METROPOLITAN STATE UNIVERSITY OF DENVER

Center for Faculty Excellence

Watermark FS is used to request, approve, and, if applicable, report and evaluate reduced teaching load. Applications for reduced teaching load are due as specified in the Procedural Calendar found on the Faculty Affairs web site.

STEP 1:

LOGGING 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 password that you use to log in to your office computer and email account at MSU Denver.

STEP 2:

CREATING A REDUCED TECHING LOAD: CATEFORY II FACULTY SCREEN ITEM

1. From the Manage Activities Menu under the **General Information** section, click **Reduced Teaching Load: Category II Faculty**.

2. Click [**+ Add New Item**] .

3. Complete the data entry fields in **Section I: For Category II Faculty—Request for Reduced Teaching Load**.

4. To upload your narrative statement, click [Choose File...] next to **Narrative Statement**.

5. Navigate to your narrative statement.

6. Click **Open**. Check to make sure your document was uploaded.

7. Click [**H Save**] .

STEP 3:

CHECKING REDUCED TEACHING LOAD APPROVALS

The status of your reduced teaching load application (approved or not) is added to the **Reduced Teaching Load** screen. Follow these steps to check if your reduced teaching load was approved:

1. Log on to Watermark FS (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II 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**.

After your reduced teaching load has been completed, add a description of what you accomplished.

1. Log on to Watermark FS (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reduced teaching load item you added in Step 2.

4. Add information to the data entry fields in **Section III: For Faculty—Reporting of Reduced Teaching Load Activities**.

5. Click [**H** Save] .

The evaluation of your reduced teaching load is stored on the reduced teaching load screen item. Follow the steps below to view your evaluation:

1. Log on to Watermark FS (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reduced teaching load item you added in Step 2.

4. The evaluation is located in **Section IV: For Evaluator— Evaluation of Reduced Teaching Load Activities.**

5. Click [Cancel] to close the screen item.

The approvals of your reduced teaching load evaluation are stored on the reduced teaching load screen item. Follow the steps below to view your evaluation approvals:

1. Log on to Watermark FS (see Step 1).

2. From the Manage Activities Menu, click **Reduced Teaching Load: Category II Faculty**.

3. Click the reassigned time item you added in Step 2.

4. The approvals are located in **Section V: Additional Signatures.**

5. Click [Cancel] to close the screen item.