

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)**
 - 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 Accomplishments_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_JDoe]
- **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_JDoe*]

- **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
4th 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

TEXAS A&M UNIVERSITY-KINGSVILLE SUMMARY OF ANNUAL EVALUATION OF FACULTY			
SPRING _____ Through FALL _____			
Name _____	Dept. _____	Chair _____	
Specify personnel for each of the evaluation sections B, C, D, and E as to be dimensional at the college level, subject to approval by the Faculty Senate and President, and consistent with TAMU-K Tenured Faculty Development Review Policy, System Policy 12.06.			Rating (0-5) _____ Score (0-100%) _____
I. TEACHING PERFORMANCE (See Appendix B: Faculty Handbook)			
Faculty Member	Chair	Rank	
_____	_____	_____	
II. RESEARCH AND SCHOLARLY ACTIVITIES (See Appendix C: Faculty Handbook)			
Faculty Member	Chair	Rank	
_____	_____	_____	
III. PROFESSIONAL GROWTH AND ACTIVITIES (See Appendix D: Faculty Handbook)			
Faculty Member	Chair	Rank	
_____	_____	_____	
IV. SERVICE (See Appendix E: Faculty Handbook)			
Faculty Member	Chair	Rank	
_____	_____	_____	
Total of Weights and Scores (weights must total 100%) _____			
Signature of the Faculty member indicates that a discussion, between the Faculty member and the supervisor, regarding the Annual Evaluation has been conducted.			
Chairperson's Signature _____	Date _____		
Faculty Member's Signature _____	Date _____		
Dean's Signature _____	Date _____		

NARRATIVE OF THE ANNUAL EVALUATION OF FACULTY

Texas A&M University-Kingsville Narrative of the Annual Evaluation of Faculty	
Spring _____ through Fall _____	
Faculty Member _____	Department _____
Tenured: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Initial Appointment at TAMU-K: _____	
Rank: _____	
Date of Present Rank: _____ / _____	
NARRATIVE REPORT	
Signatures:	
Chair _____	Date _____
Faculty Member _____	Date _____
Dean _____	Date _____

TEACHING SCORE SHEETS

I. TEACHING PERFORMANCE	
The criteria for establishing the quality of Teaching Performance is outlined below and should be consistently applied by all academic colleges. (Library faculty will be evaluated in this section for "Professional Performance" according to the "Statement of Criteria for Appointment, Promotion, and Tenure for University Librarians" 1995).	
Student Rating of Instruction: Adjustments should be made in the following ratings based on known biases or other factors as explained in the "Guidelines for Interpretation and Use of Student Ratings of Instruction." Ratings from the student rating instrument should be rounded to one decimal place. This section of assessing teaching performance can account for a minimum of 25% and a maximum of 50% of the overall score for teaching performance, the proportion to be determined by the Faculty member and agreed upon by the department chair. Other evidence of teaching performance (next page) accounts for 50-75% of the overall score for teaching performance. The percentages must add up to 100%.	
Dimensions	
1. Value (questions 4, 12)	_____
2. Enthusiasm (question 13)	_____
3. Organization (questions 2, 7)	_____
4. Group interaction (questions 1, 11)	_____
5. Individual support (questions 1, 6, 10, 14)	_____
6. Breadth of coverage (question 15)	_____
7. Examinations/grading (questions 3, 5, 8)	_____
8. Assignments (questions 3, 9)	_____
9. Workload/difficulty (questions 14, 17)	_____
A rating of 3.0 or above (out of 5.0) for all nine dimensions would result in the maximum score agreed upon for this page being awarded. A rating of less than 3.0 on one or more dimensions would result in a reduction in the maximum score by 1/9 for each dimension rating less than 3.0 unless known biases or other explanations are judged to be responsible for the rating of less than 3.0.	
% (range of 25-50, see above, expressed as decimal) _____ X 7.0 = _____ maximum weighted score this page	
maximum weighted score this page X _____ X 1/9 or 0.111 = _____ score for student rating of instruction	
SCORE THIS PAGE _____	

OTHER EVIDENCE OF TEACHING PERFORMANCE	
(range of 50-75% of overall score for teaching performance consistent with percentage used for "Score for Student Rating of Instruction")	
All faculty are expected to demonstrate appropriate professional demeanor in teaching situations. They are also expected to be punctual and dependable and to adhere to teaching philosophy consistent with the role and mission of the university. Included in this section is evidence of preparation for teaching (e.g., maintain currency in field, development of instructional materials [e.g., syllabi, outlines, handouts, etc.], incorporation of technology in classroom where appropriate).	
In addition, consistent with System Policy 12.06, other evidence of effective teaching includes efforts and activities that impact teaching effectiveness. Examples include: teaching portfolio, reflective self-reviews, workshops or other training conducted or provided for others including continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students (student comments on SJI or other informal sources of feedback including interviews, e.g., of graduate students), performance of students in subsequent courses, feedback from alumni and employers of graduates, direction of dissertations and theses, participation in workshops on effective teaching, in-service training, results from conduct of recognized assessments of teaching effectiveness, use of instructional consultant, use of on-campus technology centers and other programs to support integration of new technology into teaching, service as mentor for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., SACT, certification exams).	
% (range of 50-75, see above, expressed as decimal) _____ X 7.0 = _____ maximum weighted score this page	
maximum weighted score this page X _____ X _____ = _____ score for other evidence of teaching performance	
rating by department chair	
(% expressed as decimal)	
SCORE THIS PAGE _____	
Score for student rating of instruction (previous page) _____	
+	
Score for other evidence of teaching performance (this page) _____	
Overall Score for Teaching Performance _____	
(enter this score in "Summary of Annual Evaluation of Faculty" sheet)	

RESEARCH & SCHOLARLY ACTIVITIES SCORE SHEET

II. Research and Scholarly Activities and Other Activities

Specific Activities _____ Point Value _____

[Attach another page if necessary.] _____

Rating: (Range of 1-5; 5= Transfer to summary sheet) _____

TOTAL POINTS _____ **RATING SCALE** _____

33-40	7 (Exceptional)
31-33	6 (Outstanding)
26-30	5 (Very Good)
21-25	4 (Good)
16-20	3 (Acceptable)
10-15	2 (Minimally Acceptable)
Under 10	1 (Unsatisfactory)

PROFESSIONAL GROWTH SCORE SHEET

IV. Non-Teaching activities supportive of University Programs

Rating: (1-7) _____ Weight Factor _____ Score _____

A. Committee Service

- Serves on several university, Faculty Senate, college, and/or departmental committees
- Spends significant time on such assignments
- Chair or co-chair of these committees
- Accepts other significant administrative assignments
- Other _____

B. Student Recruitment and Retention

- Visits high schools/colleges
- Participates in on-campus campus recruitment materials
- Develops/updates their university recruitment materials
- Other _____

C. Student Involvement

- Chair/Chairperson/graduate coordinator
- Advises numerous student/graduate plans
- Advises numerous student/graduate plans
- Spends significant time on other student involvement
- Interns, guides, supervises graduate/graduate students
- Enriches students in grants
- Other _____

D. Curriculum Development

- Develops new degree programs
- Develops new courses/variant courses
- Acquires and develops unique facilities
- Other _____

E. Other services supportive of University

- Attends and supports university functions
- Participates in community activities which directly support university activities
- Continually services/consults to groups
- Guides, mentors new faculty members
- Other _____

Total Weights Must Equal 1.00 _____

Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.10-5.10) _____

SERVICE SCORE SHEET

III. Professional Growth and activities (continued)

Rating: (1-7) _____ Weight Factor _____ Score _____

A. Membership in Professional Organizations

- Membership in multiple professional organizations
- Officer or committee member, advisor of such organizations

B. Attendance/participation in professional meetings

- Attends and participates in meetings of professional societies
- Attends technical or other appropriate lectures or presentations

C. Consultations and lectures

- Consultations to industry, government, schools, public interest groups, etc.
- Provides professional services to others
- Significant lectures, presentations, training seminars for such groups

D. Honors

- Honors within field
- Honors outside field of expertise

E. Continuing Professional Education

- Certification or degree in related field
- Semester or more working with outside organization related to field
- Continued post-graduate (i.e. such as university or postgraduate) research degree
- Professional training in workshops, short courses, faculty development seminars, etc.
- Maintains currency in field

Total Weights Must Equal 1.00 _____

Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.05-6.45) _____

PROPOSED ACTIVITIES

Texas A&M University-Kingsville
Proposed Activities Form

Spring _____ through Fall _____

Name _____ Dept _____ Date _____

I am proposing that the evaluation of my performance for the calendar year ended should be determined by the weights assigned to each of the three categories listed on the annual Evaluation of Faculty Status on Sheet. My proposed activities for the calendar year are listed below. Suggested weights are in parentheses.

I. Teaching Performance _____
(17-25)

II. Research and Scholarly Activities _____
(17-25)

III. Professional Growth and Activities _____
(17-25)

IV. Service _____
(17-25)

Weights must total 100% _____

Proposed Activities for Current Year _____

(Attach additional pages as necessary)

(To be completed for faculty on a normal teaching assignment)

Approved by: _____

Faculty Member _____ Date _____

Dept. Chair _____ Date _____

College Dean _____ Date _____

Revised: March 2021

2022 ANNUAL EVALUATION

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

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

---END OF ANNUAL EVALUATION SECTION SAMPLE---

2018-2023 Comprehensive Summary of Teaching Accomplishments_JDoe

--- CATEGORIZE 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 DESCRIPTION---

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**]
 - 2023
 - [e.g. – Student X submitted xxx for xxxx competition]
 - [e.g. – Student X presented xxx at XXX conference]
- [e.g. **Preparation for Teaching**]
 - 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

--- CATEGORIZE 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 DESCRIPTION---

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

--- CATEGORIZE 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 PROFESSIONAL GROWTH ACTIVITIES DESCRIPTION---

---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

--- CATEGORIZE 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 DESCRIPTION---

---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---

2018-2023 Professional Growth and Activities Artifacts_JDoe

--- 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---
