

Watermark FS is used to request, approve, report, and evaluate reassigned time. Applications for reassigned time are due as specified in the Procedural Calendar found on the Faculty Affairs web site. Before starting the following steps, create a document that describes the duties to be performed for your reassigned time.

STEP 1:

LOGGING ON TO WATER- MARK 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 password that you use to log in to your office computer and email account at MSU Denver.

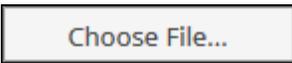
STEP 2:

CREATING A REASSIGNED TIME: TENURE AND TENURE- TRACK FACULTY SCREEN ITEM

WATERMARK FS TIPS

Uploading a file to the **Upload Approved Reassigned Time Form or Reduced Teaching Load Form** field is not necessary because filling out **Section I** replaces filling out the paper form.

1. From the Manage Activities Menu under the **General Information** section, click **Reassigned Time: Tenure and Tenure-Track Faculty**.

2. Click  .
3. Complete the data entry fields in **Section I: For Tenure and Tenure-Track Faculty—Request for Reassigned Time**.
4. To upload your description of duties document, click  next to **Description of Duties**.
5. Navigate to the description of duties document you saved.
6. Click **Open**. Check to make sure your document was uploaded.

7. Click  .

STEP 3:

CHECKING REASSIGNED TIME APPROVALS

The status of your reassigned time application (approved or not) is added to the **Reassigned Time** screen. Follow these steps to check if your reassigned time was approved:

1. Log on to Watermark FS.
2. From the Manage Activities Menu, click **Reassigned Time:**

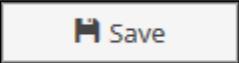
Tenure and Tenure-Track Faculty.

3. Click the reassigned time item you added in Step 2.
4. The status of your application is found in **Section II: Application Approval.**

STEP 4: REPORT REASSIGNED TIME ACTIVITIES

After your reassigned time has been completed, add a description of what you accomplished.

1. Log on to Watermark FS.
2. From the Manage Activities Menu, click **Reassigned Time: Tenure and Tenure-Track Faculty.**
3. Click the reassigned time item you added in Step 2.
4. Add information to the data entry fields in **Section III: For Faculty—Reporting of Reassigned Time Activities.**

5. Click  .

STEP 5: CHECK REASSIGNED TIME EVALUATION

The evaluation of your reassigned time is stored on the **Reassigned Time** screen item. Follow the steps below to view your evaluation:

1. Log on to Watermark FS.
2. From the Manage Activities Menu, click **Reassigned Time: Tenure and Tenure-Track Faculty.**
3. Click the reassigned time item you added in Step 2.
4. The evaluation is located in **Section IV: For Evaluator—Evaluation of Reassigned Time Activities.**

STEP 6: CHECK REASSIGNED TIME EVLUATION APPROVALS

The approvals of your reassigned time evaluation are stored on the **Reassigned Time** screen item. Follow the steps below to view your evaluation approvals:

1. Log on to Watermark FS.
2. From the Manage Activities Menu, click **Reassigned Time: Tenure and Tenure-Track Faculty.**
3. Click the reassigned time item you added in Step 2.
4. The approvals are located in **Section V: Additional Signatures.**