



# **WATERMARK FACULTY SUCCESS**

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**Promotion and Tenure**



This webinar is being recorded. It will be shared to registrants and may be posted on the ETSU Watermark Faculty Success site.

You are welcome to ask questions during the presentation.

If your question contains sensitive information, please ask after I stop the recording.



## **August 15**

Watermark Faculty Success opens for faculty to submit Promotion/Tenure Dossiers



## **September 15**

Promotion/Tenure Dossiers Due



**It is highly recommended to begin to prepare your dossier before August 15.**

# WHAT DOCUMENTS DO I NEED TO PREPARE?

- Curriculum Vita
- Narrative Statement
- Supporting Document
- Faculty Activity Plans, Reports, and Evaluations
- Course Load
- Student Assessment of Instruction Reports
- Peer Reviews of Teaching Evaluation Forms
- Addendum [optional upload field]
- Comments [optional text field]



CANCEL

Actions

Candidate: Ashley Sergiadis

## FACULTY SUBMISSION FORM FOR PROMOTION

[Instructions on how to complete this form are available on ETSU's Watermark Faculty Success website.](#)

Curriculum Vita\*

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

Narrative Statement\*

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

Supporting Document\*

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

Faculty Activity Plans, Reports, and Evaluations in Watermark

[Click here to select prior submissions](#)

Faculty Activity Plans, Reports, and Evaluations - Prior to Watermark\*

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

**Course Load\***

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

**Student Assessment of Instruction (SAI) Reports\***

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

**Peer Reviews of Teaching Evaluation Forms\***

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

**Addendum**

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

**Comments**

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# HOW SHOULD I PREPARE THE DOCUMENTS?

- For each required field, upload a singular PDF. Use bookmarks and/or links in the PDF to help reviewers browse.
  - Bookmarks in Adobe PDF
  - Links in Adobe PDF
- Size limit is one gigabyte per file.
- Choose a short descriptive name for each file.  
Suggestion: [First and Last Name of Candidate] [Name of Form]
- **Faculty Activity Plans, Reports, and Evaluations** and **Course Load** fields have additional instructions.

# Faculty Activity Plans, Reports, and Evaluations

Faculty Activity Plans, Reports, and Evaluations in Watermark

[Click here to select prior submissions](#)

## Select Completed Submissions to Include

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

### Filter by

Submission Name

Start Year

End Year

### Selected (1 of 3)

Sherrod Library FAR 2022-2023 - Completed October 02, 2023

### Annual Review

Sherrod Library FAR 2022-2023 - Completed October 02, 2023

FAP/FAR/FAE in Watermark can be selected in the system for inclusion once the application opens on August 15.

FAP/FAR/FAE outside of Watermark must be uploaded as a single PDF.

Faculty Activity Plans, Reports, and Evaluations - Prior to Watermark \*

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



# Course Load

 **PROMOTION**  
**Candidate's Course Load**

CANDIDATE:

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Please enter the candidate's course load for the evaluation period.

SEMESTER	COURSE NUMBER	COURSE TITLE	CREDIT HOURS

If you received reduced course loads during any terms in your evaluation period, indicate when each reduction was given and explain the purpose for which each reduction was given:

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Please comment on the degree to which the reduced course loads results the achievement of the purposes described above:

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**Course Load Document needs to be completed. Convert Word document into a PDF once completed.**

- Enter your course load for the evaluation period.
- If you received reduced course loads, indicate when each reduction was given and explain the purpose of the reduction.
- Comment on how the reduced course loads resulted in the achievement of the purposes.

# To find a list of your courses for Course Load: In Self Service banner, go to the "Faculty Services" tab and click on "Assignment History".

**GOLDLink**  
Self Service

Personal Information Student **Faculty Services** Employee Financial Aid

Search  Go

### Faculty and Advisors

- [Student Information Menu](#)
- [Term Selection](#)
- [Class Permits and Unofficial Class Roster](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Look Up Classes](#)
- [Schedule of Classes Report](#)
- [Active Assignments](#)
- [Assignment History](#)
- [CRN Selection](#)
- [Detail Class List](#)
- [Early Semester Progress Reports](#)
- [Faculty Detail Schedule](#)
- [Final Grades](#)
- [Office Hours](#)

**GOLDLink**  
Self Service

Personal Information Student **Faculty Services** Employee Financial Aid

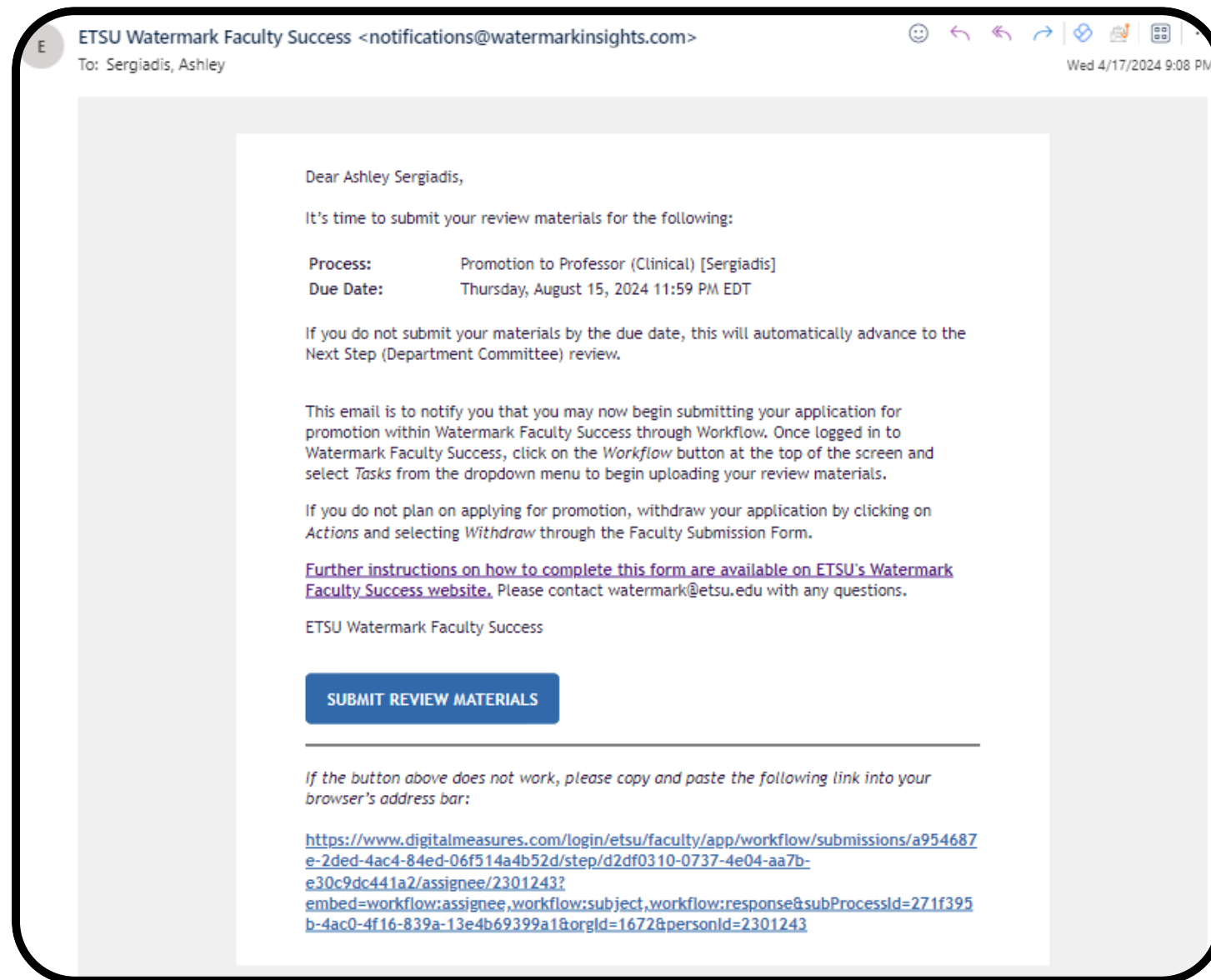
Search  Go

### View Assignment History

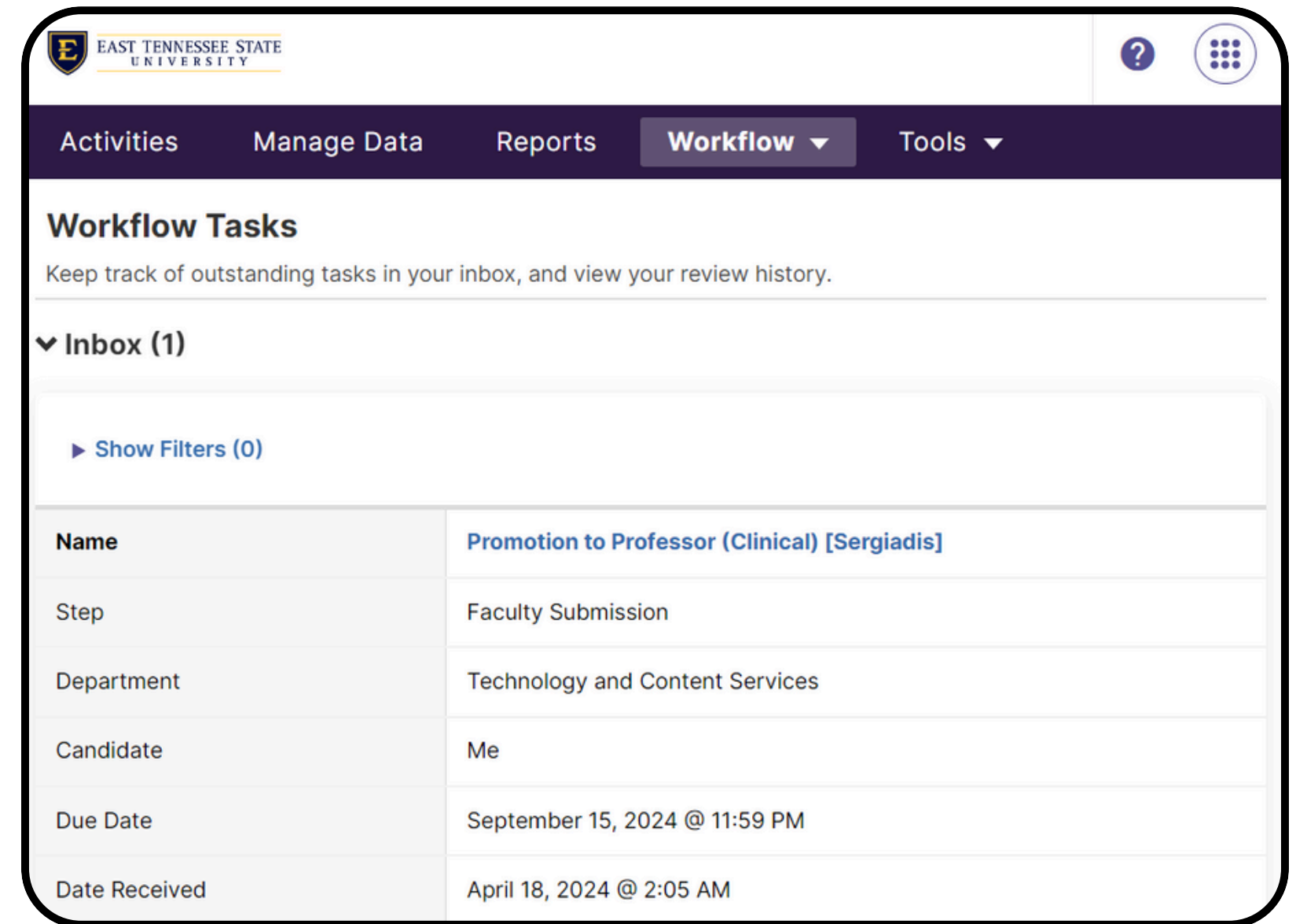
The following represents your class assignments, both past and present.

Associated Term	CRN	Course	Course Title	Credits	Level	Campus	Instr
Fall 2024	83377	CSCI 1120	Advanced Spreadsheets	3.000	Undergraduate	ETSU, Main	WEB
Fall 2024	83498	CSCI 3700	Enabling Business with IS	3.000	Undergraduate	ETSU, Main	WEB
Fall 2024	83627	CSCI 5050	Decision Support Systems	3.000	Graduate	ETSU, Main	WEB
Summer 2024	51984	CSCI 3700	Enabling Business with IS	3.000	Undergraduate	ETSU, Main	WEB
Summer 2024	52169	CSCI 3700	Enabling Business with IS	3.000	Undergraduate	ETSU Bluesky Chattanooga Cntr	Conve
Spring 2024	13682	CSCI 1210	Essentials of Web Development	3.000	Undergraduate	ETSU, Main	Conve
Spring 2024	14689	CSCI 5050	Decision Support Systems	3.000	Graduate	ETSU, Main	WEB
Spring 2024	14726	CSCI 5730	Enterprise Info Systems	3.000	Graduate	ETSU, Main	WEB
Fall 2023	82717	CSCI 1120	Advanced Spreadsheets	3.000	Undergraduate	ETSU, Main	WEB
Fall 2023	83174	CSCI 1510	Student In University	3.000	Undergraduate	ETSU, Main	Conve
Fall 2023	83416	CSCI 5050	Decision Support Systems	3.000	Graduate	ETSU, Main	WEB
Fall 2023	83484	CSCI 5730	Enterprise Info Systems	3.000	Graduate	ETSU, Main	Conve
Spring 2023	14286	CSCI 4847	Health Information Systems	3.000	Undergraduate	ETSU, Main	Conve
Spring 2023	14289	CSCI 4847	Health Information Systems	3.000	Undergraduate	ETSU, Main	Two-V
Spring 2023	14401	CSCI 5050	Decision Support Systems	3.000	Graduate	ETSU, Main	WEB
Spring 2023	14477	CSCI 5730	Enterprise Info Systems	3.000	Graduate	ETSU, Main	Conve
Spring 2023	14478	CSCI 5730	Enterprise Info Systems	3.000	Graduate	ETSU, Main	Two-V

# There are two ways to access the Watermark Faculty Success form for tenure and promotion between August 15-September 15.



#1: Click on “Submit Review Materials” in the email from Watermark Faculty Success.



#2: Click on “Workflow” then “Tasks” (if appropriate). Then, click on the name of your application.

Candidate: Ashley Sergiadis

## FACULTY SUBMISSION FORM FOR PROMOTION

[Instructions on how to complete this form are available on ETSU's Watermark Faculty Success website.](#)

Curriculum Vita\*



CANCEL

Actions

Save Draft

Submit to Next Step (Department Committee)

Withdraw

- In the application, you can save your progress by clicking “Save Draft”.
- You may choose “Withdraw” if you decide not to apply.
- Once you have completed all required fields, you will have the option to Submit to Next Step. Once clicking “Submit”, you cannot make changes to the application.
- If a field is not required by your department, you can upload a document with a statement.
- **YOU MUST CLICK SUBMIT BY THE SEPTEMBER 15 DEADLINE TO SUCCESSFULLY SUBMIT YOUR APPLICATION.**

**If applying for promotion AND tenure, you will complete one form for tenure and one form for promotion.**

**Unlike your Annual Evaluations, there is not a report generated by Watermark Faculty Success required this year for promotion and tenure applicants.**

**You do not need to add any additional information in the “Activities” section of Watermark for promotion and tenure.**

**For additional advice, attend the following workshop:**

**Telling Your Academic Story: Preparing Your Tenure and Promotion Dossier**

Tuesday, May 7, 2024 at 10:00 AM - 11:30 AM on Zoom

[Registration Link](#)





# Questions?

[watermark@etsu.edu](mailto:watermark@etsu.edu)