

Preparing and Submitting Your Portfolio Using Watermark Faculty Success

Updated 6.04.2025

Overview

The purpose of this guide is to summarize the mapping between the portfolio sections and the Watermark Faculty Success portal as you organize your portfolio materials.

Faculty applicants are encouraged to use the Portfolio Guidelines, Portfolio FAQs, and additional guidance, which are available on the Provost's Office [Personnel Decisions webpage](#), to guide their portfolio preparation. Much of the portfolio preparation is done outside of Watermark, such as writing the narrative and gathering and organizing materials/evidence documents.

Watermark Faculty Success has multiple areas/functions. There are three primary areas for portfolio preparation, submission, and review:

- **Activities:** This is where you enter your activity information and upload your portfolio evidence documents, and thus where most of your portfolio preparation occurs once you have gathered and organized your documents and information. Watermark Activities is always available, providing you access to update and add information throughout the year.
- **Reports:** Go here to preview your CV (Vita), and compiled evidence reports for the Teaching, Scholarship and Professional Activities, and Service (sections E, F, G of the portfolio).
- **Workflow:** This is where your final steps of the portfolio submission are done, and the portfolio review is implemented. This area will be available to you a few weeks before the portfolio submission deadline and serves the portfolio submission and review functions. It is compiled using the information and materials you added to Watermark Activities.



Tips for Entering Activities and Uploading Evidence

- If an Activity section does not apply to you, then leave it blank.
- Within an activity entry screen, a field marked with an asterisk* is required. A field marked with a lock icon cannot be modified; the data is imported from Banner.
- Be sure to enter a Date (at minimum, a year) for each Activity record. The date is important since it is used to determine which activity entries are included in reports (e.g., CV, FAR, promotion/tenure evidence reports).
- It is recommended to upload documents as PDF format. This helps to protect the document and makes it easier for reviewers to view it within Watermark.
- Many activities screens include an option to upload files that serve as evidence materials in portfolios for reappointment, promotion, and tenure review. These uploaded files are not included in the standard FAR and CV (Vita) reports.

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.

Please see the [Watermark Activities Detailed Guide](#) and [Watermark Faculty Overview and User Guide](#).

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 Surveys (CPS)	Student Course Surveys: Upload CPS summary tables. See Portfolio FAQs Q13&14.
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. Additional supplementary evidence (as applicable)	Upload in Workflow* (as applicable)
Appraisal forms and evaluation memos	Part of Workflow* for Committees, Chair, Dean

Submitting Your Portfolio Using Workflow

The following pages show a preview of the Candidate Submission screen that a faculty candidate will use to submit their portfolio. A Portfolio Workflow will be available to you a few weeks before the due date. In the Workflow, you will complete the Application form and upload portfolio documents, such as any context documents (section B), the narrative, and any supplementary materials (Part 2).

Use the “Save” button on the upper-right corner to confirm the updates and the “Submit” button submit the portfolio when it is complete.

Once you submit your portfolio, it will be automatically routed to the first review step, such as a review committee or department chair. Figure 1 shows an example Workflow.

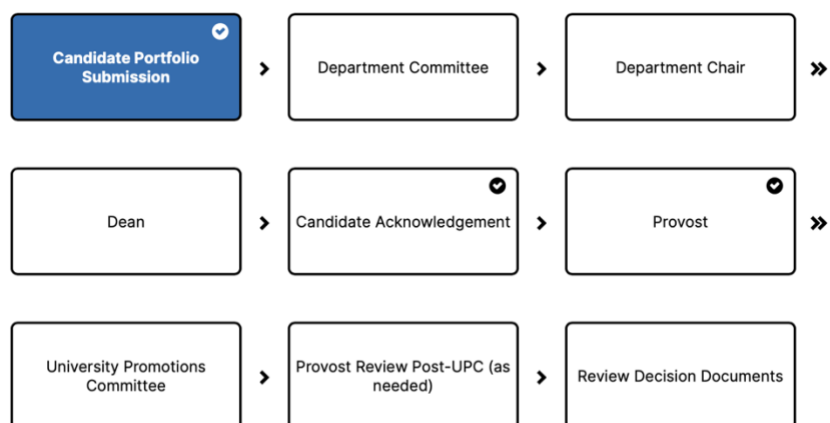


Figure 1. Sample Workflow from Candidate to Reviewers. Steps are customized to each college/unit's process and the type of review.

Resources

- [Watermark Activities Detailed Guide](#)
- [Faculty Success Overview](#) (Watermark)
- [Submitting to a Workflow Process](#) (Watermark) – disregard the Prior Year Submissions section, which does not apply
- [Portfolio Guidelines and Portfolio FAQs](#)

< Candidate Portfolio Submission Form

CANCEL

APPLY

Portfolio for Promotion and/or Tenure

The sections below guide the Faculty Candidate through entering information and uploading materials for submission of their Portfolio. This Candidate Portfolio submission page follows the outline described in the Portfolio Guidelines.

Please refer to the **Portfolio Guidelines and FAQs** on the Provost's Office [Personnel Decisions webpage](#) for details.

Part 1 (sections A-G) should not exceed 500 pages; an optional Part 2 can include an additional 500 pages of supplementary materials.

A. Promotion and Tenure Application Form

Current Faculty Track *

Review Requested: Promotion *

Review for Promotion to *

Review Requested: Tenure *

Year & Semester Appointed to Tenure Track or N/A *

Extension due to Covid-19. List year(s) when extension was granted: May 2020, May 2021, or N/A *

Leave(s) of Absence: List year/semester(s) or N/A *

For tenure track faculty, list number of year(s) of tenure credit or N/A *

Candidate's Statement: I have reviewed the portfolio that I am submitting with this application, and I am presenting it as accurate, complete, current, and ready for review. I also affirm that the material contained in this portfolio is my work unless it is clearly identified on its face as the work of someone else. I understand that I may not add or remove material in the portfolio once submitted.

Please type your name below to affirm the above statement: *

B. Context documents (as applicable)

B1. Department/Unit promotion and/or tenure criteria and guidelines (as applicable)

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

B2. Special conditions (e.g., credit towards tenure, leave of absence, extension) (as applicable)

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

If applicable, list additional name(s) that you have used in your faculty work.

C. Curriculum Vitae

The candidate's CV will be automatically inserted here using the Vita report compiled using the information entered into Watermark Faculty Success. The candidate should check that they have added the relevant information using the [Activities tab in Watermark](#) and can preview the Vita report.

CV

 Last Updated
Date and Time



D. Narrative

Instructions to the Faculty Candidate for this section:

- Upload your Narrative here as a single document (maximum total length of 15 pages). This document should include narrative statements for each area of evaluation: teaching, scholarship and professional activity, and service.
- Please refer to the [Portfolio Guidelines and FAQs](#) and college/department guidelines (as applicable).

Narrative (upload as a single pdf file) *

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

E. Teaching Materials

The Teaching Evidence report follows the portfolio outline for this section:

- E1. Courses taught summary table (combined with E2)
- E2. Course syllabi and materials, and evidence of teaching and learning contributions
- E3. Summary of student course surveys (CPS summary tables)
- E4. Other evaluations or observations of teaching
- E5. Advising/mentoring activities

Instructions to the Faculty Candidate for this section:

The Teaching Evidence report is compiled by Watermark using the information you included in the Teaching/Advising section in Activities and is automatically inserted here.

Please see the [Portfolio Guidelines and Portfolio FAQs](#) and [Preparing and Submitting Your Portfolio Using Watermark guide](#) for details.

E. Teaching Evidence Materials



Last Updated
Date and Time



F. Scholarship and Professional Activity Materials

The Scholarship and Professional Activity Evidence report follows the portfolio outline for this section:

- F1. Scholarship, Creative Activity, Practice
- F2. Professional activities

Instructions to the Faculty Candidate for this section:

The Scholarship and Professional Activity Evidence report is compiled by Watermark using the information you included in the Scholarship/Professional Activity section in Activities and is automatically inserted here.

Please see the [Portfolio Guidelines and Portfolio FAQs](#) and [Preparing and Submitting Your Portfolio Using Watermark guide](#) for details.

F. Scholarship and Professional Activity Evidence Materials



Last Updated
Date and Time



G. Service Materials

Th3 Service Evidence report follows the portfolio outline for this section:

- G1. University service
- G2. Community service and outreach

Instructions to the Faculty Candidate for this section:

The Service Evidence report is compiled by Watermark using the information you included in the Service section in Activities and is automatically inserted here.

Please see the [Portfolio Guidelines and Portfolio FAQs](#) and [Preparing and Submitting Your Portfolio Using Watermark guide](#) for details.

G. Service Evidence Materials



Last Updated
Date and Time



Part 2. Additional Supplementary Materials (optional)

In this optional section, the Faculty Candidate may include selected supplementary evidence of major activities and achievements in teaching, scholarship and professional activity, and/or service not presented elsewhere in the portfolio. This section also may be used to provide additional context on the nature of one's contributions or document the applicant's role in the activities.

Part 2 should not exceed 500 pages of supplementary materials.

H. Additional Supplementary Materials (optional)

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