

For the Deans, Faculty Senate Committee Chair and Provost, there are two steps of the sabbatical leave process that require using Watermark FS.

Step 1: Run the Summative Sabbatical Leave Application Report. This report provides access to each faculty member's "Archived Sabbatical Leave Plan" and "Archived Sabbatical Leave Application" files.

Step 2: After reviewing each faculty member's sabbatical leave information, add your recommendation to their Sabbatical Leave screen items.

For both steps you will need to log in to Watermark FS:

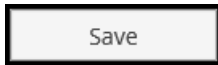
1. Go to <https://www.msudenver.edu/watermark-fs/>.
2. Click **Logon to Watermark FS**.
3. Type your **MSU Denver NetID** and **Password**. This is the same NetID and password you use to log on to your office computer or your MSU Denver email account.

STEP 1:

RUN THE SUMMATIVE SABBATICAL LEAVE APPLICATION REPORT

WATERMARK FS TIPS

If faculty members make changes to any of their sabbatical leave files after you have run the Summative Sabbatical Leave Application Report, you must run the report again to obtain the links to their current sabbatical leave files. Re-run the report after the faculty member has uploaded the new file.

1. Click **Run Reports** on the Left Navigation Bar.
2. From the **Report** drop-down menu, select **Summative Sabbatical Leave Application Report**.
3. The default start and end dates 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 college:
 - A. Click **College**. All the colleges are automatically selected.
 - B. Click the checkbox next to **College** again to de-select the entire list.
 - C. Click the checkbox next to your college.
 - D. Click  .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** again to de-select the entire list.
 - C. Click the checkbox next to your department.

D. Click  .

To select individual faculty members' portfolios:

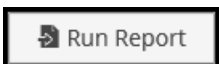
A. Click **Individual**. Every individual faculty member is automatically selected.

B. Click the checkbox next to **Individual** again to de-select the entire list.

C. Click the checkboxes next to the faculty members' names you want to select.

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.

8. *Faculty Senate Committee Chair*: To give the members of your committee access to the Sabbatical Leave Applications, please email them the Summative Sabbatical Leave Application Report. You might also send the "Accessing Files Using Watermark FS" document located on the MSU Denver Watermark FS webpage at <https://www.msudenver.edu/watermark-fs/faculty-resources/> .

WATERMARK FS TIPS

For information on opening files using the hyperlinks in the Summative Sabbatical Leave Application 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/> .

STEP 2:

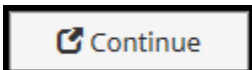
ADD RECOMMENDATIONS

After reviewing each faculty member's sabbatical leave information, add your recommendation to the faculty member's Sabbatical Leave item.

1. Log in to Watermark FS.

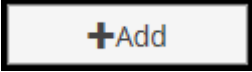
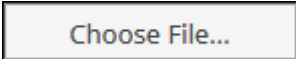

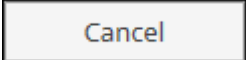
2. From the Left Navigation Bar, click **Manage Data**.

3. From the **User** drop-down menu, select the faculty member's name.

4. Click  . At the top of the screen it should now read "You are currently managing data for [faculty member]."

5. Click **Administrative Data—Sabbatical Leave**.

6. Select the Sabbatical Leave screen item created by the faculty member.

7. Scroll down to **Section VI. For Reviewers—
Recommendation for Sabbatical Leave.**
8. If necessary, under Review Level click  to create a blank section for adding your review.
9. Enter the appropriate information in the **Date of Review**, **Name of Reviewer**, **Role**, and **Sabbatical Leave Recommended** fields.
10. Click  next to **Supporting Documentation** to upload your recommendation letter.
3. Click  in the upper-right corner.
4. If you would like to verify that your recommendation has been saved, click the Sabbatical Leave screen item again. After verifying everything is correct, click  .