



Instructions for Faculty Tenure, Promotion and Reappointment

When the Workflow process launches, you will receive an email notification from Watermark that you need to apply for tenure, promotion, or reappointment. You can access the Workflow in two ways: Through the email which will prompt you to log into Faculty Success or by logging directly into Faculty Success through the WSSU webpage; Get more Info; and click on “Faculty Success” link.

1. Login to Faculty Success by following the link and clicking on the WSSU login page. Please remember, you will be promoted to login through the 2Factor authentication system powered by DUO.

<https://www.digitalmeasures.com/login/wssu/faculty/dashboard/showDashboard>

2. Click on the Workflow tab in the top menu bar.

Home

Your Resources
Find help and training in the [Resource Center](#). Contact Support with questions or urgent requests.

- Email: dmsupport@watermarkinsights.com
- Phone: (800) 311-5656

Contact your Client Success Manager, Tyler Merwin, with questions about how to maximize the benefits of working with Digital Measures.

- Email: tmerwin@watermarkinsights.com
- Phone: (512) 401-2000

Your Configuration
[Download](#) the configuration of your Activities Database - University instrument.

3. Access your Workflow (Tasks) inbox.

In your Workflow inbox, you should see your tenure, promotion and Reappointment task listed. Click on the item.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
Fall 2021 P&T	Faculty	Me	June 25, 2021 @ 11:59 PM

▼ **History**

Name	Current Step	Subject	Due Date	Actions
<i>No Data to Display</i>				

4. Upload required dossier content

Upload relevant information in the field displayed in the form. If an activity does not apply to you, leave it blank.

The screenshot shows a web interface for a 'Faculty Form'. At the top, there is a red navigation bar with 'Manage Data', 'Reports', 'Workflow', and 'Tools' menus. Below the navigation bar, a message reads 'Please ensure all provided hyperlinks are active.' The form title is '< Faculty Form' with 'Cancel' and 'Apply' buttons on the right. The form contains several fields:

- 'Promotion and Tenure Application Form (PDF or Word Only)': A dashed box with the text 'Drop files here or click to upload'. A red asterisk is to the left of the label.
- 'Departmental Criteria for Tenure and/or Promotion (PDF or Word Only)': A dashed box with the text 'Drop files here or click to upload'. A red asterisk is to the left of the label.
- 'Title Page (Copy & Paste Text Only)': A text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, Table, Undo, Redo, Erase, and Source Code.
- 'Title Page (PDF or Word Only)': A dashed box with the text 'Drop files here or click to upload'.
- 'Table of Contents (Copy & Paste Text Only)': A text editor with the same toolbar as the previous text editor.

**The red asterisks indicate mandatory items/fields within the form (where applicable). You cannot submit the form until these items are completed.*

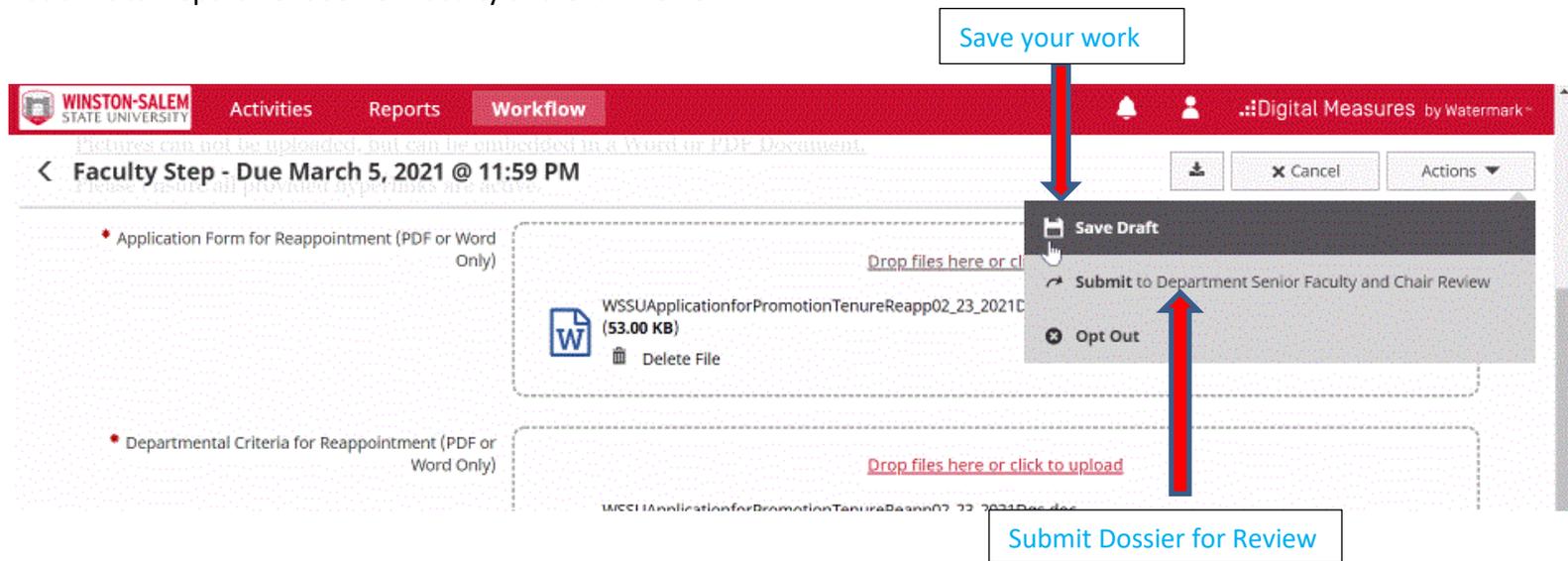
5. Review the PDFs of your Faculty Record Sheet, forms, and other uploaded documents.

These are custom reports generated from Digital Measures and populated with data from the Manage Activities utility. If updates or edits are needed in your Faculty Record Sheet, navigate to Manage Activities and correct or revise the data under the appropriate topic (i.e., Intellectual Contributions, Presentations, etc.). Once updates are completed in your Activities screens, return to the Workflow Task where you **MUST REFRESH** your Faculty Annual Report PDF in order for it to display the new information.

6. Saving your work and/ or Submitting your Dossier

You can click the “Actions - Save Draft” button while editing to save your work and return later to continue editing/uploading documents later. Note that this does not advance your dossier to the nextstep.

To submit the dossier, click the Action button at the top right of the screen and on the drop-down menu click on Submit to Department Senior Faculty and Chair Review



After you click “Submit”, you will see a pop-up window asking you to confirm the action. Click “Yes” and your documents will move to the next step in the process (Senior Faculty Reviewers /Department Chair).

7. Recalling Dossier after submission

Faculty can recall their submission, view the status of the submission, review the content of the submission, and view recommendation letters by reviewers in subsequent steps. The contents of the submission can also be exported for archival purposes by clicking the “download” button. After the entire process is completed, your dossier information will be uploaded to Digital Measures for future reference.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
<i>No Data to Display</i>			

▼ **History**

Name	Current Step	Subject	Due Date	Actions
Promotion and Tenure Fall 2021 Schedule Workflow August 2021	Department Chair	Me	August 16, 2021 @ 11:59 PM	Recall Download

View status of submission

Click actions to recall

Uploading Dossier Content (Tips)

- Avoid putting spaces in the filenames of files you upload to Digital Measures.
- Make sure all your hyperlinks work
- We recommend using Google Chrome or Mozilla Firefox as your default browser.
- Organizing your supporting documents will make it easier for your reviewers