

Faculty Training

Using the Electronic Dossier Submission System for Promotion and Tenure

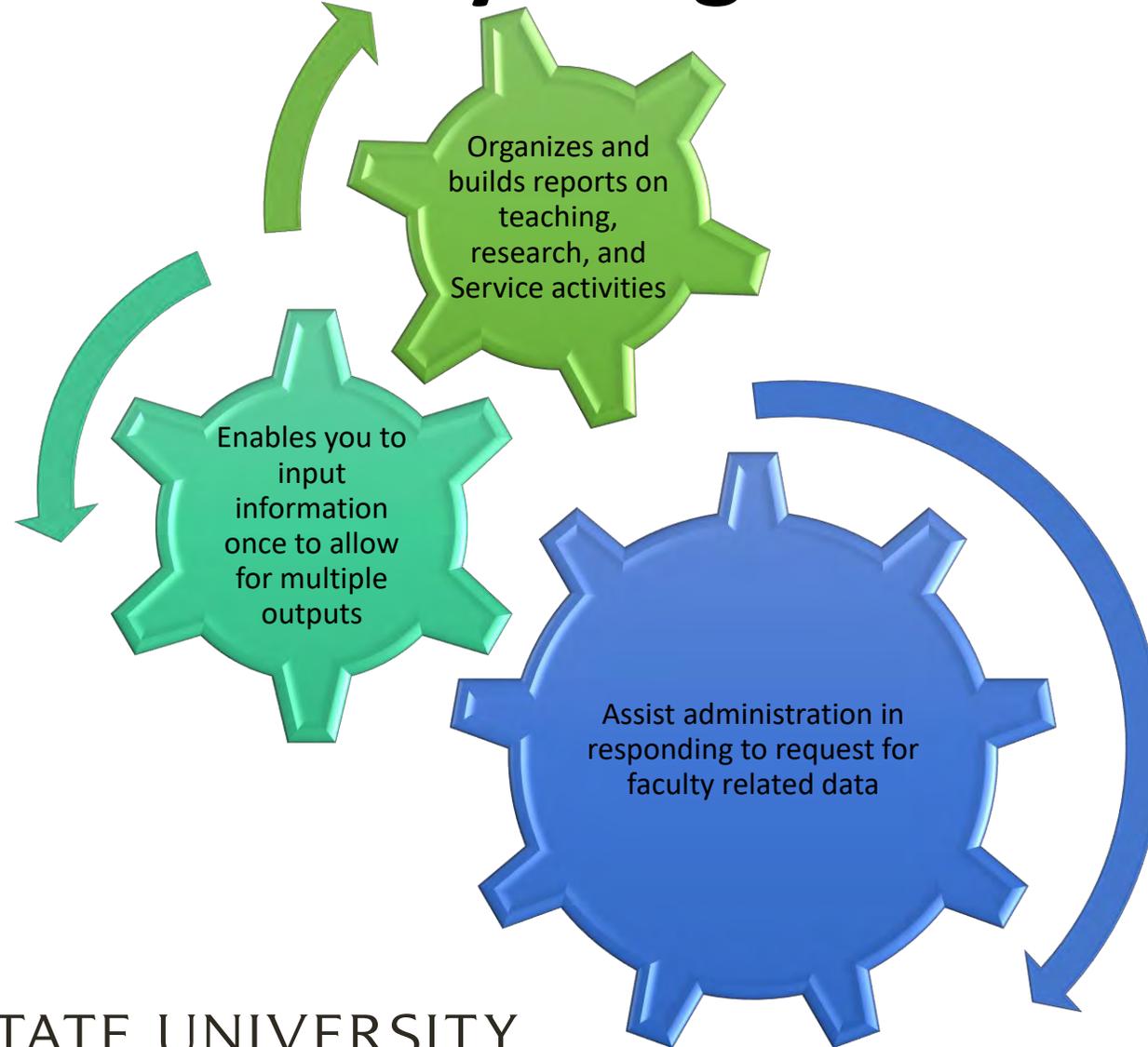


WINSTON-SALEM STATE UNIVERSITY



WSSU

Activity Insight



[Faculty Staff Guide](#)

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Accessing the Workflow System

OFA Builds a
Schedule

- As per timeline for reappointment, T&P
- Faculty names assigned to each step
- Schedule has due dates

Launch
Schedule

- Email notification to faculty to submit their materials
- Click open now or login through Digital Measures page

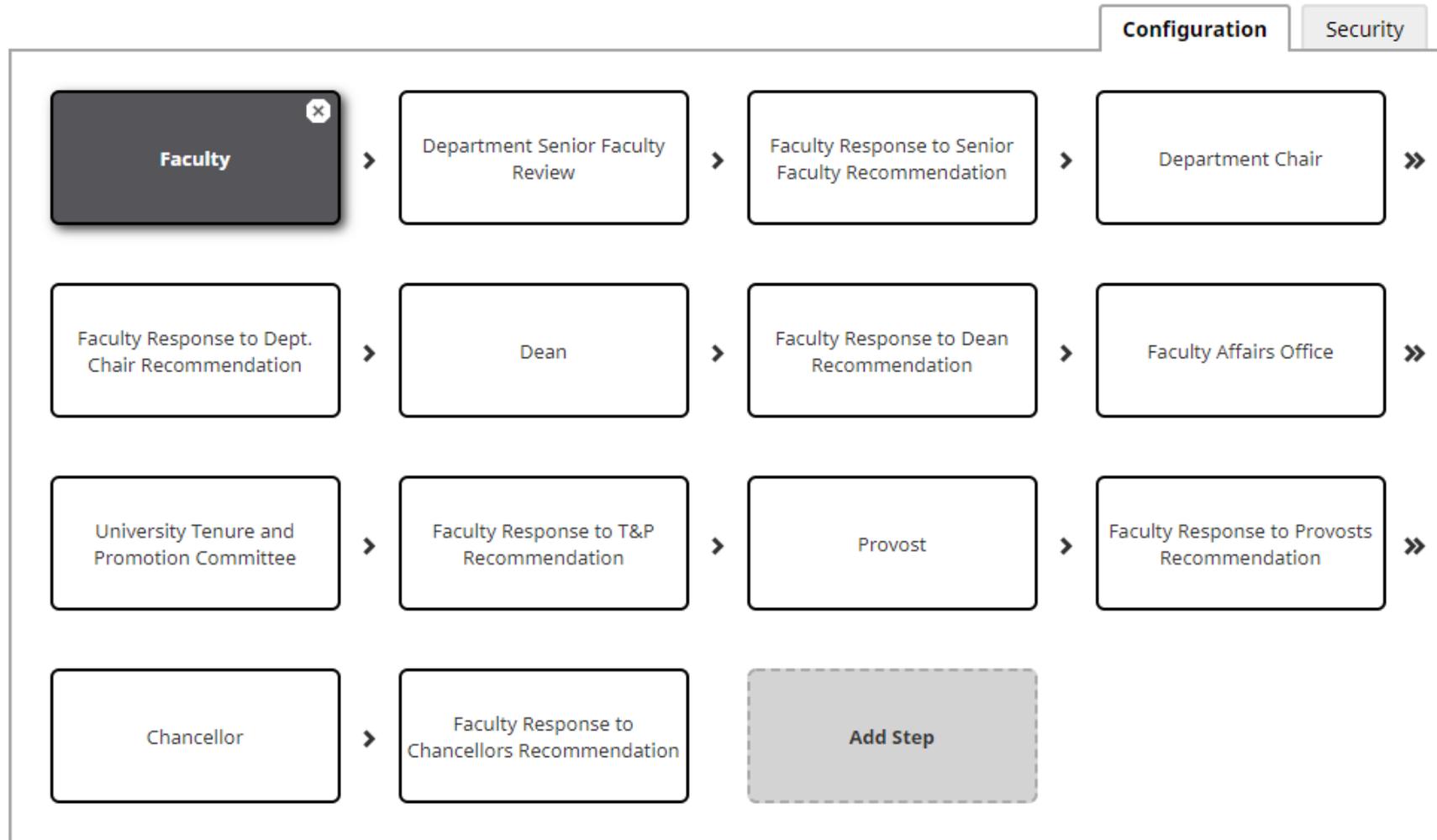
Access Digital
Measure

- Open Workflow task to access screens for file upload

Routing Process Tenure and Promotion

Template Diagram

Select a step to review and edit its configuration.



Submission for Tenure and Promotion

Dear Test Faculty,

Your response to your Promotion and Tenure **review** materials is due September 3, 2021. Please submit these as soon as possible to ensure this process completes on schedule.

To proceed, select the button below, sign in using your Digital Measures credentials, and complete your task.

[Open Now](#)

 Digital Measures
by Watermark™

Your university uses Digital Measures by Watermark to manage this process.

[Learn more about Watermark on our website.](#)

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Accessing the Workflow System

You should bookmark the Activity Insight link so that you can quickly access it. There are multiple ways to find the login site, but this approach is one:

From the main WSSU landing page click “Faculty and Staff” and click “Get More Info”



Click Get More Info

Accessing the Workflow System

On the “Faculty and Staff” page, under “Resources and Applications”, click on “Activity Insight” If asked, or if accessing away from campus, you will need to provide your university login credentials to access the system.



[Home](#) > [Administration](#) > [Faculty & Staff](#)

Administration

- [Human Resources](#) >
- [Faculty & Staff](#) v**
- [Faculty Senate](#) >
- [Staff Senate](#) >
- [Faculty & Staff Calendar](#)
- [Center for Innovative and Transformative Instruction \(CITI\)](#) >
- [Finance & Administration](#) >

Click Activity Insight link

For quick access to the most frequently-used components of the website by faculty and staff, save this page in your favorites.

Resources and Applications

- [Academic Catalog Editing Process](#)
- [Activity Insight](#)
- [Banner INB/SFB](#)
- [Banner Workflow \(Campus Address Update\)](#)
- [Banner Workflow \(Separation Workflow\)](#)
- [Banner Rams Online](#)
- [EAB Navigate Campus Support](#)
- [Mainsaver](#)
- [RAMSeS - Research at WSSU](#)
- [RAMAlert](#)
- [RAMPath - Degree Works](#)
- [RAMSPoint Team Sites](#)
- [RAMS Reporting Dashboard \(WebFocus\)](#)
- [RAMS Password Management](#)

Uploading Dossier Content

Five step guide to uploading dossier:

1. Click on Workflow and choose the Promotion and Tenure Task from the Dropdown Menu



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.

Workflow Task

WINSTON-SALEM STATE UNIVERSITY Activities CV Imports Reports **Workflow** ?   Digital Measures by Watermark

Workflow Tasks

▼ **Inbox**

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

▼ **History**

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

Dossier Content

Dossier Title Page
Table of Contents
Department Criteria for reappointment*
Curriculum Vitae*
Reappointment Application Form*
Teaching Statement
Course Syllabi
Student Course Evaluations
Peer Teaching Evaluations
Scholarship/Scholarly Works Statement
Published Works
Works in Press
Works Submitted for Publication
Presentations/Invited Lectures
Contracts, Grants, Sponsored Research
Other Scholarly Activity
Service Statement

Departmental Service
University, School, College Service
Professional Service
Community Service
Annual Department/Chair/Senior Faculty
Evaluations
Supplementary Documentation

Note: Each of the areas above require either an upload or typed submission. If you leave a required field blank (denoted with an asterisk (*)), you will not be able to route (or submit) your documentation to the next step

Submitting your Dossier

3. To submit the documentation, 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

Click on Actions and then Submit link to route it to next step

The screenshot displays the 'Workflow' section of the Winston-Salem State University system. The header includes the university logo, navigation tabs for 'Activities', 'Reports', and 'Workflow', and a user profile icon. The main content area is titled 'Faculty Step - Due March 5, 2021 @ 11:59 PM'. It features two upload fields: 'Application Form for Reappointment (PDF or Word Only)' and 'Departmental Criteria for Reappointment (PDF or Word Only)'. The first field contains a file named 'WSSUApplicationforPromotionTenureReapp02_23_2021E' (53.00 KB) with a 'Delete File' option. An 'Actions' dropdown menu is open, showing options: 'Save Draft', 'Submit to Department Senior Faculty and Chair Review', and 'Opt Out'. A red arrow points from the text 'Click on Actions and then Submit link to route it to next step' to the 'Submit to Department Senior Faculty and Chair Review' option in the menu.

Review Status of your Submission

4. Where can I view my submission once I've submitted it?
 - After you route the submission, it will appear under “history”
 - Reference the History table to track your submission as it progresses
 - Return to the Workflow > Task screen at any time to see what step the process is currently sitting in. You can also see the review letters at each level of review.
 - Completed submissions will remain under “History” indefinitely

Review Status of your Submission



WINSTON-SALEM STATE UNIVERSITY Manage Data Reports Workflow Tools ? [User Icon] Digital Measures by Watermark™

< Faculty Form [Cancel] [Apply]

Faculty Submission Reappointment

Instructions

Candidates for reappointment will be evaluated objectively for evidence of excellence in their performance of assigned duties in areas of teaching, service and in their scholarship or creative activity. Each of these responsibilities will be documented in the dossier.

The intent of the teaching portfolio is to capture the intellectual substance and actual samples of teaching methods, scholarship and service that an academic interview, vita, or application letter cannot capture alone. In assessing the candidate's achievement and promise of future professional development, it is critical to gather evidence that fully reflects the candidate's performance relative to each of the tenure and promotion criteria.

This submission provides the evidence for the multiple levels of review during the evaluation process.

Please refer to the university dossier guidelines for requisite materials to submit below.

There are many categories to capture evidence of teaching research and service. **Not all categories apply to all candidates.**

Please use your professional judgement to provide a comprehensive and relevant submission.

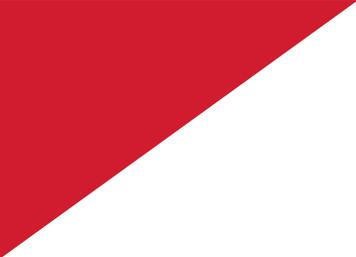
Please upload only Word or PDF formatted documents. You have the option in some sections (teaching, research and service statements) to upload documents or copy and paste your text. You do not have to do both.

Pictures can not be uploaded, but can be embedded in a Word or PDF Document.

Please ensure all provided hyperlinks are active.

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



Questions?

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