# College of Arts and Sciences Portfolio Watermark Submission Guide

#### Post Tenure Review

The following is intended to guide applicants for Post Tenure 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

#### Annual Evaluations

- Combine the following in a SINGLE PDF with each year designated, starting from most recent to point of last Promotion or Post-Tenure Review (PTR). Content will be grouped and designated by year. For example – 2023 Annual Evaluations, followed by all the listed documents; 2022 Annual Evaluations, followed by all the listed documents; etc.:
  - 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. 2019-2023 Annual Evaluations\_JDoe]

#### Summaries

- o 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 last Promotion or Post-Tenure Review. See Sample Portfolio for example.
- o Label the file before uploading, using the following format
  - Review Period Summary Type\_First Initial Last Name
  - [e.g. 2019-2023 Comprehensive Summary of Teaching Acccomplishments JDoe]
- The summary of *Research, Scholarly or Creative Activities* **MUST** include the Promotion and Tenure Standards for your department.

#### Evidence

- Teaching Evidence includes:
  - Teaching Report automatically generated by Watermark.
  - Only include evidence of accomplishments listed in Teaching Summary.
  - Combine ALL teaching artifacts into a SINGLE PDF organized by year, grouping and labeling 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 Evidence Area\_First Initial Last Name [e.g. 2019-2023 Teaching Evidence JDoe]

#### Research, Scholarly or Creative Activities Evidence includes:

- 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 organized by year, grouping and labeling artifacts, instead of inputting individual files.
- Order artifacts as they appear in the Research, Scholarly or Creative Activities Summary.
- Label file before uploading, using the following format:
   Review Period Evidence Area\_First Initial Last Name [e.g. 2019-2023 Research, Scholarly or Creative Activities Evidence\_JDoe]

#### Professional Growth and Activities Evidence includes:

- Only include evidence of accomplishments listed in Research, Scholarly or Creative Activities Summary.
- Combine ALL Professional Growth and Activities artifacts into a SINGLE PDF organized by year, grouping and labeling artifacts, instead of inputting individual files.
- Order artifacts as they appear in the Professional Growth and Activities Summary.
- Label file before uploading, using the following format:
   Review Period Evidence Area\_First Initial Last Name [e.g. 2019-2023 Professional Growth and Activities Evidence \_JDoe]

#### University Service Evidence includes:

- Only include evidence of accomplishments listed in the Service Summary.
- Combine ALL Service artifacts into a SINGLE PDF organized by year, grouping and labeling artifacts, instead of inputting individual files.
- Order artifacts as they appear in the Service Summary.
- Label file before uploading, using the following format:
   Review Period Evidence Area\_First Initial Last Name [e.g. 2019-2023 Service Evidence \_JDoe]

# PERIOD OF REVIEW Reference Chart

**Post-Tenure Review Portfolios** 

After 5 Annual Reviews from Point of Promotion or last PTR

# Sample Portfolio

# 2019-2023 Annual Evaluations\_JDoe

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

# **2023 ANNUAL EVALUATION**

#### **SUMMARY OF EVALUATION**

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#### NARRATIVE OF THE ANNUAL EVALUATION OF FACULTY

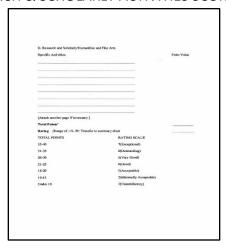
		Narrative of the An	University-Kingsville mual Evaluation of Faculty through Fall	
Faculty Member			Department	
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Date of Initial A	ppointment a	t TAMU-K:		
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		NARRA	TIVE REPORT	
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				Revised: February 2020

#### **TEACHING SCORE SHEETS**

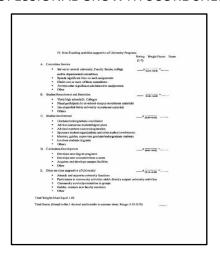
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OTHER EVIDENCE OF TEACHING PERFORMANCE	
(range of 50-75% of overall score for teaching performance consistent with percentage used for "Sco Rating of Instruction")	re for Student
All faculty are expected to demonstrate appropriate professional demonstor in teaching situations, expected to be punctual and dependent and to adhere to teaching philosophy consistent with the role of the university. Included in this section is evidence of preparation for teaching (e.g., maintain confered/opener of instructional materials [e.g., syllad, outlines, handours, etc.], incorporation of classroom where appropriate).	and mission of ency in field,
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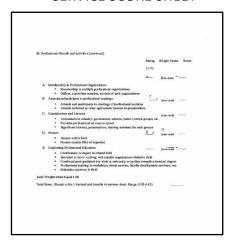
#### RESEARCH & SCHOLARLY ACTIVITIES SCORE SHEET



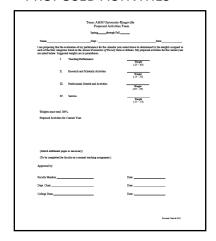
#### PROFESSIONAL GROWTH SCORE SHEET



#### **SERVICE SCORE SHEET**



#### **PROPOSED ACTIVITIES**



## **2022 ANNUAL EVALUATION**

---INSERT SCORE SHEETS FROM 2022---

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

### 2019-2023 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 LAST PROMOTION OR PTR---
- ---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]
  - c. 2021
    - i. [e.g. Student x completed Sr. Recital]
- 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]
  - o 2023
    - [e.g. Enhancing Online Teaching through...training]
    - ETC.

## 2019-2023 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---

# 2019-2023 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 <u>FACULTY HANDBOOK</u> FOR PROFESIONAL GROWTH ACTIVITIES DESRIPTION---

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

# 2019-2023 Comprehensive Summary of University Service\_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 UNIVERSITY SERVICE SAMPLE---

# 2019-2023 Teaching Evidence\_JDoe

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

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

--- END OF TEACHING EVIDENCE SAMPLE---

# 2019-2023 Research and Scholarly Activities Evidence JDoe

--- ONLY INCLUDE EVIDENCE OF ACCOMPLISHMENTS LISTED IN RESEARCH & SCHOLARLY SUMMARY---

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

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

# 2019-2023 Professional Growth and Activities Evidence JDoe

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

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

# 2019-2023 University Service Evidence\_JDoe

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

---END OF SERVICE EVIDENCE SAMPLE---