Reviewing Portfolios in Watermark Faculty Success

Updated 8.26.2025

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: 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: 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.

Resources and Guides

The Portfolio Guidelines, Portfolio FAQs, and other guidance are available on the Provost's Office <u>Personnel Decisions webpage</u>, and apply to portfolio preparation for reappointment, promotion, or tenure review. Please view additional Watermark guides relevant to your review:

- How to Access a Workflow Submission
- Review Committee Steps
- <u>Administrative Review Steps</u> for chair, dean, and provost
- Faculty Success Overview

Accessing & Viewing the Portfolio in Watermark

Login to the myUSI Portal to access Watermark and go to the Workflow tab (see the screenshot above) to select the Tasks option from the pull-down triangle. Then click on the submission you are reviewing. You may view the portfolio as soon as it is ready for your review.

Reminders will be sent to reviewers from USI Provost's Office - Watermark < notifications@ watermarkinsights.com > with a link to access the portfolio for review. You may need to check the "Other" or "Junk" folders.

To view the portfolio materials, click on the web links and PDF icons to view sections of the portfolio. Note that items with the PDF icon (e.g., CV, narrative, portfolio evidence reports) are Watermark-generated reports.

Submitting the Review

Committee Members (including Committee Chair), Chair, Library Director, and Dean

The Committee Member screen (see preview below, left) is used by the review committee (each member and committee chair) to submit individual ratings and recommendation.

Note: All committee members (including the chair) must complete this individual reviewer step before the Committee's overall ratings, recommendation, and letter can be submitted by the Committee Chair.

Committee Chair

Only the Committee Chair has two areas/screens: the "Committee Chair" (or "This Committee's Response") and "Committee Member". The Committee Chair screen (see preview below, right) is used to submit the committee's recommendation and overall ratings and upload the committee's evaluation memo.

Department Chair, Library Director, and Dean

Administrative reviewers have a similar screen to submit their recommendation and review.

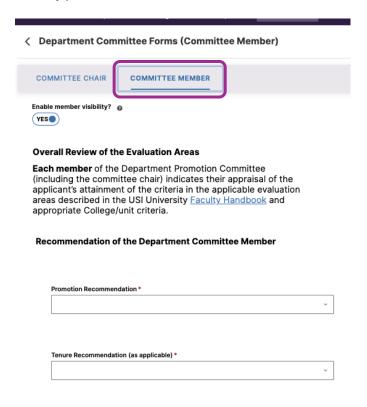
For All Reviewers

Go to the "Action" menu in the upper-right to "Save Draft" and "Submit to next step".

⟨ Department Committee Step - Due December 16, 2023 @ 11:59 PM



Any portfolio files downloaded for review should be deleted once you submit your review.



⟨ Department Committee Forms (Committee Chair)	
COMMITTEE CHAIR COMMITTEE MEMBER	
Committee's Review of the Evaluation Areas	
The Chair of the Department Committee shall indicate the committee's appraisal of the applicant's attainment of the criteria in the applicable evaluation areas described in the USI University Faculty Handbook and appropriate College/unit criteria.	
After each committee member (including the committee chair) completes their individual evaluation, the Committee Chair indicates the committee's ratings and recommendations and provides the committee's evaluation memo below.	
Department Committee's Recommendation	
Promotion Recommendation of Review Committee *	
Promotion Recommendation of Review Committee *	
Promotion Recommendation of Review Committee *	
Promotion Recommendation of Review Committee * Tenure Recommendation of Review Committee (as applicable) *	
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Tenure Recommendation of Review Committee (as applicable) * Department Committee Evaluation and Recommendation	

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 <u>Portfolio Guidelines and FAQs</u>. 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 from all Activities	
	screens. Preview your Vita in the Reports area	
	(be sure to set the date range).	
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	Student Course Surveys: CPS summary tables.	
Surveys (CPS)	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	Publications	
Track/Tenured) or	Presentations	
Practice and scholarship (for Clinical Track)	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	Professional Activity	
Instructor and Teaching Tracks)	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)	
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