

College of Arts and Sciences

Portfolio Watermark Submission Guide

Professor of Practice 3-Year Comprehensive Review

The following is intended to guide Professor of Practice Faculty applying for their 3-year comprehensive review 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. Content will be grouped and designated by year. For example – **2023 Annual Evaluations**, followed by all the listed documents and then **2022 Annual Evaluations**, followed by all the listed documents:
 - Review Year Continuation Letter - If Department does not have the letter on file – contact the Dean’s Office
 - Narrative of Annual Evaluation of Faculty (Chair Narrative Report)
 - Summary of Evaluation Page
 - Score sheets for the three areas of review
 - Proposed Activities Page – if applicable
 - Label the file before uploading, using the following format –
Review Period Annual Evaluations_First Initial Last Name [e.g. – *2022 & 2023 Annual Evaluations_JDoe*]
- **Summaries**
 - Upload the three comprehensive summaries as directed in Watermark (**Research and Scholarly activities is OPTIONAL**) – a SINGLE PDF per Summary
 - Categorize and add content, using bullets/outline, divided by year, starting from most recent to point of hire. See Sample Portfolio.
 - Label the file before uploading, using the following format –
Review Period Summary Type_First Initial Last Name [e.g. – *2022-Jan 2025 Comprehensive Summary of Teaching Accomplishments_JDoe*]

- **Faculty Narratives/Annual Evaluation Sections**
 - Upload the three comprehensive faculty narratives as directed in Watermark – a SINGLE PDF per Narrative. For example:
 - **Teaching Performance section** of Annual Reports completed during period of review - faculty narratives ONLY, combining all years in ONE PDF, noted by year, starting with most recent to point of hire. See Sample Portfolio.
 - **Research and Scholarly Activities section** of Annual Reports completed during period of review. (OPTIONAL – not required for Professors of Practice) If choosing to add data, follow the same format as the other sections. See Sample Portfolio.
 - **Professional Growth section** of Annual Reports completed during period of review - faculty narratives ONLY, combining all years 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 completed during period of review - faculty narratives ONLY, combining all years 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 Title_First Initial Last Name [e.g. – 2022 & 2023 Teaching Performance Sections_JDoe]
- **Appendices**
 - DO NOT upload individual artifacts as requested in Watermark. Instead, combine like artifacts from each of the evaluation area into a SINGLE pdf and upload in one box of choice under the specified four categories.
 - **Teaching Appendix/Artifacts** includes:
 - Artifacts of accomplishments listed in Teaching Summary.
 - Combine **ALL** teaching artifacts into a **SINGLE** PDF, noted by year, grouping and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Teaching summary.
 - Label file before uploading, using the following format:
Review Period Artifact Area_First Initial Last Name [e.g. – 2022-Jan 2025 Teaching Artifacts_JDoe]
 - **Research, Scholarly or Creative Activities Artifacts (OPTIONAL)** includes:
 - Same organization and formatting as above.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 2022-Jan 2025 Research, Scholarly or Creative Activities Artifacts_JDoe]

- **Professional Growth and Activities Artifacts** includes:
 - Same organization and formatting as above.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 2022-Jan 2025 Professional Growth and Activities Artifacts_JDoe]
- **Service Artifacts** includes:
 - Same organization and formatting as above.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 2022-Jan 2025 Service to University Artifacts_JDoe]
- **Letters of Recommendation**
 - May or may not be requested in portfolio template.
 - Faculty Handbook does not specify number. Suggest uploading, if requested for the portfolio, a minimum of two letters.

PERIOD OF REVIEW Reference Chart

Professor of Practice Promotion	Point of Hire through date of portfolio submission
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Sample Portfolio

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

File Name: **2022-2023 Annual Evaluations_JDoe**

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 _____	
Specific purposes for each of the evaluation sections I, II, III, and IV are to be determined at the college level, subject to approval by the Faculty Senate and President, and consistent with TAMU-K Internal Faculty Development Review Policy, Internal Policy 12.06.			Rating (0-5)
			Weight (0-100%)
			Score
I. TEACHING PERFORMANCE (See Appendix III, Faculty Handbook)			
Does Not Meet Expectations Meets Expectations Exceeds Expectations			____
II. RESEARCH AND SCHOLARLY ACTIVITIES (See Appendix II, Faculty Handbook)			
Does Not Meet Expectations Meets Expectations Exceeds Expectations			____
III. PROFESSIONAL GROWTH AND ACTIVITIES (See Appendix I, Faculty Handbook)			
Does Not Meet Expectations Meets Expectations Exceeds Expectations			____
IV. SERVICE (See Appendix IV, Faculty Handbook)			
Does Not Meet Expectations Meets Expectations Exceeds Expectations			____
Total of Weights and Scores (weights must total 100%)			

Signatures 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 _____	
Revised February 2020			

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 _____
Revised February 2020	

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 report (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 16, 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 1.0 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 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 practical and dependable and to adhere to teaching philosophies 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 classrooms 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-review, workshops or other training conducted or provided for others enhancing continuing education courses taught, peer review, colleague review, trained observers, feedback from current students (student comments on SET or other informal sources of feedback including interviews, e.g., of graduating seniors), 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 services as means for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., EACET, 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 _____ = _____ 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 PROFESSIONAL GROWTH SCORE SHEET

III. Professional Growth and activities (continued)

Rating Weight Factor Score
(1-5)

- A. Membership in Professional Organizations
 - Membership in multiple professional organizations
 - Office in, committee member, advisor of such organizations
- B. Attendance/participation in professional meetings
 - Attends and participates in meetings of professional organizations
 - Attends technical or other appropriate
- C. Consultations and lectures
 - Consultations to industry
 - Provides lectures
 - Significant
- D. Honors
 - Honors
 - Honors
- E. Continuing Professional Development
 - Certification
 - Seminar or conference
 - Conference
 - Professional writing in workshops, shows, courses, faculty development seminars, etc.
 - Makes necessary to field

Total Weighted Score Equal 1.00
Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.05-6.43)

SERVICE SCORE SHEET

IV. Non-Teaching activities supportive of University Programs

Rating Weight Factor Score
(1-5)

- A. Consulting Services
 - Services to several university, Faculty Senate, college and/or departmental committees
 - Holds significant title on such assignments
 - Chairs one or more of these committees
 - Assesses other significant administrative assignments
 - Other
- B. Student Development and Retention
 - Visits high schools/colleges
 - Participates in on-campus career development materials
 - Develops/distributes university recruitment materials
 - Other
- C. Student involvement
 - Graduate/undergraduate coordinator
 - Advises numerous students/graduate
 - Advises numerous students/graduate
 - Supervises student organizations and other student involvement
 - Mentors, guides, supervises graduate/undergraduate students
 - Involves students in grant
 - Other
- D. Curriculum Development
 - Develops new degree programs
 - Identifies new courses/degrees
 - Analyzes and develops campus facilities
 - Other
- E. Other services supportive of University
 - Attends and supports university functions
 - Participates in community activities which directly support university activities
 - Coordinates involving organizations in grants
 - Guides, mentors new faculty members
 - Other

Total Weighted Score Equal 1.00
Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.15-5.55)

PROPOSED ACTIVITIES

Texas A&M University-Kingsville Proposed Activities Form

Name _____, Address _____, Phone _____

I am proposing that the evaluation of my performance for the calendar year ahead be determined by the weights assigned to each of the following items on the Annual Evaluation of Faculty Form as follows. My proposed activities for the coming year are listed below. Suggested weights are in parentheses.

- I. Teaching Performance _____
(40%-45%)
- II. Research and Scholarly Activities _____
(15%-20%)
- III. Professional Growth and Activities _____
(10%-15%)
- IV. Service _____
(10%-15%)

Weights must total 100%.

Proposed Activities for Calendar Year

(Attach additional pages as necessary)

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

Approved by:

Faculty Member _____ Date _____
Dept. Chair _____ Date _____
College Dean _____ Date _____

Revised: March 2003

2022 ANNUAL EVALUATION

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

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

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 2 OF [FACULTY HANDBOOK](#) FOR TEACHING PERFORMANCE DESCRIPTION---

1. [e.g. - **Student Achievement**]
 - a. 2024
 - i. [e.g. – Student X submitted xxx for xxxx competition]
 - b. 2023
 - i. [e.g. – Student X presented xxx at XXX conference]
 - ii. [e.g. – Student X presented xxx at XXX conference]
 - iii. [e.g. – Student X presented xxx at XXX conference]
 - c. 2022
 - i. [e.g. – Student X presented xxx at XXX conference]
 - ii.
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”]

File Name: **2022 & 2023 Teaching Performance Sections_JDoe**

---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---

---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---

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

File Name: **2022 & 2023 Research and Scholarly Activities Sections_JDoe**

OPTIONAL – add data only if previously included in Annual Evaluations

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

---SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 3 OF [FACULTY HANDBOOK](#) FOR RESEARCH & SCHOLARLY ACTIVITIES DESCRIPTION---

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

---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---

File Name: **2022-Jan 2025 Comprehensive Summary of Research and Scholarly Activities_JDoe**

2022 Research & Scholarly Activities Section

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

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

File Name: **2022 & 2023 Professional Growth Sections_JDoe**

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 4 OF [FACULTY HANDBOOK](#) FOR PROFESSIONAL GROWTH ACTIVITIES DESCRIPTION---

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

---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---

File Name: **2022-Jan 2025 Comprehensive Summary of Professional Growth Activities_JDoe**

2022 Professional Growth Section

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

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

File Name: **2022 & 2023 Service to University Sections_JDoe**

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 5 OF [FACULTY HANDBOOK](#) FOR UNIVERSITY SERVICE DESCRIPTION---

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

---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---
File Name: **2022-Jan 2025 Comprehensive Summary Service to University_JDoe**

2022 Service to University Section

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

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

File Name: **2022-Jan 2025 Research and Scholarly Activities Artifacts _JDoe**

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

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

File Name: **2022-Jan 2025 Professional Growth and Activities Artifacts _JDoe**

---END OF TEACHING EVIDENCE SAMPLE---

--- OPTIONAL – add artifacts only if materials were included in R&S Summary---

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

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

File Name: **2022-Jan 2025 Teaching Artifacts _JDoe**

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN PROFESSIONAL GROWTH SUMMARY---

---COMBINE **ALL** PROFESSIONAL GROWTH ARTIFACTS INTO A **SINGLE** PDF, NOTED BY YEAR, GROUPING AND
LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE PROFESSIONAL GROWTH SECTIONS---

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

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN UNIVERSITY SERVICE SUMMARY---

---COMBINE **ALL** UNIVERSITY SERVICE ARTIFACTS INTO A **SINGLE** PDF, NOTED BY YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE SERVICE SECTIONS---

---END OF SERVICE EVIDENCE SAMPLE---

File Name: **2022-Jan 2025 University Service Artifacts_JDoe**