

Reviewing in Workflow

Different Types of Reviews

1. R&T Reviews

2. Internal Grant Reviews

3. All Reviewers

Accessing Materials for Review

There are two ways to access materials for review-

1. Email invitation sent out by Judith Quander, AVP of Faculty Affairs and Faculty Success via Watermark.
2. Through the [Watermark Tools](#)

Via Email

When materials are available for you to review, you will receive an email that looks like:

Submission for Emily Leffler is Ready for Your Review in Test Schedule



Judith Quander, AVP of Faculty Affairs and Faculty Development <notifications@watermarkinsights.com>
To: Quander, Judith



Mon 8/19/2024 10:22 AM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Rebecca Quander,

The following submission is now ready for your review:

Process:	Test Schedule
Candidate:	Emily Leffler
Due Date:	Wednesday, August 21, 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/uhd/faculty/app/workflow/submissions/013554ef-5461-4517-8736-3b116f828b8f/step/7f392e13-05d8-4a88-a5fe-f2a2fa212183/assignee/1156082?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=65d31022-76ea-4730-8679-f4b2aa45bbc2&orgId=334&personId=1156082>

Via Watermark Tools Website

1. Go to UHD Watermark Tools:



The screenshot shows the Watermark Faculty Success Database website. At the top left is the Watermark logo, a stylized purple and blue geometric shape. To its right is the text "watermark™ Faculty Success". Below this is a dark blue banner with the text "Faculty Success Database" in white. Underneath the banner is the breadcrumb "UHD / INFORMATION TECHNOLOGY / WATERMARK TOOLS". The main heading is "Watermark Tools". On the left is a navigation menu with items: "IT Home", "Password Assistance", "Canvas & Training", "Office 365", "Wireless", and "Policies & Procedures" (with a dropdown arrow). In the center is a dark blue button with white text: "Log Into the Faculty Success Database". Below the button is a paragraph: "The Faculty Success Database by Watermark (formerly Digital Measures Activity Insight) provides an avenue for collecting and organizing faculty data. Faculty can store artifacts of works, research, presentations, service activities, and teaching to a central secure web based location." Below this is the heading "Helpful Resources for Getting Started:" followed by a bullet point: "• Activities screen". On the right is a red button with a globe icon and the text "NEED ASSISTANCE?".

watermark™ Faculty Success

Faculty Success Database

UHD / INFORMATION TECHNOLOGY / WATERMARK TOOLS

Watermark Tools

[Log Into the Faculty Success Database](#)

The Faculty Success Database by Watermark (formerly Digital Measures Activity Insight) provides an avenue for collecting and organizing faculty data. Faculty can store artifacts of works, research, presentations, service activities, and teaching to a central secure web based location.

Helpful Resources for Getting Started:

- Activities screen

[NEED ASSISTANCE?](#)

Log in Using UHD Credentials



UHD Web Authentication Service

The authentication process with our third party service providers may take a few seconds. Please be patient.

To ensure a successful login, please note the following:

- * Make sure that your browser has cookies enabled.
- * Do not click the back button on your browser.

Use your UHD Network Account and Password to log in.

Network Account

Password

•

> [Forgot your password?](#)

Access Workflow through Watermark Options



Activities

CV Imports

Manage Data

Reports

Workflow ▾

Tools ▾

Home

Your Resources



Help Center

Visit the Help Center for supplementary materials or guides, and to find help and training.



Create a Work Request

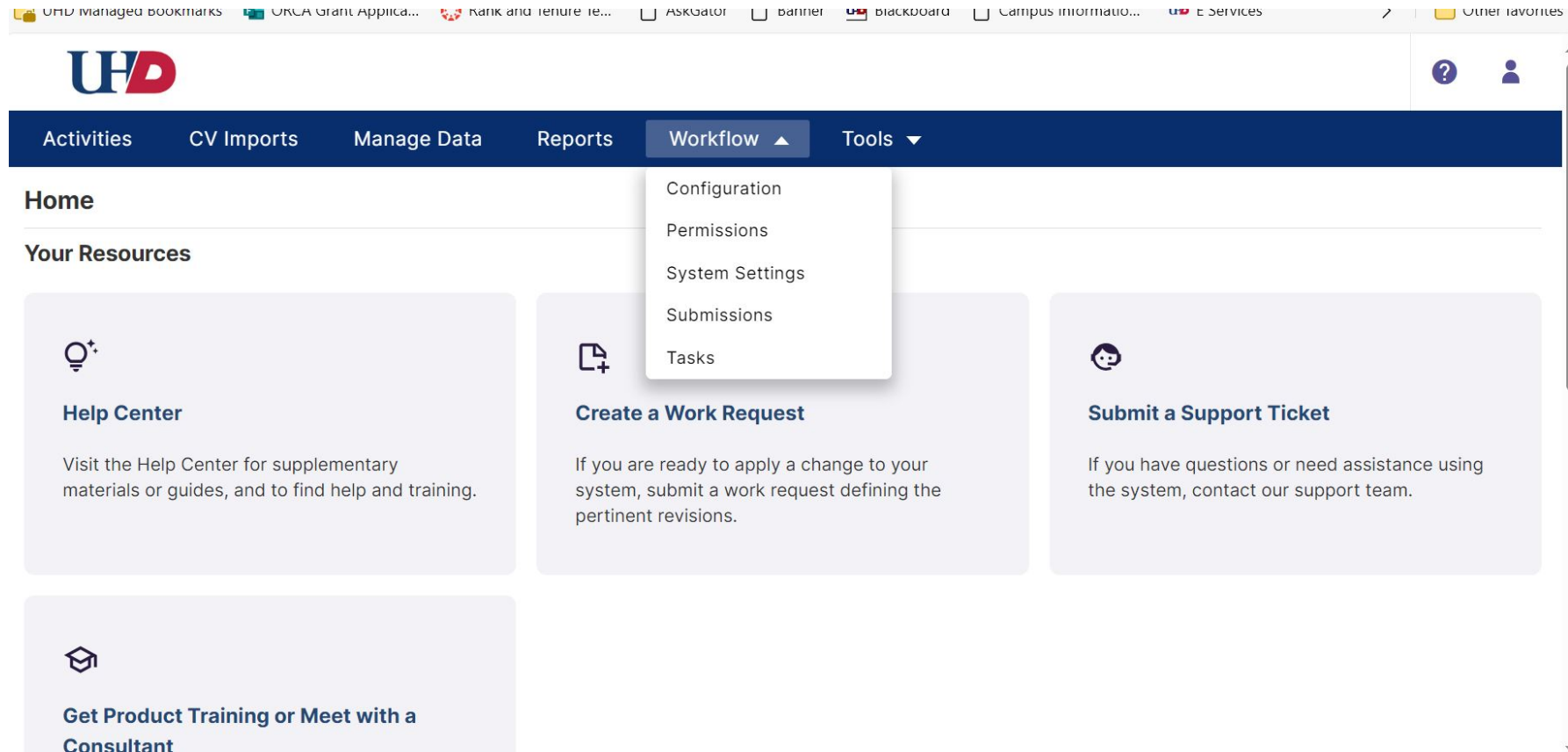
If you are ready to apply a change to your system, submit a work request defining the pertinent revisions.



Submit a Support Ticket

If you have questions or need assistance using the system, contact our support team.

Go to Tasks OR Click on Appropriate Task Directly from the Tab



The screenshot shows a web browser window with the UHD logo and a navigation menu. The 'Workflow' menu is open, displaying a list of options: Configuration, Permissions, System Settings, Submissions, and Tasks. The 'Tasks' option is highlighted. Below the menu, there are three main content areas: 'Help Center', 'Create a Work Request', and 'Submit a Support Ticket'. A fourth area, 'Get Product Training or Meet with a Consultant', is partially visible at the bottom.

UHD managed bookmarks ORCA Grant Applica... Rank and tenure re... AskGator banner blackboard Campus informatio... E Services Other favorites

UHD

Activities CV Imports Manage Data Reports Workflow Tools

Home

Your Resources

Help Center
Visit the Help Center for supplementary materials or guides, and to find help and training.

Create a Work Request
If you are ready to apply a change to your system, submit a work request defining the pertinent revisions.

Submit a Support Ticket
If you have questions or need assistance using the system, contact our support team.

Get Product Training or Meet with a Consultant

Choose the Materials that You Want to Review

Activities	CV Imports	Manage Data	Reports	Workflow ▾	Tools ▾
▼ Inbox (3)					
▶ Show Filters (0)					
NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE ⏴⏵ ▾	DATE RECEIVED ▾
Spring 2024 Pilot	Candidate	Mathematics and Statistics	Me	October 7, 2024 @ 11:59 PM	April 5, 2024 @ 1:41 PM
Fall 2024 Submission of Promotion and/or Tenure Materials	Associate VP of Faculty Affairs	General Business, Marketing and Supply Chain	Conde, Richard	October 11, 2024 @ 11:59 PM	August 2, 2024 @ 12:53 PM
Testing	Candidate	Mathematics and Statistics	Me	December 2, 2024 @ 11:59 PM	September 3, 2024 @ 9:20 AM
▼ History (2)					
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS	
Reviewer Test	Provost	Me	July 3, 2024 @ 11:59 PM	▾	

R&T Reviews

Different Levels of Review:

1. Department – Department Chair and Department Committee (Access Materials Only; Letters are Emailed to the Dean)
2. College – Dean (Access, Review, and Upload Letters from Department Chair, Department Committee, & Dean)
3. University – University R&T Committee Members (Access, Review, Upload letter from Committee)

R&T Department Level Reviews

Department Chairs and R&T Department Committee Members:

Access to the materials for review will begin on the second Monday in October.

Depending on when you access it, the materials may be in your “Inbox” or your “History”. This is due to an artificial due date necessary for the workflow to work.

The screenshot shows a software interface with a navigation bar at the top containing 'Activities', 'CV Imports', 'Manage Data', 'Reports', 'Workflow' (selected), and 'Tools'. Below the navigation bar, there are two main sections: 'Inbox (3)' and 'History (2)'. The 'Inbox' section contains a table with three rows of review tasks. The 'History' section contains a table with one row of a completed review task.

NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Spring 2024 Pilot	Candidate	Mathematics and Statistics	Me	October 7, 2024 @ 11:59 PM	April 5, 2024 @ 1:41 PM
Fall 2024 Submission of Promotion and/or Tenure Materials	Associate VP of Faculty Affairs	General Business, Marketing and Supply Chain	Conde, Richard	October 11, 2024 @ 11:59 PM	August 2, 2024 @ 12:53 PM
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NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Reviewer Test	Provost	Me	July 3, 2024 @ 11:59 PM	

R&T Department Level Reviews

Candidate materials (access only)

UHD

Activities CV Imports Manage Data Reports **Workflow** Tools

< Associate VP of Faculty Affairs Step Due October 11th, 2024 @ 11:59 PM

Candidate: Richard Conde

Download CANCEL Actions

Ignore


Submitted August 2, 2024 by Richard Conde

Candidate Submission

no content

[R&T Policy: PS 10.A.01 Rank and Tenure Policy_2024-2025 RT Timeline](#)

University and Department R&T Criteria

 [2016-08-18 COB Rank and Tenure Policies.pdf \(81.19 KB\)](#)

I. Curriculum Vitae

The CV begins with a list of specific degrees held, with place and data of the awarding of each degree; the title of the thesis and/or dissertation; and a statement of major teaching

R&T Department Level Reviews

Your directions are to **access the materials only**. The letters from the department committee and department chair should be emailed separately to the dean by the date in the policy – (2nd Monday in December).

University and College-Level Review

Directions for accessing materials are the same. However, you will have directions to upload your letters (Dean: the department chair letter, and the department committee level. You will have the option of uploading any external letters per department or college policy) and University R&T Chair: committee letter)

due date

The College Dean should upload all letters (Department Committee, Department Committee Chair, Dean letters here). These should be uploaded no later than Wednesday, Jan. 15, 2025.

College Dean Letter *

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

Department Chair Letter *

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

Department Committee Letter(s) (Include External Letters Here if Applicable) *

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

University and College-Level Review

Once done uploading letters, send to the next step....

Activities CV Imports Manage Data Reports Workflow Tools

< Associate VP of Faculty Affairs Step - Due October 11th, 2024 @ 11:59 PM

Candidate: Richard Conde


▼ Candidate Submission

no content

[R&T Policy: PS 10.A.01 Rank and Tenure Policy](#)

[2024-2025 RT Timeline](#)

University and Department R&T Criteria


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I. Curriculum Vitae

The CV begins with a list of specific degrees held, with place and data of the awarding of each degree; the title of the thesis and/or dissertation; and a statement of major teaching areas. The curriculum vitae section also includes listings of employment history with job titles and brief descriptions of specific responsibilities in reverse chronological order; membership activities and/or offices held in professional organizations; panel appearances; papers read; publications or other kinds of creative activities; honors and awards; and significant public service.

no content

Curriculum Vitae - Candidate Upload

 [Richard Conde Vitae .pdf \(174.47 KB\)](#)

no content

Actions

- Save Draft
- Access Files to Department Level Review
- Send Back to Previous Step

Due Dates

ORCA

Monday, October 7 – final proposals due

Thursday, October 10 – Department Committee recommendation in Workflow

Monday, October 16 – AVP FAFD compliance review

Monday, October 23 – Department chair recommendation

Monday, October 30 – Dean recommendation

Monday, November 25 – University ORCA recommendation

FDA

Monday, October 23 – final proposals due

Thursday, October 26 – Department committee recommendation due

Monday, November 4 – AVP FAFD compliance review

Monday, November 11 – Department chair recommendation

Monday, November 18 – Dean review

Monday, December 9 – University FDA recommendation