

There are several steps of the sabbatical leave process that require department chairs to use Watermark FS. This document provides information about the overall procedure of using Watermark FS for the sabbatical leave process as well as detailed instructions for completing the steps of the process.

## OVERALL PROCEDURE

- Step 1: Run the Departmental Sabbatical Leave Application Report. This report provides access to each faculty member's "Sabbatical Leave Plan" and "Sabbatical Leave Application" files.
- Step 2: After reviewing each faculty member's "Sabbatical Leave Plan" and "Sabbatical Leave Application" add your review to the faculty member's Sabbatical Leave item and archive their "Sabbatical Leave Plan" and "Sabbatical Leave Application" files.
- Step 3: Within thirty days of completing their sabbatical leave, each faculty member submits a "Sabbatical Report", which also needs to be archived.

### STEP 1:

#### RUN THE DEPARTMENTAL SABBATICAL LEAVE APPLICATION REPORT

#### Log on 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.

#### Run the Departmental Sabbatical Leave Application Report

1. Click **Run Reports** on the Left Navigation Bar.
2. From the **Report** drop-down menu, select **Departmental 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 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  .

### WATERMARK FS TIPS

If faculty members make changes to any of their sabbatical leave files after you have run the Departmental 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.

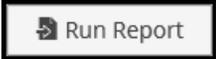
## WATERMARK FS TIPS

For information on opening files using the hyperlinks in the Departmental 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 AND ARCHIVE FACULTY SABBATICAL LEAVE FILES

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.

After reviewing the faculty member's files, add your review to the faculty member's Sabbatical Leave item and archive their "Sabbatical Leave Plan" and "Sabbatical Leave Application" files.

#### *Add Sabbatical Leave Information*

1. From the Left Navigation Bar, click **Manage Data**.
2. From the **User** drop-down menu, select the faculty member's name.
3. Click . At the top of the screen it should now read "You are currently managing data for [faculty member]."
4. Click **Administrative Data—Sabbatical Leave**.
5. Select the Sabbatical Leave screen item created by the faculty member.
6. Scroll down to **Section VI. For Reviewers—Recommendation for Sabbatical Leave**.
7. Enter the appropriate information in the **Date of Review**, **Name of Reviewer**, **Role**, and **Sabbatical Leave Recommended** fields.
8. Click  next to **Supporting Documentation** to upload your recommendation letter.

## Archive Faculty Sabbatical Leave Files

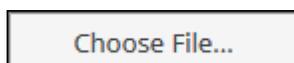
### Archive the Sabbatical Leave Plan File

Before you can archive the faculty member's "Sabbatical Leave Plan", you must first download it.

1. To download the file:
  - A. Scroll to **Section II: Sabbatical Leave Plan**.
  - B. Click the **Download "filename.xxxx"** link next to **Sabbatical Leave Plan**.
  - C. Save the file to your computer.

2. To upload the file:

- A. In **Section II. Sabbatical Leave Plan**, click



next to **Archive of Sabbatical Leave Plan**.

- B. Navigate to the faculty member's "Sabbatical Leave Plan" file you saved to your computer and click **Open**.
- C. Verify that the path to the file is displayed next to **Archive of Sabbatical Leave Plan**.

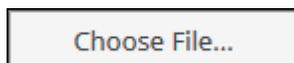
### Archive the Sabbatical Leave Application File

Before you can archive the faculty member's "Sabbatical Leave Application", you must first download it.

1. To download the file:
  - A. Scroll to **Section V: Sabbatical Leave Application**.
  - B. Click the **Download "filename.xxxx"** link next to **Sabbatical Leave Application**.
  - C. Save the file to your computer.

2. To upload the file:

- A. In **Section V: Sabbatical Leave Application**, click



next to **Archive of Sabbatical Leave Application**.

- B. Navigate to the faculty member's "Sabbatical Leave Application" file you saved to your computer and click **Open**.
- C. Verify that the path to the file is displayed next to **Archive of Sabbatical Leave Application**.

3. Click  in the upper-right corner.

4. If you would like to verify that your recommendation has been saved and that all of the files are uploaded, click the Sabbatical Leave screen item again. After verifying everything is there, click  .

### STEP 3:

### ARCHIVE THE SABBATICAL REPORT

Within thirty days of the completion of their sabbatical leaves, faculty members should write and submit a Sabbatical Report. This file needs to be archived. Before archiving the report, you first download it.

1. Log in to Watermark FS (see Step 1).
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. To download the “Sabbatical Report” file:
  - A. Scroll down to **Section VII. For Faculty—Sabbatical Report**.
  - B. Click the **Download “filename.xxxx”** link next to **Sabbatical Report**.
  - C. Save the file to your computer.
8. To upload the file:
  - A. In **Section VII: For Faculty—Sabbatical Report**, click  next to **Archive of Sabbatical Report**.
  - B. Navigate to the faculty member's “Sabbatical Leave Report” file you saved to your computer and click **Open**.
  - C. Verify that the path to the file is displayed next to **Archive of Sabbatical Report**.
9. Click  in the upper-right corner.