College of Arts and Sciences
Portfolio Watermark Submission Guide
1st, 2nd, 3rd, 5th Year Continuation

The following is intended to help guide Tenure-Track Faculty applying for 1st, 2nd, 3rd, and 5th Year Continuation and Professor of Practice Faculty applying 1st and 2nd year reviews 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

- **Appointment Letter –** upload Appointment Letter

- **Summaries**
  - Upload the four summaries as directed in Watermark.
  - pdf, doc, docx, etc. file formats are accepted.
  - Refer to Appendix B, pp. 2-5 of the Faculty Handbook for content recommendations for each summary.
  - Group summary content as International, National, State, Region, Local, where applicable.
  - Label each summary before uploading, using the following format – **Review Period Summary Area_First Initial Last Name** [e.g. – *2024-2025 Summary of Teaching Accomplishments_JDoe*]
  - The *Summary of Research, Scholarly or Creative Activities* **MUST** include the Promotion and Tenure Standards for your program.

- **Appendices**
  - *Teaching Appendix*
    - Teaching Report – automatically generated by Watermark.
    - Only include evidence of accomplishments listed in Teaching Summary.
    - Combine **ALL** teaching artifacts into a *SINGLE* PDF, grouping and labeling similar artifacts, instead of inputting individual files in multiple boxes.
    - Order artifacts as they appear in the Teaching Summary.
    - Label file before uploading, as specified above.

- *Research, Scholarly or Creative Activities Appendix*
  - Only include evidence of accomplishments listed in Research, Scholarly or Creative Activities Summary.
  - Combine **ALL** Research, Scholarly or Creative Activities artifacts into a *SINGLE* pdf, grouping and labeling similar artifacts, instead of inputting individual files in multiple boxes.
  - Order artifacts as they appear in the Research, Scholarly or Creative Activities Summary.
  - Label file before uploading, as specified above.

- *Professional Growth and Activities Appendix*
  - Only include evidence of accomplishments listed in Professional Growth Activities Summary.
  - Combine **ALL** Professional Growth artifacts into a *SINGLE* pdf, grouping and labeling similar artifacts, instead of inputting individual files in multiple boxes.
  - Order artifacts as they appear in the Professional Growth Summary.
  - Label file before uploading, as specified above.

- *Service Appendix*
  - Only include evidence of accomplishments listed in Service Summary.
  - Combine **ALL** Service artifacts into a *SINGLE* pdf, grouping and labeling similar artifacts, instead of inputting individual files in multiple boxes.
  - Order artifacts as they appear in the Service Summary.
  - Label file before uploading, as specified above.

PERIOD OF REVIEW Reference Chart

1st Year Portfolio	Point of Hire through date of portfolio submission
2nd Year Portfolio	Point of 1st Year portfolio submission through date of 2nd Year portfolio submission
3rd Year Portfolio	Point of 2nd Year portfolio submission through date of 3rd Year portfolio submission
5th Year Portfolio	Point of 4th Year portfolio submission through date of 5th Year portfolio submission

Sample Portfolio Sections

The following pages provide an example of each section of the portfolio and detail reminders. Please note that the content will vary based on individual accomplishments.

2024-2025 Summary of Teaching Accomplishments_JDoe

Student Achievements**

    <u>International</u>
    Achievement #1

    <u>State</u>
    Achievement #1

    <u>Local</u>
    Achievement #1

Teaching Awards and Honors**

    <u>National</u>
    Teaching Honor #1

    <u>Regional</u>
    Teaching Honor #1

    <u>Local</u>
    Teaching Award #1

Unsolicited Letters Supporting Teaching Effectiveness**

    <u>Local</u>
    Letter Description

Etc…

** These are examples; content will vary based on individual accomplishments

---END OF TEACHING SUMMARY SAMPLE---

Reminders and Content Suggestions
- Assign content headers
- Group content as International, National, State, Region, Local, where applicable
- Label the file before uploading, using the following format:
  Review Period Summary Area_First Initial Last Name
  e.g. – *2024-2025 Summary of Teaching Accomplishments_JDoe*
- Faculty Handbook, Appendix B, p. 2 – Content suggestions

I.   TEACHING PERFORMANCE

Present in summary form evidence of your teaching performance. Include supporting data in an appendix. Use such evidence as student rating of instruction, preparation for teaching (e.g., maintain currency in field, development of instructional materials, incorporation of technology in classroom where appropriate); development of new courses or curriculum (not accounted for under scholarly activities); consistent with System Policy 12.06, other evidence of effective teaching including efforts and activities that impact teaching performance (e.g., teaching portfolio, reflective self-review, workshops or other training conducted or provided for others excluding continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students [student comments on SRI 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 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., ExCET, certification exams]).

---INSERT PROMOTION AND TENURE STANDARD/EXPECTATIONS---

Presentations**
    <u>International</u>
    Presentation #1
    Presentation #2

    <u>State</u>
    Presentation #3

Creative and Artistic Endeavor**
    <u>National</u>
    Featured Artist
    Featured Chamber Ensemble #1
    Featured Chamber Ensemble #2
    Art Exhibit

Articles and Other Publications**
    <u>International</u>
    Article #1
    Article #2

    <u>National</u>
    Book Reviews

Consultations**
    <u>Local</u>
    Consultation #1
    Consultation #2

Etc…

** These are examples; content will vary based on individual accomplishments

---END OF RESEARCH, SCHOLARLY OR CREATIVE ACTIVITIES SUMMARY SAMPLE---

Reminders and Content Suggestions
- Assign content headers
- Group content as International, National, State, Region, Local, where applicable
- Label the file before uploading, using the following format:
  Review Period Summary Area_First Initial Last Name
  e.g. – *2024-2025 Summary of Research, Scholarly or Creative Activities_JDoe*
- Faculty Handbook, Appendix B, p. 3 – Content recommendation

II. RESEARCH AND SCHOLARLY ACTIVITIES

List articles, monographs, books, book reviews, presentations to professional and learned societies, creative and artistic endeavors, grantsmanship, contract research, consultation (which focuses on application of knowledge to consequential problems), technical assistance, policy analysis, program evaluation, participation in workshops and seminars resulting in an action plan for improving teaching skills, written evaluations of teaching materials, development of teaching/learning outcomes assessment tools, participation in curricular innovation, and conduct of interdisciplinary seminars. Submit a copy of each publication, review, contract, policy, program evaluation, action plan, evaluation of teaching materials, and outcomes assessment tools (if available). Any research in progress that is listed must have documentation to indicate the extent of the progress during this reporting period. The activities and documentation listed are illustrative, but not exhaustive.

NOTE: For a more detailed and complete discussion of research and scholarly activities, see Appendix II in the Faculty Handbook ("Definition of Research and Appropriate Scholarly Activity at TAMU-K").

Membership in professional organizations**

<u>International</u>

International Society of University Professors

Officer: Treasurer

<u>National</u>

Association of Assistant Professors in the Arts and Sciences (AAP)

Professional Service**

<u>State</u>

AAP Texas Poster Presentation of Research in Music Performance - **Facilitator**

Continuing Professional Education**

Post-doctoral research at the University of Texas

Etc…

** These are examples; content will vary based on individual accomplishments

---END OF PROFESSIONAL GROWTH AND ACTIVIES SUMMARY SAMPLE---

Reminders and Content Suggestions

- Assign content headers
- Group content as International, National, State, Region, Local, where applicable
- Label the file before uploading, using the following format:
  Review Period Summary Area_First Initial Last Name
  e.g. – *2024-2025 Summary of Professional Growth and Activities_JDoe*
- Faculty Handbook, Appendix B, p.4 – Content recommendation

III   PROFESSIONAL GROWTH AND ACTIVITIES

List information in the following order:

1. Membership in professional organizations, including offices held during the year;
2. Attendance at professional meetings (in an appendix attach dates of meetings, list of sessions attended, and other professional activities engaged in at meetings);
3. Professional consulting and lectures (not accounted for in scholarship of application or integration, include supporting data);
4. Professional service (moderator, facilitator, journal editor, reviewer [e.g., manuscripts, [grants], etc., include supporting data);
5. Professional honors received;
6. Continuing professional education (status of doctorate if not conferred; post-graduate or post-doctoral work at a university; training received in workshops and non-university courses).

Department and University Committee**
- Department of xxxx Curriculum Review Committee
- University Student Success Advisory Committee

Student Organization Advisor**
- TAMUK Horn Society
  - ❖ 12 meetings/semester
  - ❖ 20+ hours of work

Attendance at and Support of University Functions**
- Fall 2024 College of Arts and Science Commencement
- Fall 2024 Faculty and Staff Convocation
- Attendance of university hosted events
  - ❖ xxxx Town Hall
  - ❖ xxxx Faculty training

University Recruitment and Retention**
- Hoggie Days – department representative
- Welcome Week – department representative

Etc.

** These are examples; content will vary based on individual accomplishments

---END OF PROFESSIONAL SERVICE SUMMARY SAMPLE---

Reminders and Content Suggestions

- Assign content headers
- Group content as International, National, State, Region, Local, where applicable
- Label the file before uploading, using the following format:
  Review Period Summary Area_First Initial Last Name
  e.g. – *2024-2025 Service_JDoe*
- Faculty Handbook, Appendix B, p. 5 – Content recommendation

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IV. SERVICE

List information in the following order:

1. Significant committee and administrative assignments on campus (indicate number of meetings and hours of work during reporting period);
2. Sponsorship of student organizations (indicate number of meetings and hours of work during reporting period);
3. Recruitment and retention activities (including sponsorship of co-curricular and extra-curricular activities);
4. Student advisement;
5. Acquisition and development of facilities; program and curriculum development (not accounted under teaching performance or in scholarship of teaching);
6. Attendance at and support of general university functions;
7. Other service supportive of the university (i.e., community).

2024-2025 Teaching Appendix_JDoe

---ORGANIZE ALL ARTIFACTS IN A SINGLE PDF---

Student Achievements (Label Artifact Section with Content Header used in Summary)

  -Insert- International Artifact for Achievement #1

  -Insert- State Artifact for Achievement #1

  -Insert- Local Artifact for Achievement #1

Teaching Awards and Honors (Label Artifact Section with Content Header used in Summary)

  -Insert- National Artifact for Teaching Honor #1

  -Insert- Regional Artifact for Teaching Honor #1

  -Insert- Local Artifact for Teaching Award #1

Unsolicited Letters Supporting….(Label Artifact Section with Content Header used in Summary)

  -Insert- Local Artifact of Student Letter

---END OF TEACHING APPENDIX SAMPLE---

Format Reminders

- Assign the same content headers used in Teaching Summary
- Order artifacts as they appear in the Teaching Summary
- Label the file before uploading, using the following format:
  Review Period Appendix Area_First Initial Last Name
  e.g. – *2024-2025 Teaching Appendix_JDoe*

Tenure/Promotion Scheduled Teaching Report

- Automatically generated and not included in the single pdf of teaching artifacts

Suggestions - Appendix may also Include

- Workshop/seminar participation that impacts teaching skills
- Unsolicited letters from students that support teaching effectiveness
- Examples of other work related to teaching
- Documentation of student success, related to teaching effectiveness

2024-2025 Research, Scholarly or Creative Appendix_JDoe

---ORGANIZE ALL ARTIFACTS IN A SINGLE PDF---

Presentations (Label Artifact Section with Content Header used in Summary)
> *-Insert-* International Artifact for Presentation #1
> *-Insert-* International Artifact for Presentation #2
> *-Insert-* State Artifact for Presentation #3

Creative and Artistic Endeavor (Label Artifact Section with Content Header used in Summary)
> *-Insert-* National Artifact for Featured Artist
> *-Insert-* National Artifact for Featured Chamber Ensemble #1
> *-Insert-* National Artifact for Featured Chamber Ensemble #2
> *-Insert-* National Artifact for Art Exhibit

Articles and Other Publications (Label Artifact Section with Content Header used in Summary)
> *-Insert-* International Artifact for Article #1
> *-Insert-* International Artifact for Article #2
> *-Insert-* National Artifact for Book Reviews

Consultations (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Local Artifact for Consultation #1
> *-Insert-* Local Artifact for Consultation #2

---END OF RESEARCH, SCHOLARLY OR CREATIVE APPENDIX SAMPLE---

JRS Dec 2024

Format Reminders

- Assign the same content headers used in Research and Scholarly Summary
- Order artifacts as they appear in the Research and Scholarly Summary
- Label the file before uploading, using the following format:
  Review Period Appendix Area_First Initial Last Name
  e.g. – *2024-2025 Research, Scholarly or Creative Appendix_JDoe*

May also Include

- Refereed abstracts
- Nonrefereed abstracts
- Other publications – books, chapters, monographs, etc.
- Refereed presentations to learned societies, grouped by international, national, state, regional, local
- Unsolicited letters related to research, creative or scholarly activities
- Technical assistance
- Policy analysis
- Program evaluation
- Development of outcomes assessment tools
- Participation in curricular innovation
- Conducting interdisciplinary seminars

2024-2025 Professional Growth Appendix_JDoe

---ORGANIZE ALL ARTIFACTS IN A SINGLE PDF---

Membership in Professional Org… (Label Artifact Section with Content Header used in Summary)
-*Insert*- Artifact for International Society of University Professors
-*Insert*- Artifact for National Association of Assistant Professors in the Arts and Sciences

Professional Service (Label Artifact Section with Content Header used in Summary)
-*Insert*- Artifact for AAP Texas Poster Presentation of Research in Music Performance – Facilitator Service

Continuing Professional Education (Label Artifact Section with Content Header used in Summary)
-*Insert*- Artifacts for Post-doctoral research at the University of Texas

---END OF PROFESSIONAL GROWTH APPENDIX SAMPLE---

Format Reminders

- Assign the same content headers used in Professional Growth Summary
- Order artifacts as they appear in the Professional Growth Summary
- Label the file before uploading, using the following format:
  Review Period Appendix Area_First Initial Last Name
  e.g. – *2024-2025 Professional Growth Appendix_JDoe*

May also Include

- Unsolicited letters related to professional growth and/or activities
- Copies of programs of meetings where name appears (*Cover page and page where name appears are adequate)*
- Published articles about the candidate's professional contributions

2024-2025 Service Appendix_JDoe

Department and University Committee (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Appointment Artifact for Dept of xxxx Curriculum Review Committee
> *-Insert-* Appointment Artifact for University Student Success Advisory Committee

Student Organization Advisor (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Artifact for TAMUK Horn Society Advisor
> *-Insert-* Meetings agendas
> *-Insert-* Other relevant artifacts

Attendance/Support of University... (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Fall 2024 College of A&S Commencement program
> *-Insert-* Fall 2024 Faculty and Staff Convocation program
> *-Insert-* Relevant artifacts indicating attendance of university hosted events

University Recruitment & Retention (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Documentation indicating role in Hoggie Days (e.g. emails)
> *-Insert-* Documentation indicating role in Welcome Week (e.g. emails)

Format Reminders

- Assign the same content headers used in Professional Growth Summary
- Order artifacts as they appear in the Professional Growth Summary
- Label the file before uploading, using the following format:
  Review Period Appendix Area_First Initial Last Name
  e.g. – *2024-2025 Service Appendix_JDoe*

May also Include

- Committee appointment letters
- Unsolicited letters related to non-teaching activities supportive of university Programs