has multiple areas/functions. There are two primary areas for the submission or review and for preparation of the portfolio:



- **Workflow/Reviews:** This is where reviewers access the portfolio materials and submit the committee or administrator evaluation/recommendation. A workflow specific to the faculty candidate will be available to the reviewer based on the timeline of each review step.  
Please note that student course survey (CPS) details are viewed outside of Watermark. Reviewers will have access the CPS dashboard in Qualtrics.
- **Activities/My Profile:** This is where the faculty member enters their activity information and upload your portfolio documents, and thus where most of portfolio preparation occurs once the candidate has gathered and organized their documents and information. Watermark Activities is always available to faculty members, providing access to update and add information throughout the year.

## Accessing & Viewing the Portfolio in Watermark for Review


- See [How to Access a Submission](#). You can access portfolios that are ready for review by going to Watermark Faculty Success directly from the [myUSI Portal](#). Then go to the **Workflow** tab and **Tasks** option from the pull-down (see the screenshot below). Or go to the **Reviews** tab on the left panel in the new view.
- Reviewers also will receive an email from “USI Provost’s Office – Watermark” <notifications@watermarkinsights.com> with a link to access the portfolio for review. If the link results in an error, go directly to Watermark Faculty Success via myUSI.
- The Candidate Portfolio Submission screen is organized according to the portfolio guidelines outline (see table below). Click on the PDF icons and hyperlinks to view the provided portfolio materials. Note that the PDF documents for the CV and Evidence Materials reports (in sections C, E, F, and G) are Watermark-generated reports using the candidates’ entered Activities information.

## Submitting the Review

See [Contributing to a Submission as a Reviewer](#). Any portfolio files downloaded for review should be deleted once you submit your review.

**Committee Chair and Members:** Only the committee chair has the “Committee Chair” step (see example below). This Committee Chair step is used to by the chair submit the committee’s recommendation and overall ratings and upload the committee’s evaluation memo. Other

**Department/Program Chair, Library Director, and Dean:** Administrative reviewers have a similar section as the Committee Chair to submit their recommendation and review memo.



The screenshot shows the 'Actions' dropdown menu in the 'Save Draft' section. The menu is open, displaying the 'Save Draft' button and the 'Complete required fields to Submit' message. The 'Actions' button is highlighted with a red box.

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The review committee prepares a memo summarizing the review of the applicant's progress or attainment of the criteria listed in the University [Faculty Handbook](#) and appropriate College/unit guidelines, including specific achievements, strengths, and weaknesses in the applicable evaluation areas of teaching, scholarship and professional activity, and service. Also, note any committee member recusals or other circumstances.

**No action is needed for this committee member form.** The committee chair will submit the recommendation and memo.

## Reappointment Recommendation of Review Committee \*

The review committee prepares a memo summarizing the review of the applicant's progress or attainment of the criteria listed in the University [Faculty Handbook](#) and appropriate College/unit guidelines, including specific achievements, strengths, and weaknesses in the applicable evaluation areas of teaching, scholarship and professional activity, and service. Also, note any committee member recusals or other circumstances.

Committee chair: Please upload the committee memo below (pdf format is recommended).

Upload Department Committee Evaluation and Recommendation Memo/Letter \*

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

Comments (optional). Please use above to upload the evaluation memo.

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## Mapping the Portfolio Outline to Watermark Activities & Workflow Screens

The following table shows which Watermark areas correspond to the required portfolio sections described in the [Portfolio Guidelines and FAQs](#). If a Watermark Activities Screen is not listed below, it does not correspond with a specific section of the portfolio outline.

Portfolio Section	Watermark Activities Screen or Workflow*
A. Application Form	Enter information in Workflow*
B. Context documents (as applicable)	
B1. Department/college guidelines	Upload in Workflow* (as applicable)
B2. Special conditions	Upload in Workflow* (as applicable)
C. Curriculum vitae	Generated from information entered in Activities.
D. Narrative statements	Upload in Workflow*
E. Teaching materials/evidence or Library Professional Performance	
E1. Summary table of courses taught	Courses Taught
E2. Course syllabi and evidence of teaching and learning contributions	Courses Taught: using files uploaded to specific courses Teaching Innovations and Curriculum Development Directed Student Learning Non-Credit Instruction Taught Awards and Honors
E3. Summary of student Course Perception Surveys (CPS)	Student Course Surveys: CPS summary tables. Reviewers will access CPS reports in Qualtrics.
E4. Other evaluations and observations of teaching	Peer Course Observations
E5. Advising and mentoring activity	Advising/Mentoring Activity Yearly Advising & Mentoring Summary
F. Scholarship and professional activity materials/evidence	
F1. Scholarship and creative activity (for Tenure Track/Tenured) or Practice and scholarship (for Clinical Track)	Publications Presentations Exhibits and Performances Practice, Research, or Creative Activity Media Appearances and Interviews Grants, Sponsored Research, Contracts, Fellowships Intellectual Property Consulting Awards and Honors
F2. Professional activity (as applicable for Instructor and Teaching Tracks)	Professional Activity Professional Memberships Faculty/Professional Development Activities
G. Service materials/evidence	
G1. University service	University Service Awards and Honors
G2. Community service and outreach	Community Service and Outreach
Part 2. Supplementary evidence (as applicable)	Upload in Workflow* (as applicable)
Appraisal forms and evaluation memos	Part of Workflow* for Committees, Chair, Dean