Dear faculty,

As discussed in recent emails and in the fall college visits with the provost, this year's review packets (including tenure & promotion (900417), probationary (900417), FES (820317), and post-tenure (980204)) will be uploaded into Watermark Workflow, not Talent Management.

Please see the important information below regarding the (1) probationary annual, (2) FES annual, (3) post-tenure review processes, and (4) additional resources and training information.

Faculty should refer to the Academic Affairs Tenure Unit Standards webpage for information regarding whether portfolio documents should be uploaded by category or year. Please continue scrolling for additional resources and upcoming training lab information.

NOTE: The dates below reflect the final Office of the Provost deadlines. Please consult with your college and department for earlier, internal deadlines.

1. Probationary Annual Reviews

Spring 2023 probationary annual review candidates will receive a Watermark-generated email with the "Office of the Provost" sender name no later than Thursday, Dec. 22. The email will inform candidates that Watermark is available for document uploads related to their review. Once you receive this Watermark email, you can also access Watermark Workflow directly here.

Timeline for Probationary Annual Reviews

- Faculty deadline to upload and submit review materials is Feb. 6, 2023, at 11:59 p.m. CT

- DPTAC review deadline (for faculty in years 2-5) is Apr. 15, 2023, at 11:59 p.m. CT

- Department chair review deadline (for faculty in years 1-5) is May 1, 2023, at 11:59 p.m. CT

- Dean review deadline (for faculty in year 3) is May 15, 2023, at 11:59 p.m. CT

2. FES Annual Reviews

FES reviews will be rolled out shortly after probationary annual reviews. You will receive a Watermark-generated email with an "Office of the Provost" sender name in early January. This email will notify you that Watermark is now available for document uploads related to your review. Once you receive the Watermark email, you can also access Watermark Workflow directly here.

Timeline for FES Annual Reviews

- Faculty deadline to upload and submit review materials is Feb. 6, 2023, at 11:59 p.m. CT

- FES 1 review committee deadline (if applicable) is Apr. 15, 2023, at 11:59 p.m. CT

- Department chair review deadline is May 1, 2023, at 11:59 p.m. CT

3. Post-Tenure Reviews

Post-tenure reviews will be rolled out shortly after probationary annual reviews. You will receive a Watermark-generated email with an "Office of the Provost" sender name in early January. This email will notify you that Watermark is now available for document uploads related to your review. Once you receive the Watermark email, you can also access Watermark Workflow directly here.

Timeline for Post-Tenure Reviews

- Faculty deadline to upload and submit review materials is Mar. 15, 2023, at 11:59 p.m. CT

- DPTAC review deadline is Apr. 1, 2023, at 11:59 p.m. CT

4. Resources and Upcoming Training Labs

For Watermark Workflow details and instructions, visit the Watermark Faculty Success website. On the website, click on the "Training & Resources" tab for user guides, tutorials, and other online resources.

There will be five virtual training sessions (open labs) available for both reviewers and reviewees going through these review processes. *Note: All five sessions will include the same, repeated content.*

Open lab #1 - Tuesday, Jan. 3 from 9-10 a.m. via Zoom (Meeting ID: 844 8311 5289)

Open lab #2 - Tuesday, Jan. 3 from 2-3 p.m. via Zoom (Meeting ID: 815 6044 7152)

Open lab #3 - Wednesday, Jan. 4 from 1-2 p.m. via Zoom (Meeting ID: 839 2856 9750)

Open lab #4 - Thursday, Jan. 5 from 3-4 p.m. via Zoom (Meeting ID: 890 9920 2349)

Open lab #5 - Friday, Jan. 6 from 9-10 a.m. via Zoom (Meeting ID: 876 6369 8330)

Watermark Activities (CV Input) Reminder

In spring 2023, faculty will begin entering CV information into Watermark Activities. If you'd like to get acquainted with Watermark Activities or begin entering your CV information now, you are welcome to do so. If you decide to get started early, I strongly recommend you refer to the Watermark Activities Data Entry Guide first, which is provided on the SHSU Watermark Faculty Success website. Please note that trainings will not be held for Watermark Activities (CV input) until later in the spring semester.

If you have additional questions or feedback regarding review processes, please reach out to Jamilyn White (4-1024, facultyrecords@shsu.edu).

Thank you,

Michael T. Stephenson
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