

For those who will evaluate and approve reduced teaching load, there are several steps of the process that require using Watermark FS. This guide provides information about the overall procedure of using Watermark FS for the reduced teaching load process as well as detailed instructions for completing each step.

### OVERALL PROCEDURE

- Step 1: All reduced teaching load request approval levels run the Reduced Teaching Load report. This report provides access to each faculty member's reduced teaching load application information.
- Step 2: After reviewing each faculty member's reduced teaching load application information, all reduced teaching load request approval levels access the faculty member's Reduced Teaching Load screen item for the specific type of reduced teaching load that they are approving.
- Step 3: All application approval levels add their approval/disapproval information to **Section II: Application Approval** in the faculty member's Reduced Teaching Load screen item.
- Step 4: After the reduced teaching load activities have been completed, the reduced teaching load evaluator runs the Reduced Teaching Load report to access the faculty member's narrative of what was accomplished during the reduced teaching load. The evaluator then adds evaluation information to **Section IV: For Evaluator—Evaluation of Reduced Teaching Load Activities** in the faculty member's Reduced Teaching Load screen item.
- Step 5: All evaluation approval levels run the Reduced Teaching Load report to access the information that the faculty member and the evaluator added. The evaluation approval levels then add their approval/disapproval information to **Section V: Additional Signatures** of the faculty member's Reduced Teaching Load screen item.

### LOG ON TO WATERMARK FS

To complete these steps you must be logged on to Watermark FS:

1. Go to <https://www.msudenver.edu/watermark-fs/>.
2. Click **Logon to Watermark FS**.
3. Enter your **MSU Denver NetID** and **Password**. This is the same NetID and password you use to log on to your office computer or your MSU Denver email account.

## STEP 1:

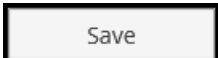
### RUN THE REDUCED TEACHING LOAD REPORT

#### WATERMARK FS TIPS

- If you don't see the names of the faculty you will be evaluating, please contact the Deputy Provost's office to have your Watermark FS security role temporarily updated to "Committee Chair".
- If any of the faculty members make changes to any of their files after you have run the Reduced Teaching Load report, you have to run the report again to obtain the links to the most current files.
- For information about opening files using the hyperlinks in the Reduced Teaching Load report, please see the "Accessing Files Using Watermark FS Reports" document located on the MSU Denver Watermark FS webpage at <https://www.msudenver.edu/watermark-fs/faculty-resources/>.

1. Click **Run Reports** in the Left Navigation Menu.
2. From the **Report** drop-down menu, click **Reduced Teaching Load**.
3. The default **Start Date** and **End Date** should be fine, but change them if necessary.
4. Under **Whom to Include**, click **Change Selection**. A window opens enabling you to choose a method for selecting the faculty to be included in the report. *To select all the faculty with reduced teaching loads within a college:*

- A. Click **College**. All the colleges and schools are automatically selected.
- B. Click the checkbox next to **College** to de-select the entire list.
- C. Click the checkbox next to the college(s) to be included in the Reduced Teaching Load report.

D. Click  .

*To select all faculty with reduced teaching loads within a department:*

- A. Click **Department**. Every department is automatically selected.
- B. Click the checkbox next to **Department** to de-select the entire list.
- C. Click the checkboxes next to the department(s) to be included in the Reduced Teaching Load report.

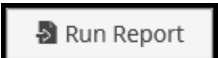
D. Click  .

*To select individual faculty members' portfolios:*

- A. Click **Individual**. Every individual faculty member is automatically selected.
- B. Click the checkbox next to **Individual** to de-select the entire list.
- C. Click the checkboxes next to the faculty member(s) to be included in the Reduced Teaching Load report.

D. Click  .

5. Under **File Format**, you can leave the file format as Microsoft Word or select another option from the drop-down menu.


6. Click  in the upper-right corner.

7. From the window that opens you can choose to open or save the file.

## STEP 2:

### ACCESS THE FACULTY MEMBER'S REDUCED TEACHING LOAD SCREEN ITEM

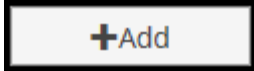
To access the current Reduced Teaching Load screen item for the faculty member you are reviewing:

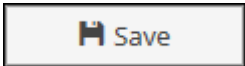
1. From the Left Navigation Bar click **Manage Data**.
2. From the **User** drop-down menu, select the name of the faculty member being evaluated.
3. Click  .
4. The top of the screen now says, **You are currently managing data for [faculty member]**.
5. On the Manage Activities Menu under **General Information**, click **Reduced Teaching Load: Category II Faculty**.
6. A list of the faculty member's reduced teaching load screen items based on the reduced teaching load activity type (e.g., Department, School, College, Grant Related) and the time frame of the reduced teaching load is displayed. Click the link to the applicable reduced teaching load screen item.

## STEP 3:

### ADD YOUR APPROVAL/DISAPPROVAL

Your approval information is added under **Section II: Application Approval** on the **Edit Reduced Teaching Load: Category II Faculty** screen item. If you are not the first approval level,

click  at the bottom of **Section II** to add another application approval entry area. To enter your approval information:


1. In the **Date Approved** field, enter the current date.
2. In the **Name** field, select your name from the drop-down list.
3. From the **Role** drop-down menu, select your level of review.
4. From the **Reduced Time Approved?** field, select **Yes** or **No**.
5. Click  .

STEP 4:

**EVALUATOR ONLY**

RUN THE REDUCED TEACHING LOAD REPORT, ACCESS THE FACULTY MEMBER'S REDUCED TEACHING LOAD SCREEN ITEM AND ADD YOUR EVALUATION (if applicable)

After the reduced teaching load activities have been completed, the reduced teaching load evaluator runs the **Reduced Teaching Load** report to access the faculty member's narrative of what was accomplished during the reduced teaching load.


1. Follow Step 1 on page 2 to run the **Reduced Teaching Load** report.
2. Follow Step 2 on page 3 to access the faculty member's **Reduced Teaching Load: Category II Faculty** screen item.
3. Under **Section IV: For Evaluator—Evaluation of Reduced Teaching Load Activities**, enter your evaluation information.
4. Click  .

STEP 5:

**ALL EVALUATION APPROVAL LEVELS**

RUN THE REDUCED TEACHING LOAD REPORT, ACCESS THE FACULTY MEMBER'S REDUCED TEACHING LOAD SCREEN ITEM AND ADD YOUR EVALUATION APPROVAL (if applicable)

After the reduced teaching load evaluation has been completed, the reduced teaching load evaluation approval levels run the Reduced Teaching Load report to access the faculty member's narrative of what was accomplished during the reduced teaching load and the evaluator's evaluation information.

1. Follow Step 1 on page 2 to run the Reduced Teaching Load report.
2. Follow Step 2 on page 3 to access the faculty member's **Reduced Teaching Load: Category II Faculty** screen item.
3. Under **Section V: Additional Signatures**, enter your evaluation approval.
4. Click  .