



Using WFS Workflow to Submit a Faculty Review

The configuration of WFS aligns with the PASSHE-APSCUF CBA and Slippery Rock University's local policies and procedures. Local policies and procedures for faculty milestones can be found at <https://www.sru.edu/offices/academic-affairs/faculty-resources> in the Faculty Milestones accordion.

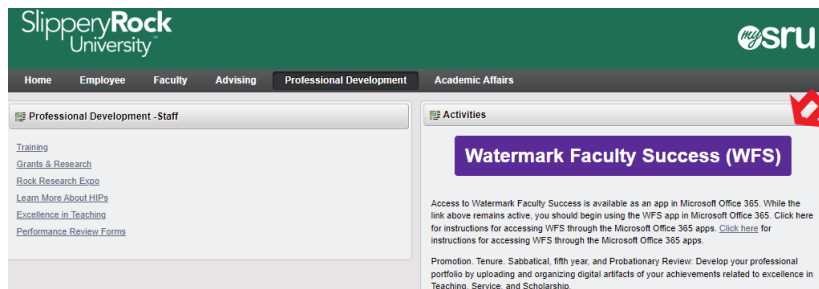
Academic Year 2022-2023

Accessing Watermark Faculty Success


Submission of reviews is completed through WFS Workflow. You can access Watermark Faculty Success through one of two ways:

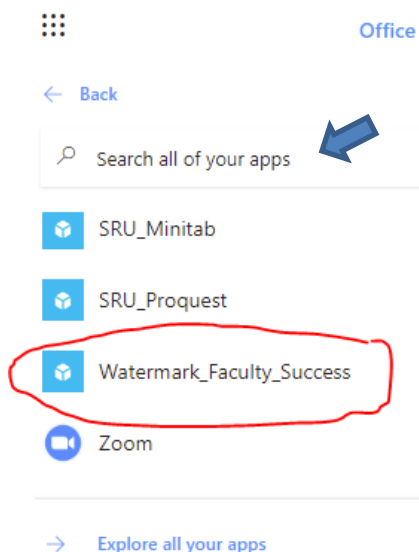
MySRU:

1. Go to <https://mysru.sru.edu/> and log in with the SRU credentials.
2. Select the professional development tab.
3. Click on Watermark Faculty Success (WFS). There is no separate login.



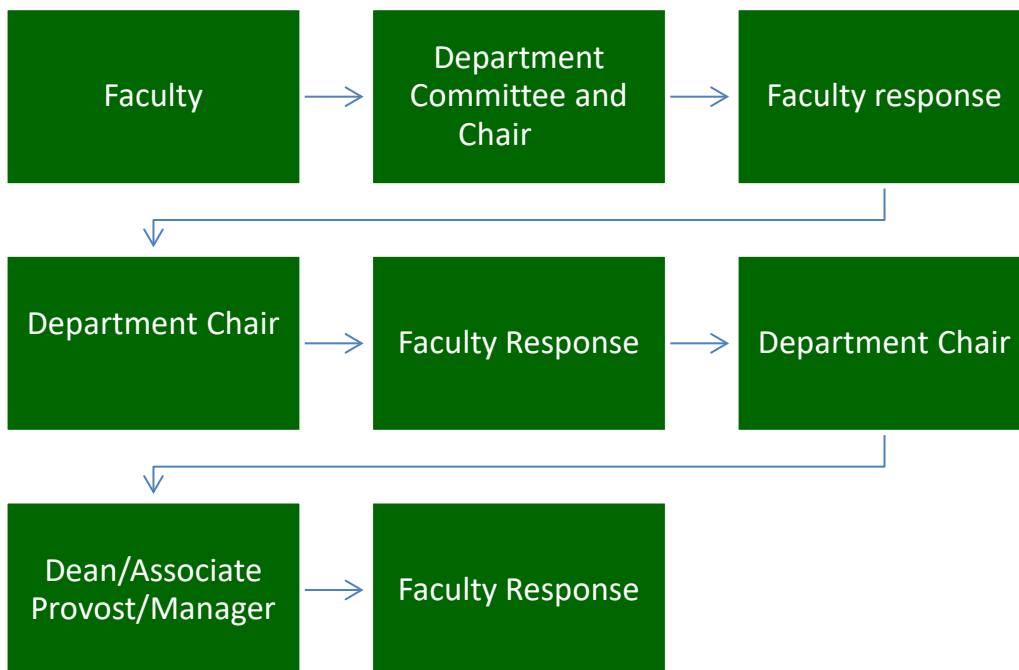
Microsoft 365: Faculty can access WFS through Microsoft 365 even if they do not use it for their regular SRU email. One of the great things about this avenue is that they can easily access it from wherever there is an internet connection.

1. Launch an Internet browser using the most recent versions of Google Chrome or Mozilla Firefox. Keep in mind that using IE, Safari or other browsers sometimes make reports fail.
2. Navigate to <https://www.office.com>, which will open Microsoft Office 365.
3. Sign in using the SRU username and password.
4. Navigate to All Apps by clicking on the app icon  in the upper left.
5. Click on Watermark_Faculty_Success, which will take users to the portal. There is no separate login. If you don't see Watermark_Faculty_Success right away, try using the search function at the top of the apps column.



This chart shows a sample progression of the faculty review in Workflow. The owner of each step takes action and then moves the review to the next step. The Faculty Member has an opportunity to respond to each review step. Flows for specific reviews may have additional steps, e.g., the president or president’s designee has a role in some reviews.

All flows are based on the CBA and the appropriate local policy and procedure documents. Local policies and procedures for faculty milestones can be found at <https://www.sru.edu/offices/academic-affairs/faculty-resources> in the Faculty Milestones accordion.



Once you're in WFS, click on the last tab. This process assumes that you have uploaded all documentation in the Activities area and are ready to submit or interact with your review.

Activities **Reports** **Workflow**

Workflow Tasks

▼ **Inbox**

Name	Step
------	------

▼ **History**

Name	Current Step
------	--------------

Starting the Review Process

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
1st Year Probationary Review: Fall Hire	Faculty Response	Self	November 27, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
No Data to Display				

This is the Workflow Tasks screen. On this screen, you will interact with your scheduled review process. There are two sections:

1. Inbox - includes any active tasks that require action by you (orange arrow).
2. History – includes active tasks that you have begun but are currently at another step in the process (e.g. Department Chair) (blue arrow).

You can begin your review process by clicking the appropriate link in your Workflow Tasks Inbox (orange arrow).

Reviewing, Revising and Submitting Your Report

The screenshot displays the 'Faculty Step - Due November 23, 2018' interface. At the top, there are navigation tabs for 'Activities', 'Reports', and 'Workflow'. A 'Route' button is highlighted with a red arrow labeled '2'. Below the navigation, there are instructions for faculty members and a 'Refresh report' button with a red arrow labeled '1'. A confirmation dialog box is open, asking 'Are you sure you want to Submit to Department Committee and Chair?' with 'No' and 'Yes' buttons. A red arrow labeled '3' points to the 'Yes' button. The interface also includes a section for 'Additional documents at the request of the Dept. Eval. Cmte.' and 'Optional Comments to Dept Eval Cmte. (20000 char. limit)'.

You are now on the first step on the process – 'Faculty Step.' On this screen, you will:

1. Click on the red and white PDF report icon to review your report for completeness. To revise your Probationary Review report, use the "Activities" tab, return to the Workflow screen, and then click the "Refresh Report" button below (see arrow #1).
2. When your report is complete, click on the "Route" button and then "Submit to Department Committee and Chair" (arrow #2).
3. Click "Yes" on the submission confirmation popup (arrow #3).
4. If you desire, you may request a meeting with the Department Evaluation Committee to discuss your evaluation.

Tracking Your Review

The screenshot shows the SlipperryRock University Workflow interface. At the top, there is a navigation bar with 'SlipperryRock University' on the left, 'Activities', 'Reports', and 'Workflow' in the center, and a user profile icon, a notification bell, and 'DigitalMeasures' on the right. Below the navigation bar, the 'Workflow Tasks' section is visible, with a sub-section for 'Inbox'. The 'Inbox' section contains a table with columns for 'Name', 'Step', 'Subject', and 'Due Date'. Below the 'Inbox' section, the 'History' section is visible. The 'History' section contains a table with columns for 'Name', 'Current Step', 'Subject', 'Last Modified', and 'Actions'. Three orange arrows point from the 'Inbox' section down to the 'History' section, indicating the transition of the process. The 'History' table has one row with the following data: '1st Year Probationary Review: Fall Hire' in the 'Name' column, 'Department Committee and Chair' in the 'Current Step' column, 'Self' in the 'Subject' column, and 'November 21, 2018' in the 'Last Modified' column.

Name	Current Step	Subject	Last Modified	Actions
1st Year Probationary Review: Fall Hire	Department Committee and Chair	Self	November 21, 2018	

You'll notice now that the process has moved out of your Workflow Tasks Inbox and into History. The History section provides some helpful information:

1. Current Step – this shows at which step in the process your review resides (e.g. Department Chair, Department Evaluation Committee, Dean)
2. Subject – this shows who the subject of the process is. This will be "Self" if you are the subject of the review. If you are serving on a review committee, the name of the faculty member being reviewed will display here.
3. Last Modified – this shows the last date that someone has acted on the process.

Returned for Addition Action

Slippy Rock University | Activities | Reports | Workflow | ? | ..:DigitalMeasures

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
1st Year Probationary Review: Fall Hire	Faculty Response	Self	November 27, 2018

▼ History

Name	Current Step	Subject	Last Modified	Actions
<i>No Data to Display</i>				

The review process will return to your Workflow Tasks Inbox when additional action is required on your part. This will happen when:

1. An evaluation has been submitted to the process and requires your review.
2. Additional information/documentation has been requested of you by a step later in the process.

To review an evaluation or to add additional documentation to the process, click on the name of the process in the Workflow Tasks Inbox

Reviewing Your Evaluation

SlippyRock University Activities Reports Workflow ? [User Icon] DigitalMeasures


< Faculty Response Step - Due November 25, 2018 [Download] [Close] [Save] [Route]

Submit to Department Chair

4. Department Evaluation Committee Chair also will send one signed hard copy of the Green Form to the Dean, the Faculty Member, and Department Chair

Note: Committee Evaluation deadline is January 30th, or the next working business day.

I verify that the departmental evaluation committee has followed approved university policies and procedures for evaluation, in compliance with the CBA

Department Evaluation Committee's evaluation (PDF)  dec_evaluation.pdf

Optional Comments The faculty member's Probationary Review report was missing a peer observation from the fall semester. I sent it back and they have added it Workflow.
Thanks,

Faculty Response Instructions:

- Respond with "Yes" or "No" to the confirmation statement below.
- Click on "Route" and then "Submit to Department Chair."

Note: In accordance with Article 12.C.1.c.(1), The FACULTY MEMBER may, if he/she disagrees with the committee's evaluation, send to the DEAN a written response to the Department Evaluation Committee's evaluation.

Additional Documents upon the request of the Department Chairperson:

I have seen and signed this report knowing that I may send to the DEAN a written response to the Department Evaluation Committee's evaluation. Yes

To review an evaluation that has been submitted to the process,:

1. Click on the Adobe PDF icon to review the evaluation report.
2. Confirm that you have had an opportunity to review the evaluation. Upload any documentation.
3. Click Route > Send to next step (e.g. Department Chair).

Adding Additional Documentation

SlipperyRock University Activities Reports Workflow ? ..:DigitalMeasures

< Faculty Step - Due November 23, 2018

Faculty Member Instructions:

1. Click on the red and white PDF report icon below to review your Probationary Review report for completeness.
2. To revise your Probationary Review report, use the "Manage Activities" tool above and then click the "Refresh Report" button below.
3. When your Probationary Review report is complete, click on the "Route" button and then "Submit to Department Committee and Chair."
4. If you desire, you may request a meeting with the Department Evaluation Committee to discuss your evaluation.

Note: As written in the CBA, Article 12, C.1. The department evaluation committee and chairperson shall provide the FACULTY MEMBER with a reasonable opportunity to discuss its evaluation after which the committee shall submit its detailed written evaluation and recommendation along with the above mentioned supportive materials to the appropriate Academic Dean with a copy to the FACULTY MEMBER and the department chairperson.

View Your Probationary Review Report Last Updated November 21, 2018 at 10:20 AM
[Refresh report](#)

1 Additional documents at the request of the Dept. Eval. Cmte. [Drop files here or click to upload](#)

2 Optional Comments to Dept Eval Cmte. (20000 char. limit)

B I U [Rich text editor toolbar]

If a process has been sent back to you for additional information/documentation:

1. Drag/Drop or Upload the missing files to the Additional Documents field. Use PDF format.
2. Type optional comments describing the action you are taking.
3. Click Route > Send to next step (e.g. Department Chair).

