College of Arts and Sciences
Portfolio Watermark Submission Guide
Annual Report

The following is intended to help guide faculty in the annual evaluation process. All full-time faculty complete the annual evaluation, submitted 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

- **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 – **Reporting Period Summary Area_First Initial Last Name** [e.g. – *2024 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.

  o ***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.

  o ***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

Annual Evaluation	Calendar year from January 1 through December 31

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 Summary of Teaching Accomplishments_JDoe

Preparation for teaching**
May include:
- Currency in field.
- Instructional materials (syllabi, outlines, A-V aids, classroom police statements) developed.
- Organization and preparation of subject matter on a daily basis.

Classroom Presentations**
May include:
- Rapport with students.
- Effective communications of subject matter.
- Aappropriateness of subject matter.
- Presentation/organization of materials.

Evaluation of Student Achievements**
May include:
- Evaluation of student performance in a reasonable manner.

Responses to Individual student needs**
May include:
- Is readily and reasonably available for the student conferences and counseling, and maintains appropriate office hours.
- Is reasonably sensitive to individual student needs.
- Guides/mentors/supervises undergraduate and/or graduate students.

Professional Demeanor**
May include:
- Punctual and dependability.
- Focus on appropriate professional demeanor in teaching situations.
- Adherence to teaching philosophy consistent with role and scope of university.
- Exercises reasonable care of university facilities, equipment, and supplies.

Supervision of Graduate Research/Thesis**

Other**

** 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:
  Reporting Period Summary Area_First Initial Last Name
  e.g. – *2024 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---

Research and Scholarly Activities: Humanities and Fine Arts Example

Grants**
May include:
National
- Major external grant received: xxxx Grant ($10,00 and over).
University
- University organized Research fund grant.
State
- State level grant proposal submitted.

Publications**
May include:
National
- Book, reputable publisher: author; editor; submitted and accepted for review; substantial, documented progress.
- Monograph, reputable publisher.
- Article in refereed journal or refereed e-journal: published; accepted); submitted (Note: Departments may wish to specify degree of selectivity of journal in awarding points).
- Chapter in anthology or textbook, reputable publisher.
- Short story, poems, or composition in national magazine.
State
- Article in trade or popular journal.
- Book review.
- Note or report in scholarly magazine.
- Book-length translation, adaptation, or arrangement: published; performed.
Local
- Shorted translation, adaptation, or arrangement: local meeting.

Presentations of Paper**
May include:
International
- Presenter: international association meeting.
National
- Discussant or panelist: national meeting.

Exhibits/Performances**
Regional
- Exhibition in juried show: regional level.
State
- Concert, theater production, or reading: regional or state level.
Local
- Concert, theater production, or reading: local level.

Other**
- Research or scholarly endeavors not covered above .

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

---END OF RESEARCH, SCHOLARLY OR CREATIVE ACTIVITIES SUMMARY SAMPLE – Humanities and Fine Arts---

Research and Scholarly Activities: Science and Mathematics Example

Grants**
May include:

National
- Major external grant received: xxxx Grant ($1000 to $50,000 per investigator per year).
- Grant proposal(s) (peer reviewed) submitted for external funds ($1000 to $50,000 per investigator per year).

University
- Grant proposal funded, local (sponsored research).

State
- State level grant proposal submitted.

Scholarship of Application**
May include:
- Professional Consultation
- Technical assistance
- Policy analysis
- Program evaluation

Publications** Selectivity of journal, if information is available, in which an article is published. An article in an on-line publication or e-journal is evaluated as if it were a printed article.
May include:

International
- Book review in refereed journal.
- Refereed publication accepted with revision.
- Final externally-funded research report that is published and widely disseminated by the granting agency.
- Refereed research publications: journal articles, book chapters, single- author publications co-authored with students.
- Refereed research monograph or book.

National
- Refereed publication: journal articles, book chapters, single- author publications co-authored with student.s
- Publication of problems book, study guide, lab manual by reputable publisher.
- Refereed pedagogical or expository publications.
- Non-refereed publications, guidebook, etc., by professional society.
- Submission of research monograph or book (with acceptance for review process).
- Submission of articles for refereed publications (with acceptance for review process).
- Substantial, documented progress on book in field or research project.
- Publication of solutions to problems in professional journal.

Presentations of Paper**
May include:

International
- Presenter: international association professional society meeting.
- Presentation of an expository pedagogical paper at professional society meeting.

National
- Discussant or panelist: national meeting.
- Presentation of an expository pedagogical paper at professional society meeting.

Regional
- Organizer of section at nation, regional or state level association.

Local
- Organizer of local association meeting.

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

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---END OF RESEARCH, SCHOLARLY OR CREATIVE ACTIVITIES SUMMARY SAMPLE – Science and Mathematics---

Research and Scholarly Activities: Social Sciences

Research Grants and Contracted Research**

May include:

National

- Major external grant received: xxxx Grant ($10,00 and over).
- Minor external grant received: xxxx Grant ($10,00 and over).
- External Mini-Grant (under $1000).
- Grant Proposal submitted.

Local

- Internal System or University Grant.

Scholarship of Application** (Must be documented)

May include:

- Contract research/report
- Professional consultation
- Technical assistance
- Policy analysis
- Program evaluation

Professional Publication/Editorial Contribution**

May include:

International

- Article accepted, but requiring revisions in refereed print/e-journal (may also receive credit for final acceptance/publication.
- Article by a refereed print or e-journal.
- Conference proceedings-journal of professional association.

National

- Book (author-reputable publisher).
- Book (editor-reputable publisher).
- Book (submitted and accepted for review).
- Chapter/Reading in a book (reputable publisher).
- Book review (published).
- Non-refereed print or e-journal.
- Published research report or note (journal).

Paper Delivered at Mtg of Professional Assoc** (copy of paper submitted as documentation)

May include:

- International, National, State, etc. and specialized professional association – define levels.

Presentation/Critical Evaluation at Mtg or Professional Associations**

May include:

- Presentations (research reports, lectures, round-table presentations) without formal paper (documented by program)
- Critical evaluation of scholarly papers (documented by program and a copy of written evaluative comments provided to presenters).
- International, National, State, etc. and specialized professional association – define levels.

Scholarship of Teaching** (must be documented)

May include:

- Workshops that result in plans of action to improve teaching.
- Development of enhancement of teaching materials.
- Written evaluations of teaching materials.
- Development of teaching/learning outcomes assessments tools.
- Participation in curricular innovation.
- Conduct of interdisciplinary seminars.

Research in Progress**

May include:
- Documented progress on a research project.
- Article in draft form/submitted to a refereed journal.

Scholarship of Discovery** (Documented under other categories)

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

---END OF RESEARCH, SCHOLARLY OR CREATIVE ACTIVITIES SUMMARY SAMPLE – Social Sciences---

Reminders and Content Suggestions

TAMUK Faculty Handbook, Appendix XIII, "Scholarly and Creative End (is broadly defined to include the following four types on intellectual activity:
- Scholarship of Discovery: "basic" or "pure" research
- Scholarship of Application: "applied" or "practical" research
- Scholarship of Teaching: knowing one's field, knowing how students learn, understanding and using most effective teaching methods, developing new teaching materials and methods of instruction.
- Scholarship of Integration: interpreting, drawing together, and brining new insights into larger intellectual patters either within or between disciplines.
- Assign content headers
- Group content as International, National, State, Region, Local, where applicable
- Label the file before uploading, using the following format:
  Reporting Period Summary Area_First Initial Last Name
  e.g. – *2024 Summary of Research, Scholarly or Creative Activities_JDoe*
- Faculty Handbook, Appendix B, p. 3 – Content recommendation

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II. Research and Scholarly Activities

List specific documented activities, assign point values, total the point values, and assign a rating on the 7- point scale shown below that corresponds to the total number of points assigned. Half of all points excess of 40 m; banked and retained for assignment in future years. No more than twenty-five banked points may be used in a given year. Points not used may be carried forward for a maximum of two years after which they are dropped the running total. All points must be documented, but the chair need not forward all the documentation to the dean. The chair shall exercise discretion in determining which documentation should be forwarded. The chair, in consultation with the faculty member, may wish to offer documentation for claims whose validity may not be SI evident or to call attention to especially noteworthy accomplishments. If a faculty member specifically asks the particular documentation be forwarded to the next level, the requested documentation will be forwarded. Documentation not forwarded will be returned to the faculty member and retained by the faculty member until faculty member is notified that the annual evaluations process has been completed and is informed of the results. If asked for, documentation should be forwarded to any appropriate evaluator- typically the dean. Documentation that will be needed for continuation, tenue, promotion, or for other purposes should be retained by the faculty member.

Membership in professional organizations**

May include:
- Membership in multiple organization, specifying International, National, etc.
- Service as officer, committee member, advisor of those organizations.

Attendance/Participate at Professional Meetings**

May include:
- Attendance/participation in meetings of professional societies.
- Attendance/participation in technical lectures/presentations.

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Consultations and Lectures**

May include:
- Service as consultant to industry, government, schools, public interest group, etc.
- Professional service to professional societies.
- Delivery of significant lectures, presentations, training seminars to professional societies.

Honors**

May include:
- Honors within field.
- Honors outside field of expertise.

Continuing Professional Education**

May include:
- Certificate or degree in related field.
- Work with outside organization related to field.
- Continued post-grad/post doc work.
- Professional trainings.
- Currency in field.

** 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 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).

2024 Summary of Service Activities_JDoe

Committee Service**

May include:
- Committee service, specifying department, college, university levels.
- Defined time spent and committee chair service.
- Other significant administrative assignments.

Student Recruitment and Retention**

May include:
- Defined types of recruitment/retention activities – i.e. school visits, recruitment material distribution, etc.

Student Involvement**

May include:
- Service as undergrad/grad coordinator.
- Service as student organization advisor.
- Service as academic advisor.
- Service as mentor/guide/supervisor of undergrad/grad students.
- Involvement of students in grants.

Curriculum Development**

May include:
- Development of new degree programs.
- Development of new courses or revised existing courses.
- Acquirement/Development of campus facilities.

Other Service Supportive of University**

May include:
- University functions attended.
- Community activities directly supportive of university.
- Mentorship of new faculty.

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

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:
  Reporting Period Summary Area_First Initial Last Name
  e.g. – *2024 Service Activities_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).

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

Preparation for teaching (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

Classroom Presentations (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

Evaluation of Student Achievements (Label Artifact Section with Content Header used in Summary)
> *-Insert-* as above

---continue as above, using content header as appears in Summary

---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:
  Reporting Period Appendix Area_First Initial Last Name
  e.g. – *2024 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 Research, Scholarly or Creative Appendix_JDoe

Grants (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

Research (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

Presentation of Papers (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

---continue as above, using content header as appears in Summary

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

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:
  Reporting Period Appendix Area_First Initial Last Name
  e.g. – *2024 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 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 xxxx
> *-Insert-* Artifact for National Association of xxxx

Attendance/Participation in Prof Org… (Label Artifact Section with Content Header used in Summary)
> *-Insert-* Artifact for xxxx Post Presentation at the xxxx Conference

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

---continue as above, using content header as appears in Summary

---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:
  Reporting Period Appendix Area_First Initial Last Name
  e.g. – *2024 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 Service Appendix_JDoe

Committee Service (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 Recruitment and Retention (Label Artifact Section with Content Header used in Summary)
-Insert- Artifact of Recruitment Activities- Indicate Role
-Insert- Artifact of Retention Activities
-Insert- Other relevant artifacts

Student Involvement (Label Artifact Section with Content Header used in Summary)
-Insert- Fall 2024 Undergraduate Coordinator artifact and list of activities
-Insert- Fall 2024 Student involvement in grants
-Insert- Relevant artifacts of student involvement

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

---continue as above, using content header as appears in Summary

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:
  Reporting Period Appendix Area_First Initial Last Name
  e.g. – *2024 Service Appendix_JDoe*

May also Include

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