METROPOLITAN STATE UNIVERSITY℠
OF DENVER
Center for Teaching, Learning and Design

<p style="text-align:center">**Watermark FS Documentation**
Using Watermark FS for the Faculty Evaluation Process
Department Chairs</p>

For Department Chairs there are several steps of the faculty review process that require the use of Watermark FS. This guide provides information about the overall procedure of using Watermark FS for the faculty review process as well as detailed instructions for completing each step.

OVERALL PROCEDURE

Step 1: Create a **Portfolio Review** screen item for each faculty member in your department submitting a portfolio for review.

Step 2: Run the Departmental Portfolio Review report. This report provides access to each faculty member's narrative (if applicable) and portfolio files.

Step 3: After reviewing a faculty member's portfolio, add your review to the **Portfolio Review** screen item you created.

Step 4: When the department-level reviews have been completed, archive the narrative (if necessary) and portfolio files.

LOG ON TO WATERMARK FS

To complete these four 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:

CREATE A PORTFOLIO REVIEW SCREEN ITEM FOR THE CURRENT REVIEW

Manage the Faculty Member's Watermark FS Account

Before you can create a **Portfolio Review** screen item for a faculty member, you must first manage that person's data. Follow these steps to manage a faculty member's data:

1. Click the **Activities** button at the top of the page and select **Manage Data**.

2. From the **User** drop-down menu, select the name of the faculty member being evaluated.

3. Click **Continue**.

   The top of the screen now says, **You are currently managing data for [faculty member].**

Create a Portfolio Review Screen Item

You need to create a **Portfolio Review** screen item for each faculty member being reviewed in order for the levels of review to add evaluation information and upload review letters.

1. Click **Portfolio Review** under **General Information** on the Manage Activities Menu.
2. Click **Add New Item** in the upper-right corner.
3. Under **Section Ia. For Department Chairs** select the current date in the **Portfolio Review Created on** field.
4. In the **Type of Review** field, select the type of review.
5. In the **Departmental Guidelines Year** field, select the Departmental Guidelines year by which this faculty member is being reviewed.
6. Click **Save** in the upper-right corner.

STEP 2:

RUN THE DEPARTMENTAL PORTFOLIO REVIEW REPORT

The Departmental Portfolio Review report is used to access the narrative (if applicable) and portfolio files.

1. Click the **Reports** button at the top of the page.
2. Select the **Departmental Portfolio Review** report.
3. The Start Date and End Date under **Date Range** should be adequate.
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 being reviewed within a department:
   A. Click **Department.** All the departments are automatically selected.
   B. Click the checkbox next to **Department** to de-select the entire list.
   C. Click the checkbox next to your department.
   D. Click **Save**.

   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 members' names you want to select.
   D. Click **Save**.
5. Under **Additional Filters,** click the checkbox next to the type of review.

6. Under **File Format**, you can leave the file format as Microsoft Word or select another option from the drop-down menu.
7. Click **Run Report** in the upper-right corner.
8. From the window that opens you can choose to open or save the file.

STEP 3:

ADD EVALUATION INFORMATION

After reviewing a faculty member's portfolio, add your review to the **Portfolio Review** screen item.

Manage the Faculty Member's Watermark FS Account

In order to add evaluation information to the faculty member's Watermark FS account, you must first manage that person's data. Follow these steps to manage a faculty member's data:

1. Click the **Activities** button at the top of the page and select **Manage Data**.
2. From the **User** drop-down menu, select the name of the faculty member being evaluated.
3. Click **Continue**.
4. The top of the screen now says, **You are currently managing data for [faculty member].**

Access the Faculty Member's Portfolio Review Screen Item for the Current Review

1. From the Manage Activities Menu, click **Portfolio Review**.
2. Click the link to the current review year.
3. Scroll to **Section II. For All Reviewers—Levels of Review**.
4. In the **Date of Review** field, select the date you are completing the review.
5. In the **Name of Reviewer** field, select your name from the drop-down menu.
6. In the **Role** field, select the level of review from the drop-down menu.
7. In the **Evaluation/Rating of** section, enter the evaluation/rating information by selecting the appropriate op-

tions from the **Teaching, Scholarly Activities**, **Service**, and appropriate **Recommended for** drop-down menus.

8. In the **Number of votes for** and **Number of votes against** fields, enter the appropriate numbers.

9. To upload your signed review letter, click **Choose File** in the **Letter from Review Level** field, navigate to your letter and click **Open**.

10. Verify that the name of the correct file is now displayed in the **Letter from Review Level** field.

11. Click **Save**.

STEP 4:

ARCHIVE FACULTY MEMBER'S NARRATIVE AND PORTFOLIO FILES

When the department level reviews have been completed, archive the faculty member's narrative and portfolio files.

Manage the Faculty Member's Watermark FS Account

In order to download the faculty member's narrative (if necessary) and portfolio files so that they can be archived, you must first manage that person's data. Follow these steps to manage a faculty member's data:

1. Click the **Activities** button at the top of the page and select **Manage Data**.

2. From the **User** drop-down menu, select the name of the faculty member being evaluated.

3. Click **Continue**.

4. The top of the screen now says, **You are currently managing data for [faculty member].**

Download the Narrative and Portfolio Files

You are now managing the data for the faculty member whose narrative and portfolio files you need to archive.

1. From the Manage Activities Menu, click **Portfolio and Narrative Submission**.

2. Click the current review year.

3. Under **Step 2,** click the download link next to **Narrative.**

4. Click **Save** and save the file.

5. Under Step 7, click the download link next to Portfolio.

6. Click **Save** and save the file.

7. Click the back chevron (**<**) next to **Edit Portfolio and Narrative Submission** at the top of the page twice to return to the Manage Activities Menu. You should still be managing the data for the faculty member.

Upload the Narrative and Portfolio Files

You should be managing the data for the faculty member.

1. From the Manage Activities Menu, click **Portfolio Review**.

2. Click the current review year.

3. If the faculty member has a narrative, under **Section Ib. For Department Chairs** click **Choose File** next to **Archived Narrative**. If the faculty member does not have a narrative, skip to #5.

4. Navigate to the faculty member's narrative that you saved in the previous steps and click **Open**.

5. Under **Section Ib. For Department Chairs** click **Choose File** next to **Archived Portfolio.**

6. Navigate to the faculty member's portfolio that you saved in the previous steps and click **Open**.

7. Verify that the file names of the narrative and portfolio are now displayed.

8. Click **Save.**