

USING WATERMARK FACULTY SUCCESS AS A DEPARTMENT CHAIR

9.20.2022



MATERIAL RELATED TO FACULTY EVALUATIONS

- <https://www.sru.edu/offices/academic-affairs/faculty-resources>
 - Faculty milestones
 - Local P&P with duties for each participant
 - Watermark Faculty Success

ACCESSING WFS

- Login material (both use SRU credentials)
 - MySRU
 - Outlook 365
- Use Chrome or Firefox

TIMELINE/DEADLINES

- Faculty Resources page--SRU dates and requirements chart
- Chair has access to reviews with Department Evaluation Committee (DEC) in most cases, although due dates differ.
- Chair and DEC have to review files for completeness and can (and should) request missing material.

PROBATIONARY INFORMAL REVIEWS

- Faculty have the option of formal or informal first-year evaluations.
- Probationary informal first year evaluation (only for faculty returning for Year 2)
- Chair, DEC, or faculty member can request a formal evaluation. Must be used for faculty who are underperforming.
- Informal evaluation is assumed to have happened. For Fall hires, must occur by February 7. There is a bookkeeping function in WFS.
 - Faculty should be reminded to collect normal materials in first year.
- Formal evaluation must be indicated to Faculty by November 15 for fall hires. Faculty report is due first working Monday in January. Dates for spring hires are in the P&P.

WATERMARK WORKFLOW

- Software that allows progression of review. WFS is the activities repository. Workflow is the mechanism to take reviews from person to person.
- After each step, the review returns to the faculty member for review and comment.
- Looking for an evaluation?
 - You should get an email with a link.
 - Check your Workflow inbox. Items in your inbox are waiting for your review. Items in your history are with someone else in the chain.
- When you upload materials, click on the action button in the upper right corner.

APPROACHING A REVIEW

- Read the P&P. Be familiar with the minimum expectations for the review.
 - What are the minimum requirements for student surveys, peer evaluations, etc.?
 - Expectations differ for part-time and full-time. All faculty, including temps, have to demonstrate teaching/service/scholarship.
- Start with the narrative.
 - What suggestions do seasoned chairs have?
 - Clearly indicate the outcome of the review as the first paragraph.

Questions?

