



## Watermark FS Documentation

### Using Watermark FS for the Faculty Evaluation Process School, College and University Review Committee Chairs

For School, College and University Review Committee 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 for using Watermark FS for the faculty review process as well as detailed instructions for completing each step.

#### OVERALL PROCEDURE

- Step 1: Run the Summative Portfolio Review report. This report provides access to each faculty member's narrative (if applicable) and portfolio.
- Step 2: Test the links in the Summative Portfolio Review report.
- Step 3: Send the Summative Portfolio Review report to the members of the review committee.
- Step 4: After the committee has reviewed a faculty member's portfolio, add the committee's evaluation information to the faculty member's **Portfolio Review** screen item.

#### 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:

#### RUN THE SUMMATIVE PORTFOLIO REVIEW REPORT

The Summative 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 **Summative 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 within a School or College:
  - A. Click **College**. Every School and College is auto-

atically selected.

- B. Click the checkbox next to **College** to de-select the entire list.
- C. Click the checkbox next to the School or College you want to select.
- D. Click **Save**.

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 **Report Options**, click the checkbox next to the type of review.
- 6. Under **File Format**, you can leave the 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. The file does eventually need to be saved as

## WATERMARK FS TIPS

*If any faculty member makes a change to his or her portfolio file after you have run the Summative Portfolio Review report, you must run the report again to obtain a link to their current portfolio. You should re-run the report after the faculty member has uploaded a new portfolio or narrative file to his or her **Portfolio and Narrative Submission** screen item for the current review year.*

### STEP 2:

#### TEST THE LINKS IN THE SUMMATIVE PORTFOLIO REVIEW REPORT

Test the links to the portfolio files before sending the Summative Portfolio Review report to the other members of your review committee. Please follow the process described in 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/>.

### STEP 3:

#### SEND THE SUMMATIVE PORTFOLIO REVIEW REPORT TO THE COMMITTEE MEMBERS

Email the Summative Portfolio Review report to the members of the review committee in order to provide them access to the portfolios being reviewed. You might also send the "Accessing Files Using Watermark FS Reports" document to the review committee members or send them a link to the MSU Denver Wa-

termark FS website, <https://www.msudenver.edu/watermark-fs/faculty-resources/>.

#### STEP 4:

#### ADD EVALUATION INFORMATION

#### *Manage the Faculty Member's Watermark FS Account*

Before you can add your review to the **Portfolio Review** screen item, 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. Click **Portfolio Review**.
2. Click the link to the current review year.
3. Scroll to **Section II. For All Reviewers—Levels of Review**.
4. If necessary click **Add** to add a new Review Level section.
5. In the **Date of Review** field, select the date you are completing the review.
6. In the **Name of Reviewer** field, select your name from the drop-down menu.
7. In the **Role** field, select the level of review from the drop-down menu.
8. In the **Evaluation/Rating of** section, enter the evaluation/rating information by selecting the appropriate options from the **Teaching, Scholarly Activities, Service**, and appropriate **Recommended for** drop-down menus.
9. In the **Number of votes for** and **Number of votes against** fields, enter the appropriate numbers.
10. To upload your signed review letter, click **Choose File** in the **Letter from Review Level** field, navigate to your letter and click **Open**.
11. Verify that the name of the correct file is now displayed in the **Letter from Review Level** field.
12. Click **Save**.