College of Arts and Sciences Portfolio Watermark Submission Guide

4th Year Continuation, Promotion, and Tenure

The following is intended to guide Tenure-Track Faculty applying for 4th Year Continuation, Promotion, and Tenure and Professor of Practice Faculty applying for Promotion as they build and submit the Portfolio in Watermark.

Build CV in Watermark Activities

Study and review Watermark Activity Guide

Build Portfolio in Watermark Workflow

Study and review Submitting to a Workflow Process Guide

- Faculty Information Input Faculty Name, Current Rank, Department, and Type of Submission for Review
- Copy of Appointment Letter (Hire Letter)
 - o If Department does not have the letter on file contact the Dean's Office

Annual Evaluations

- Combine the following in a SINGLE PDF with each year designated, starting from most recent to point of hire or last promotion (Full Prof candidates). Content will be grouped and designated by year. For example 2024 Annual Evaluations, followed by all the listed documents; 2023 Annual Evaluations, followed by all the listed documents; etc.:
 - Continuation Letter 4th Year Continuation and P&T candidates ONLY
 - Narrative of Annual Evaluation of Faculty (Chair Narrative Report)
 - Summary of Evaluation Page
 - Score sheets for the four areas of review
 - Proposed Activities Page
 - Label the file before uploading, using the following format –
 Review Period Annual Evaluations_First Initial Last Name [e.g. 2018-2023 Annual Evaluations_JDoe]

Summaries

- Upload the four comprehensive summaries as directed in Watermark a SINGLE PDF per Summary
- Categorize and add content, using bullets/outline, divided by year, starting from most recent to point of hire or last promotion. See Sample Portfolio.
- Label the file before uploading, using the following format –
 Review Period Summary Type_First Initial Last Name [e.g. 2018-2023 Comprehensive Summary of Teaching Acccomplishments_JDoe]

• The summary of *Research, Scholarly or Creative Activities* MUST include the Promotion and Tenure Standards for your department.

Faculty Narratives

- Upload the four comprehensive faculty narratives as directed in Watermark a SINGLE PDF per Narrative. For example:
 - Teaching Performance section of Annual Reports faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - Research and Scholarly Activities section of Annual Reports faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - Professional Growth section of Annual Reports faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - Non-Teaching Activities Supportive of University Programs section of Annual Reports faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
- Label each file before uploading, using the following format –
 Review Period Annual Report Section Type_First Initial Last Name [e.g. 2018-2023 Teaching Performance Sections_IDoe]

Appendices

- DO NOT upload artifacts as requested in Watermark. Instead combine artifacts for each of the four areas and upload them into a box of your choice.
- Teaching Appendix/Artifacts includes:
 - Teaching Report automatically generated by Watermark.
 - Only include artifacts of accomplishments listed in Teaching sections of Annual Reports within period of review.
 - Combine ALL teaching artifacts into a SINGLE PDF per year, grouping and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Teaching sections.
 - Label file before uploading, using the following format:
 Review Period Artifact Area_First Initial Last Name [e.g. 2018-2023 Teaching Artifacts_JDoe]
- Research, Scholarly or Creative Activities Artifacts includes:
 - Only include artifacts of accomplishments listed in Research, Scholarly or Creative Activities sections of Annual Reports within period of review.
 - Combine ALL Research, Scholarly or Creative Activities artifacts into a SINGLE PDF per year, grouping and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Research, Scholarly or Creative Activities sections.
 - Label file before uploading, using the following format:

Review Period Evidence Area_First Initial Last Name [e.g. – 2018-2023 *Research, Scholarly or Creative Activities Artifacts_IDoe*]

Professional Growth and Activities Artifacts includes:

- Only include artifacts of accomplishments listed in Research, Scholarly or Creative Activities sections of Annual Reports within period of review.
- Combine ALL Professional Growth and Activities artifacts into a SINGLE PDF per year, grouping and labeling similar artifacts, instead of inputting individual files.
- Order artifacts as they appear in the Professional Growth and Activities sections.
- Label file before uploading, using the following format:
 Review Period Evidence Area_First Initial Last Name [e.g. 2018-2023 Professional Growth and Activities Artifacts _JDoe]

• Letters of Recommendation

 Number of Recommendation Letters not specified in Faculty Handbook but suggest a minimum of two.

PERIOD OF REVIEW Reference Chart

Tenure & Promo Portfolios	Point of Hire through date of portfolio submission
Promotion to Full Portfolios	Point of Associate Rank through date of portfolio submission
4 th Year Continuation Portfolios	Point of Hire through date of portfolio submission
Professor of Practice Promotion	Point of Hire through date of portfolio submission

Sample Portfolio

2018-2023 Annual Evaluations_JDoe

---CONTENT GROUPED AND DESIGNATED BY YEAR in ONE PDF---

2023 ANNUAL EVALUATION

CONTINUATION LETTERS FOR 2023

SUMMARY OF EVALUATION

NARRATIVE OF THE ANNUAL EVALUATION OF FACULTY

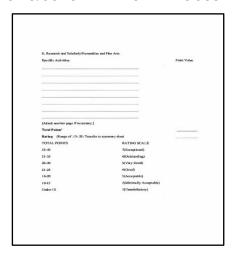
	Narrative of the Ann	iversity-Kingsville al Evaluation of Faculty through Fall	
Faculty Member		Department	
Tenured: □Yes	□No		
Date of Initial Appointme	nt at TAMU-K:		
Rank:			
Date of Present Rank:			
	NARRATI	VE REPORT	
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			Revised: February 2020
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TEACHING SCORE SHEETS

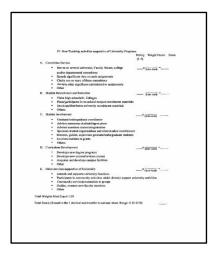
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RESEARCH & SCHOLARLY ACTIVITIES SCORE SHEET



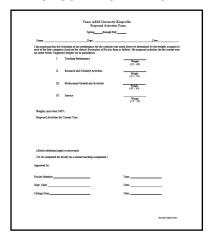
PROFESSIONAL GROWTH SCORE SHEET



SERVICE SCORE SHEET



PROPOSED ACTIVITIES



2022 ANNUAL EVALUATION

---INSERT CONTINUATION LETTER AND SCORE SHEETS FROM 2022---

---Continue with 2021, 2020, and 2019---

2018-2023 Comprehensive Summary of Teaching Accomplishments_JDoe

- --- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT-----DIVIDE BY YEAR STARTING FROM MOST RECENT TO POINT OF HIRE OR LAST PROMOTION---
- ---SEE APPENDIX B, page 2 OF FACULTY HANDBOOK FOR TEACHING PERFORMANCE DESRIPTION---
 - 1. [e.g. Student Achievement]
 - a. 2023
 - i. [e.g. Student X submitted xxx for xxxx competition]
 - b. 2022
 - i. [e.g. Student X presented xxx at XXX conference]
 - 2. [e.g. Preparation for Teaching]
 - a. 2023
 - i. [e.g. Enhancing Online Teaching through...training]
 - ii. [e.g. Center for Teaching Effectiveness Magna Monday...]
 - iii. [e.g. Course development....]
 - 3. [e.g. Supervision of Undergraduate/Graduate Research/Thesis]
 - a. 2023
 - i. [e.g. JDoe Thesis "xxxxxxxxxx"]

---OPTIONAL FORMAT---

- [e.g. Student Achievement]
 - o 2023
 - [e.g. Student X submitted xxx for xxxx competition]
 - [e.g. Student X presented xxx at XXX conference]
- [e.g. Preparation for Teaching]
 - 0 2023
 - [e.g. Enhancing Online Teaching through...training]
 - ETC.

---END OF SUMMARY OF TEACHING ACCOMPLISHMENTS SAMPLE---

2018-2023 Teaching Performance Sections_JDoe

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2023 Teaching Performance Section

----INSERT TEACHING SECTION FROM 2023 ANNUAL REPORT---

2022 Teaching Performance Section

----INSERT TEACHING SECTION FROM 2022 ANNUAL REPORT---

2021 Teaching Performance Section

----INSERT TEACHING SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2020, 2019, and 2018---

---END OF TEACHING PERFORMANCE SECTION OF ANNUAL REPORT SAMPLE---

2018-2023 Comprehensive Summary of Research and Scholarly Activities JDoe

--- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT-----DIVIDE BY YEAR STARTING FROM MOST RECENT TO POINT OF LAST PROMOTION OR PTR---

---SEE APPENDIX B, page 3 OF FACULTY HANDBOOK FOR RESEARCH & SCHOLARLY ACTIVITIES DESRIPTION---

This section MUST include the Promotion and Tenure Standards for your department

--- END OF SUMMARY OF RESEARCH & SCHOLARLY ACTIVITIES SAMPLE---

2018-2023 Research and Scholarly Activities Sections_JDoe

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2023 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2023 ANNUAL REPORT---

2022 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2022 ANNUAL REPORT---

2021 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2020, 2019, and 2018---

---END OF RESEARCH AND SCHOLARLY ACTIVITIES SECTION OF ANNUAL REPORT SAMPLE---

2018-2023 Comprehensive Summary of Professional Growth Activities_JDoe

--- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT-----DIVIDE BY YEAR STARTING FROM MOST RECENT TO POINT OF LAST PROMOTION OR PTR---

---SEE APPENDIX B, page 4 OF FACULTY HANDBOOK FOR PROFESIONAL GROWTH ACTIVITIES DESRIPTION---

---END OF SUMMARY OF PROFESSIONAL GROWTH ACTIVITIES SAMPLE---

2018-2023 Professional Growth Sections JDoe

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2023 Professional Growth Section

----INSERT PROFESSIONAL GROWTH SECTION FROM 2023 ANNUAL REPORT---

2022 Professional Growth Section

----INSERT PROFESSIONAL GROWTH SECTION FROM 2022 ANNUAL REPORT---

2021 Professional Growth Section

----INSERT PROFESSIONAL GROWTH SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2020, 2019, and 2018---

---END OF PROFESSIONAL GROWTH SECTION OF ANNUAL REPORT SAMPLE---

2018-2023 Comprehensive Summary Service to University_JDoe

--- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT-----DIVIDE BY YEAR STARTING FROM MOST RECENT TO POINT OF LAST PROMOTION OR PTR---

---SEE APPENDIX B, page 5 OF FACULTY HANDBOOK FOR UNIVERSITY SERVICE DESRIPTION---

---END OF SUMMARY OF SERVICE TO UNIVERSITY SAMPLE---

2018-2023 Service to University Sections JDoe

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2023 Service to University Section

----INSERT SERVICE TO UNIVERSITY SECTION FROM 2023 ANNUAL REPORT---

2022 Service to University Section

----INSERT SERVICE TO UNIVERSITY SECTION FROM 2022 ANNUAL REPORT---

2021 Service to University Section

----INSERT SERVICE TO UNIVERSITY SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2020, 2019, and 2018---

---END OF SERVICE TO UNIVERSITYSECTION OF ANNUAL REPORT SAMPLE---

2018-2023 Teaching Artifacts_JDoe

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN TEACHING SECTIONS---

---COMBINE **ALL** TEACHING ARTIFACTS INTO A **SINGLE** PDF PER YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE TEACHING SECTIONS---

---END OF TEACHING EVIDENCE SAMPLE---

2018-2023 Research and Scholarly Activities Artifacts _ JDoe

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN RESEARCH & SCHOLARLY SECTIONS---

---COMBINE **ALL** R&S ARTIFACTS INTO A *SINGLE* PDF PER YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE R&S SECTIONS---

---END OF RESEARCH AND SCHOLARLY EVIDENCE SAMPLE---

- --- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN PROFESSIONAL GROWTH SECTIONS---
- ---COMBINE **ALL** PROFESSIONAL GROWTH ARTIFACTS INTO A **SINGLE** PDF PER YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE PROFESSIONAL GROWTH SECTIONS---

---END OF PROFESSIONAL GROWTH AND ACTIVITIES EVIDENCE SAMPLE---

2018-2023 University Service Artifacts _JDoe

- --- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN UNIVERSITY SERVICE SECTIONS---
- ---COMBINE **ALL** UNIVERSITY SERVICE ARTIFACTS INTO A **SINGLE** PDF PER YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE SERVICE SECTIONS---

---END OF SERVICE EVIDENCE SAMPLE---