

# *Watermark: Faculty Success*

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A PROMOTION AND TENURE PROCESS GUIDE

# Overview

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- ❑ Lamar University has moved to an all-digital workflow process for submitting and reviewing promotion and tenure applications using Watermark Faculty Success.
- ❑ The paper binder is no longer required.
- ❑ You can upload any file type to Watermark but it is recommended to submit PDF versions when possible.
- ❑ Please review the current schedule and format for tenure and promotion Files document. The artifacts for each volume and section remain the same except everything will be submitted digitally and no binder is required.
- ❑ The files and dates can be found at <https://www.lamar.edu/faculty-staff/academic-affairs/faculty-info/promotion-and-tenure.html>

## 2- And 4-Year Review

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- 2- and 4-year reviews will be held in Watermark.
- We'll be reaching out to colleges soon to get the lists for 2nd and 4th year candidates.

# Logging in

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You can access Watermark Faculty Success by going to the Lamar University web page <https://www.lamar.edu>, clicking on **LU Connect** in the top left and choosing **Faculty Success** under the Faculty/Staff section.

# Need Assistance?

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Contact [darpa@lamar.edu](mailto:darpa@lamar.edu) if you need assistance or have any questions.

# Steps Of The Review

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- I. Candidate
- II. Department Chair File Upload
- III. Department Committee
- IV. Department Chair
- V. College Committee
- VI. Dean
- VII. Provost Step 1
- VIII. University Committee
- IX. Provost Step 2
- X. President

# Proxies

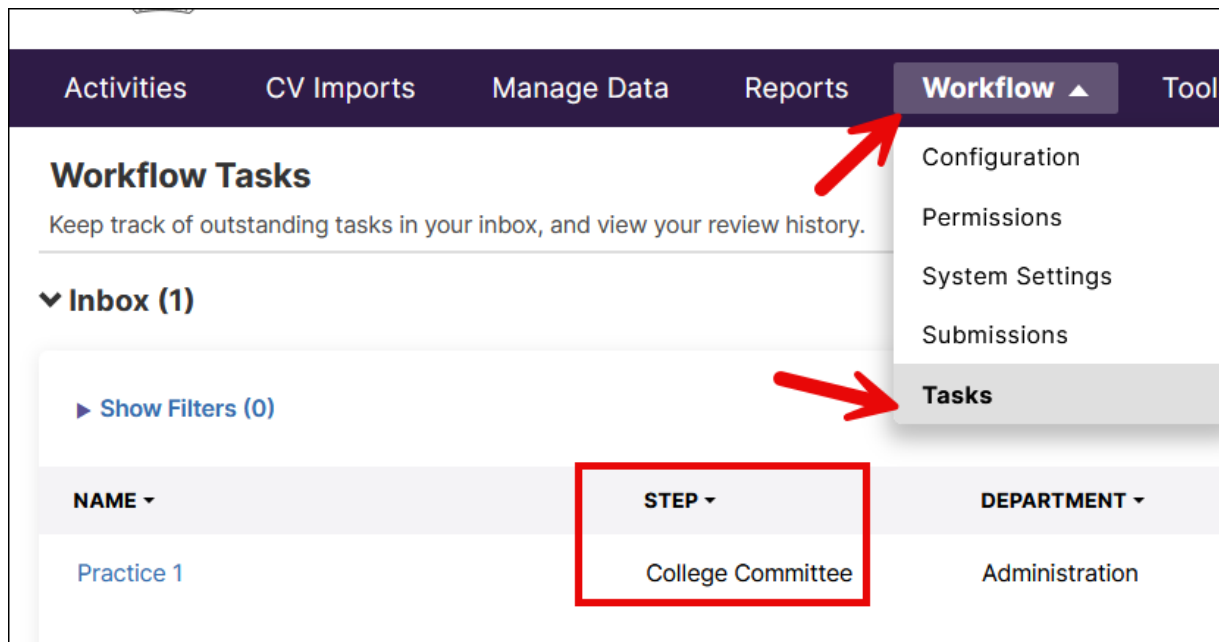
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If the candidate is also the chair, a proxy will need to be assigned.

# What step is the review at?

The candidate and each member of the review process will receive an email when a task is ready to begin.

You can check what step a review is at by clicking on Workflow and selecting Tasks. You can also go here if you have misplaced your initial email, or you did not receive it.



The screenshot displays the 'Workflow Tasks' section of a software interface. At the top, a dark navigation bar contains links for 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow', and 'Tools'. The 'Workflow' link is highlighted with a red arrow pointing to it. Below the navigation bar, the 'Workflow Tasks' section is titled 'Workflow Tasks' with a subtitle 'Keep track of outstanding tasks in your inbox, and view your review history.' Underneath, there is a section for 'Inbox (1)' with a 'Show Filters (0)' link. A table lists tasks with columns for 'NAME', 'STEP', and 'DEPARTMENT'. The 'STEP' column is highlighted with a red box, and the 'College Committee' entry is highlighted with a red arrow. The 'DEPARTMENT' column shows 'Administration'.

NAME	STEP	DEPARTMENT
Practice 1	College Committee	Administration



# Candidate Step Overview

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- ❑ In this first step, the candidate will fill in the required information and upload any necessary files.
- ❑ You can save as a draft at any point and resume uploading later.
- ❑ You can upload multiple files by dragging them into the upload field, but they will be displayed in the order in which they are uploaded and not alphabetically.
- ❑ Consider a naming convention with numbers in front if documents need to be viewed in a particular order.

# Candidate Step

You will receive an email like this when it is time to submit your review materials. Make sure to check your spam folder. Click the Submit Review Materials button to begin.

**From:** Watermark Faculty Success <notifications@watermarkinsights.com>  
**Sent:** Tuesday, May 14, 2024 12:00 AM  
**To:** Claire L Chenault <cchenault@lamar.edu>  
**Subject:** [EXTERNAL] Invite: Your review materials can now be submitted

Dear Claire Chenault,

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

**Process:** test 1  
**Due Date:** Wednesday, May 15, 2024 11:59 PM CDT

**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/lamar/faculty/app/workflow/submissions/daea6ac0-81aa-45af-a5fc-2da02d969d2f/step/c6b1d8e6-f32e-4de0-b409-292a8b112b03/assignee/2488190?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=de3290dd-1973-4d6d-ad4c-17ae579b5e5c&orgId=1715&personId=2488190>

**\*\*ALERT\*\*** This email originated outside Lamar University. Do not click links, open attachments, or respond unless you validate the sender and know the content is safe.

When you launch the candidate step, there will be a schedule at the top for you to reference. It will list all major milestone dates.

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**2024 - 2025 Schedule: Faculty Promotion and Tenure**

Oct 7	F2.11 Documentation for Faculty Promotion and for Tenure <b>due to Department Personnel Committee</b> (thru Chair)
2 weeks	
Oct 21	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to Department Chair</b> from Department Personnel Committee
2 weeks	
Nov 4	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to College Personnel Committee</b> (thru Dean) from Department Chairs
2 weeks	
Nov 18	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to Dean</b> from College Personnel Committee
3 weeks	
Dec 9	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to Provost</b> (from Deans) Provost forwards to University Personnel Committee
8 weeks	
	<b>University Personnel Committee receives charge from Provost on Dec 13</b>
Feb 3	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to Provost</b> from University Personnel Committee
3 weeks	
Feb 24	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to President</b> from Provost

Then you start filling out your information. Any field with a red asterisk is required. This is the information that is typically found at the top of the F2.11 form.

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Tenure/Promotion Selection \*

Highest Earned Degree \*


Year Earned \*

Institution \*

You will not be able to submit until all required fields are completed, but you can save a draft at any time.


[Activities](#) [CV Imports](#) [Manage Data](#) [Reports](#) [Workflow ▼](#)


[←](#) **Candidate Step - Due May 15th, 2024 @ 11:59 PM**



CANCEL

Actions ▼

 Save Draft

 *Complete required fields to Submit*

Candidate	...
Oct 2 (M)	2 weeks
Oct 16	F2.11 Recommendation for Faculty Promotion and for Tenure <b>due to</b>

# In the following sections you will be asked to upload various files.

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**Section A** will include a current curriculum vitae in reverse chronological order. There must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national/international) and the review process (i.e., peer reviewed or not) for each publication listed.

If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here. NOTE: Faculty applying early for promotion to the rank of professor (i.e., prior to the fall of the 7th year as an associate professor) must disclose that fact and include in the essay a justification based upon national/international stature in the discipline.

**Curriculum Vitae \***

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

**Applying early for promotion to the rank of professor \***

▼

A correctly uploaded file will look like this.

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**Curriculum Vitae \***

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






[Curriculum Vitae.pdf \(36.44 KB\)](#)




When all required fields are complete, you may submit. Submissions are final, so make sure you are truly finished before submitting.



< **Candidate Step - Due May 15th, 2024 @ 11:59 PM**

 **CANCEL** **Actions** 

 **Save Draft**



 **Submit to Department Chair File Upload**



Drop files here or click to upload

 [Student Support Letter 2.pdf \(80.92 KB\)](#) 

**Additional Files For Section D**

Drop files here or click to upload

 [Section D Additional File 1.pdf \(82.41 KB\)](#) 

 [Section D Additional File 2.pdf \(82.71 KB\)](#) 



# Department Chair File Upload Overview

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- ❑ This step is where Department Chairs are given the option to upload any additional files before its reviewed by the Department Committee. The file upload is optional, but the Department Chair will still need to submit the step for the process to continue.
- ❑ Example: External reviewer files.
- ❑ If there are no external files to upload, create a Word document stating so and upload it. This is required for the submission button to appear to send it to the committee. The department chair will have an opportunity after the committee step to review the candidate.

# Department Chair File Upload

Department Chairs will receive an email like this once the candidate has made their submissions.

**From:** Watermark Faculty Success <[notifications@watermarkinsights.com](mailto:notifications@watermarkinsights.com)>  
**Sent:** Tuesday, May 14, 2024 8:30 AM  
**To:** Michelle L. Morrison <[pickerinml@lamar.edu](mailto:pickerinml@lamar.edu)>  
**Subject:** [EXTERNAL] Submission for Claire Chenault is Ready for Your Review in test 1

Dear Michelle Morrison,

🖱 The following submission is now ready for your review:

<b>Process:</b>	test 1
<b>Candidate:</b>	Claire Chenault
<b>Due Date:</b>	Thursday, May 16, 2024 11:59 PM CDT

**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/lamar/faculty/app/workflow/submissions/daea6ac0-81aa-45af-a5fc-2da02d969d2f/step/6ca71a74-913c-4608-a616-0a5676f83b1d/assignee/2488191?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=de3290dd-1973-4d6d-ad4c-17ae579b5e5c&orgId=1715&personId=2488191>

**\*\*ALERT\*\*** This email originated outside Lamar University. Do not click links, open attachments, or respond unless you validate the sender and know the content is safe.

In this step the chair has the option to upload files for the committee to review and leave a comment, but it is not required.

### File Upload - Label

Drop files here or click to upload

### Comments

B*i*U¶☰☷<sup>1</sup>/<sub>2</sub>☰☷☸☹🔗📊↶↷

✂️

Characters : 0/20000

Even if you have nothing to upload, you must still submit for it to continue to the Department Committee.

The screenshot shows a web form interface. At the top, there is a dark purple header bar. Below it, on the left, is a small icon resembling a document with a checkmark. To the right of this icon are three buttons: a download icon (a square with a downward arrow), a button labeled "CANCEL", and a button labeled "Actions" with a downward-pointing chevron. The "Actions" button is open, displaying a dropdown menu with three options: "Save Draft" (with a floppy disk icon), "Submit to Department Committee" (with a right-pointing curved arrow icon), and "Send Back to Previous Step" (with a left-pointing curved arrow icon).

# Department Committee Overview

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- ❑ The Department Committee Members will each review the submission and give their votes towards Promotion and Tenure before submitting to the Committee Chair.
- ❑ The Committee Chair will then summarize the given responses and manually tally the votes. The Committee Chair will be able to see how each member voted, but Members will not be able to see each other's votes.
- ❑ The committee members can see the final committee comments and votes.

# Department Committee Step

Committee members record their votes and responses and submit to the Committee Chair.

## My Response

### Comments

**B** *i* U

Submission looks good. Please move along to the next step.

Characters : 58/20000

### Vote - Tenure \*

Yes

### Vote - Promotion \*

Not Applicable

## This Committee's Response

### Comments

### Vote - Tenure

### Vote - Promotion

Total Votes Tenure:

CANCEL Actions

Save Draft

✓ Complete required fields to Publish My Response to Chair

The Department Committee Chair summarizes the committee comments and tallies the votes. The Chair can see all members' responses, but other members cannot see each other's individual responses. The summarized results and comments can be seen by the whole committee.

### Committee Comments \*

[illegible]

**Recomendation:**

Tenure Recommendation \*

Recommended ▼

Promotion Recommendation \*

Not Applicable	
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### Optional Additional Files

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

**Total Votes Tenure:**

Total Votes - Yes \*

2

Total Votes - No \*

0

**Total Votes - Abstain \***

0

**Total Votes Promotion:**

Total Votes - Yes \*

0

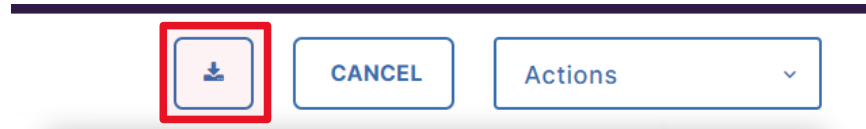
Total Votes - No \*

0

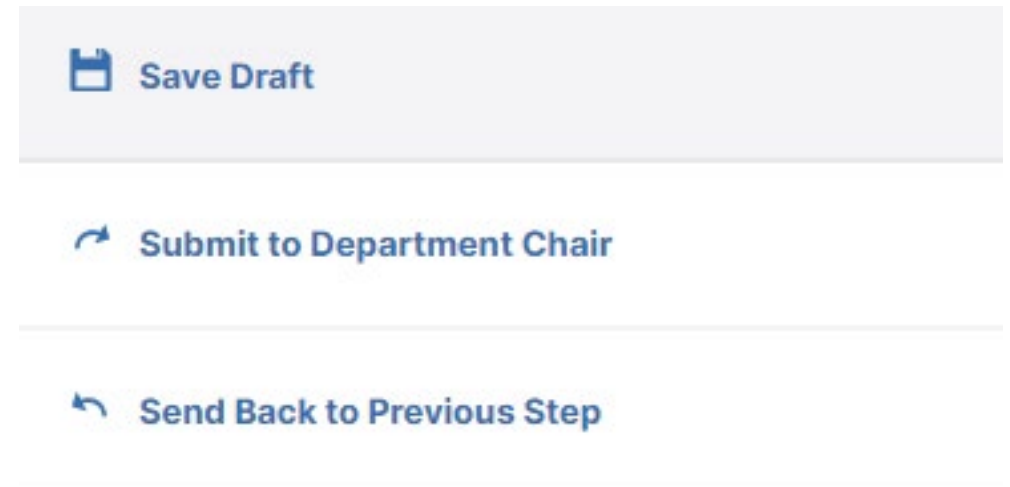
**Total Votes - Abstain \***

0

The Committee Chair has the option to download the results before submitting to the next step.



When complete, click Actions and Submit to Department Chair.



After the committee chair submits their findings, committee member comments and votes are no longer viewable.



# Department Chair Overview

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- The Department Chair reviews the submission and the committee's decision and makes their Promotion Recommendation and/or Tenure Recommendation.

# Department Chair Step

Once the Department Committee has submitted, it goes back to the Department Chair. Leave your recommendations/comments/uploads, then click Actions and submit to the College Committee.

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Tenure Recommendation \*

Promotion Recommendation



CANCEL

Actions

Optional Additional Files

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

# College Committee Overview

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- ❑ The College Committee Members will each review the submission and give their votes towards Promotion and Tenure before submitting to the Committee Chair.
- ❑ The Committee Chair will then summarize the given responses and manually tally the votes. The Committee Chair will be able to see how each member voted, but Members will not be able to see each other's votes.
- ❑ The committee members can see the final committee comments and votes.

# College Committee Step

Like with the Department Committee, committee members record their votes, comments and submit to the Committee Chair.

### My Response

### Comments

**B**    *i*    U    ¶ ▾    ≡ ▾    ☰ ▾    ☷ ▾    ☳ ▾    ⌂    🔗    📄    ↶    ↷

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A.

Submission looks good. Please move along to the next step.]

### Vote - Tenure \*

Yes

Vote - Promotion \*

Not Applicable

### This Committee's Response

### Comments

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### Vote - Tenure

\_\_\_\_\_

### Vote - Promotion

**Total Votes Tenure:**



**CANCEL**

Actions

The College Committee Chair summarizes the committee comments and tallies the votes. The Chair can see all members' responses, but other members cannot see each other's individual responses. The summarized results can be seen by the whole committee.

[illegible]

**Recomendation:**

Recommended ▼

Not Applicable

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

**Total Votes Tenure:**

2

0

0

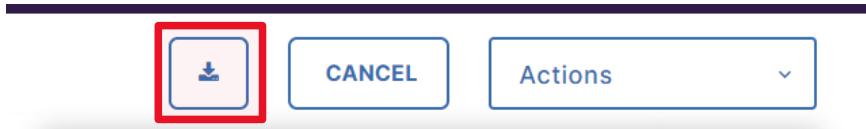
**Total Votes Promotion:**

0

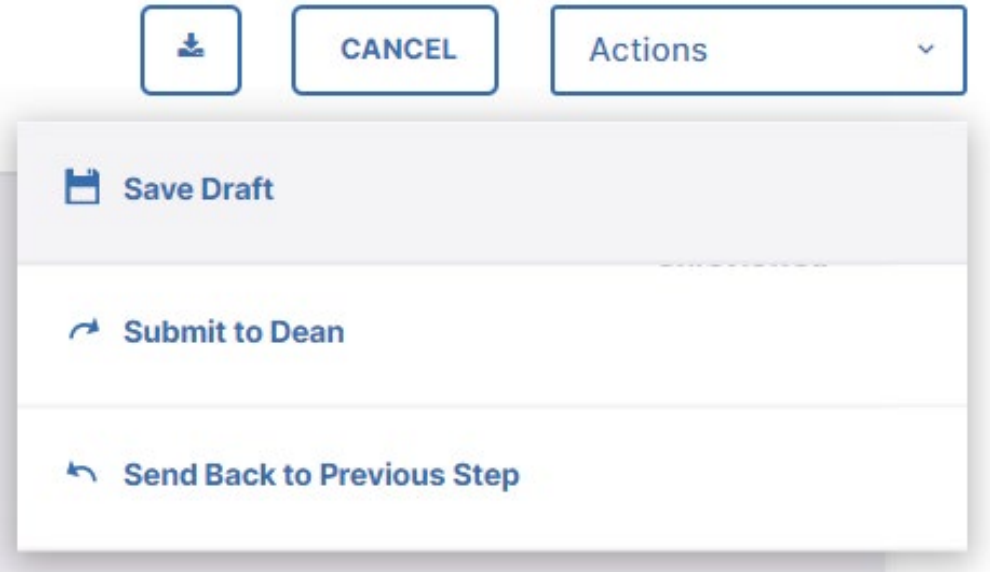
0

0

The Committee Chair has the option to download the results before submitting to the next step.



When complete, the College Committee Chair submits it to the Dean.



# Dean Overview











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- The Dean reviews the submission and the committee's decision and makes their Promotion Recommendation and/or Tenure Recommendation.

# Dean Step

Fill in your responses and then submit to the Provost.

## Comments

**B** *i* U          



I agree with the previous finding. This should move forward.

Characters : 61/20000

## Tenure Recommendation \*

Recommended 

## Promotion Recommendation \*

Not Applicable 

## Optional Additional Files

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



CANCEL

Actions 



Save Draft



Submit to Provost



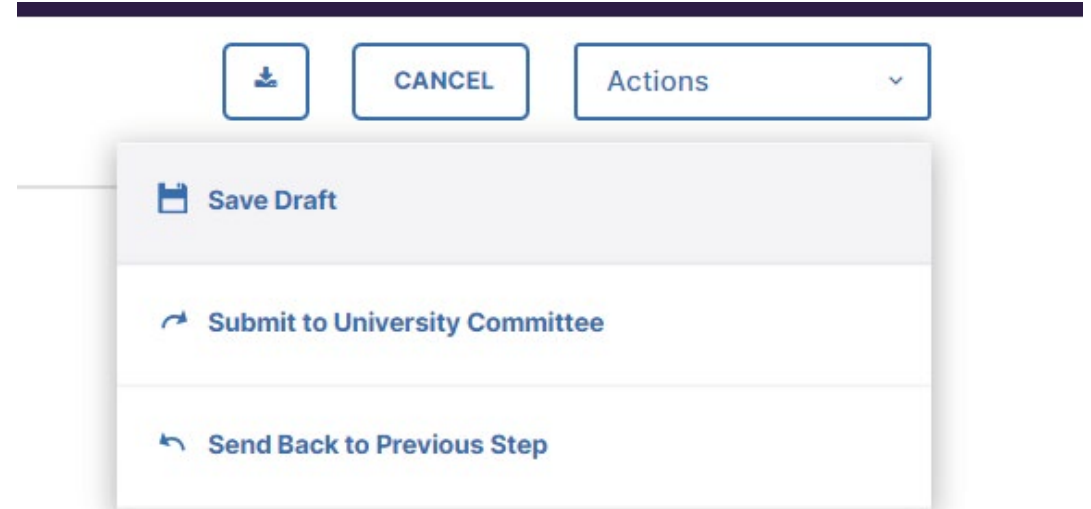
Send Back to Previous Step



# Provost - Step 1

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This step is for the Provost to review the submission before submitting it to the University Committee.



# University Committee Overview

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- ❑ The University Committee members will each review the submission and give their votes towards Promotion and Tenure before submitting to the Committee Chair.
- ❑ The Committee Chair will then summarize the given responses and manually tally the votes. The Committee Chair will be able to see how each member voted, but Members will not be able to see each other's votes.
- ❑ The committee members can see the final committee comments and votes.

# University Committee Step

Like with the previous Committees, Committee Members record their responses, votes and submit to the Committee Chair.

My Response

Comments

B*I*U¶≡≡≡≡≡≡≡≡≡≡⌨↶↷

A

Submission looks good. Please move along to the next step.

Characters : 58/20000

Vote - Tenure \*

Yes ▾

Vote - Promotion \*

Not Applicable ▾

This Committee's Response

Comments

Vote - Tenure

Vote - Promotion

Total Votes Tenure:

The University Committee Chair summarizes the committee comments and tallies the votes. The Chair can see all members' responses, but other members cannot see each other's individual responses. The summarized results can be seen by the whole committee.

## Committee Comments \*

B*i*U¶≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡⌂↶↷

✖

Characters : 0/20000

**Recomendation:**

**Tenure Recommendation \***

Recommended 

Promotion Recommendation \*

Not Applicable

### Optional Additional Files

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

**Total Votes Tenure:**

Total Votes - Yes \*

2

Total Votes - No \*

0

**Total Votes - Abstain \***

0

**Total Votes Promotion:**

Total Votes - Yes \*

0

Total Votes - No \*

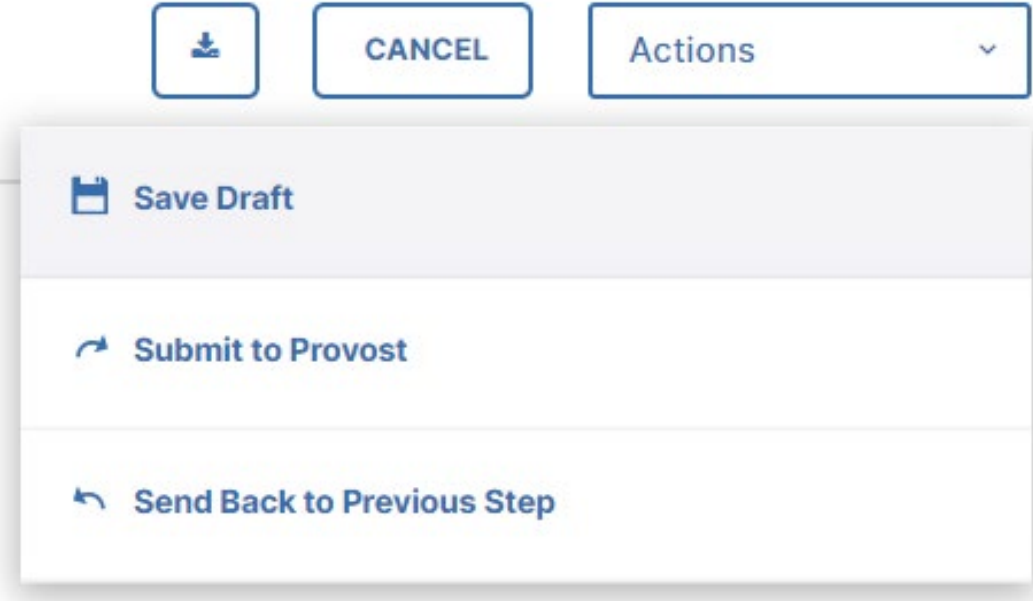
0

**Total Votes - Abstain \***

0

The Committee Chair has the option to download the results before submitting to the next step.

When complete, the University Committee Chair submits it to the Provost.



# Provost –Step 2 Overview

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- The Provost reviews the submission and the committee's decision and makes their Promotion Recommendation and/or Tenure Recommendation.

# Provost Step - 2

Complete your recommendations, submit any additional files and click Actions and Submit to the President.

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Tenure Recommendation \*



CANCEL

Actions



Promotion Recommendation \*

Optional Additional Files

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

# President Overview

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- The President reviews the submission and the Provost's decision and makes their Promotion Recommendation and/or Tenure Recommendation.



# President Step

Complete your recommendations , submit any additional files and click Actions and Submit.

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Tenure Recommendation \*



CANCEL

Actions



Promotion Recommendation \*

Optional Additional Files

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