# Reviewing Portfolios in Watermark Faculty Success

Updated 9.29.2025

## 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:
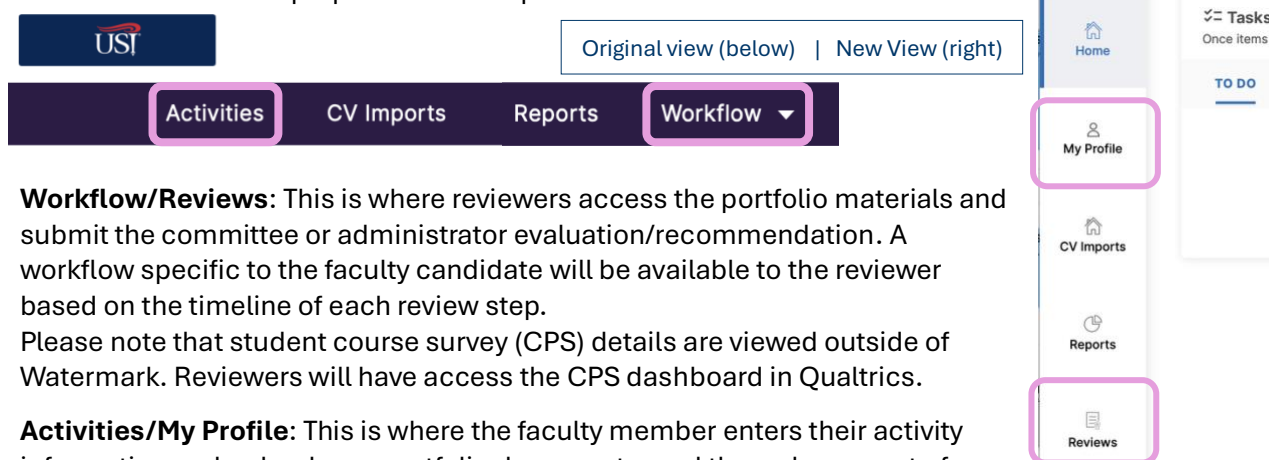


- **Workflow/Reviews**: This is where reviewers access the portfolio materials and submit the committee or administrator evaluation/recommendation. A workflow specific to the faculty candidate will be available to the reviewer based on the timeline of each review step.
  Please note that student course 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.

## Resources and Guides

The Portfolio Guidelines, Portfolio FAQs, and other guidance are available on the Provost's Office Personnel Decisions webpage, 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
- Administrative Review Steps for chair, dean, and provost
- Faculty Success Overview

## Accessing & Viewing the Portfolio in Watermark for Review

Login to the myUSI Portal to access Watermark and go to the Workflow/Reviews 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 Chair, Department Chair, Library Director, and Dean
The Committee Chair screen (see example below, right) is used by the committee chair to submit the committee's ratings and recommendation. A similar screen for the department chair, library director, or dean to submit their ratings and recommendation.

Note: The Committee Member screen (see example below, left) is for reference only. Individual committee members do not complete the ratings and recommendation.

### 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          ⬆   CANCEL   Actions ⌄

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

< Department Committee Forms (Committee Member)

COMMITTEE CHAIR    **COMMITTEE MEMBER**

**Overall Review of the Evaluation Areas**

Each member of the Review Committee (including the committee chair) evaluates the applicant's attainment of the criteria in the applicable evaluation areas described in the USI University Faculty Handbook and appropriate College/unit criteria.

**The committee member form below is FOR REFERENCE ONLY. Committee members DO NOT complete below.**

Member forms will not be included as part of the official submission, and will not be visible to any participants outside this committee.

**Teaching**
Exceeds Expectations    Meets Expectations    Does Not Meet Expectations

**Scholarship and Professional Activity**
Exceeds Expectations    Meets Expectations    Does Not Meet Expectations

**Service**
Exceeds Expectations    Meets Expectations    Does Not Meet Expectations

< Department Committee Forms (Committee Chair)

**COMMITTEE CHAIR**    COMMITTEE MEMBER

**Committee's Review of the Evaluation Areas**

The Chair of the Review 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/department criteria.

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 *
[                                        ⌄]

Tenure Recommendation of Review Committee (as applicable) *
[                                        ⌄]

**Department Committee Evaluation and Recommendation Memo**

The review committee prepares a memo summarizing the review of the applicant's 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 memo file or use the textbox below.

Upload Department Committee Evaluation and Recommendation Memo/Letter
[                                   Drop files here or click to upload]

## 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 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<br>Teaching Innovations and Curriculum Development<br>Directed Student Learning<br>Non-Credit Instruction Taught<br>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<br>Yearly Advising & Mentoring Summary |
| F. Scholarship and professional activity materials/evidence | |
|    F1. Scholarship and creative activity (for Tenure Track/Tenured) or<br>Practice and scholarship (for Clinical Track) | Publications<br>Presentations<br>Exhibits and Performances<br>Practice, Research, or Creative Activity<br>Media Appearances and Interviews<br>Grants, Sponsored Research, Contracts, Fellowships<br>Intellectual Property<br>Consulting<br>Awards and Honors |
|    F2. Professional activity (as applicable for Instructor and Teaching Tracks) | Professional Activity<br>Professional Memberships<br>Faculty/Professional Development Activities |
| G. Service materials/evidence | |
|    G1. University service | University Service<br>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 |