

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**
 - 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.
 - 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 Accomplishments_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

RESEARCH & SCHOLARLY ACTIVITIES SCORE SHEET

II. Research and Scholarly/Innovative and Fine Arts
Specific Activities

Point Value

[Attach another page if necessary.]

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

TOTAL POINTS _____

35-40 7 (Exceptional)

31-35 6 (Outstanding)

26-30 5 (Very Good)

21-25 4 (Good)

16-20 3 (Acceptable)

10-15 2 (Satisfactory/ Acceptable)

Under 10 1 (Unsatisfactory)

PROFESSIONAL GROWTH SCORE SHEET

IV. Non-Teaching activities supportive of University Programs

Rating Weight Factor Score
(1-7)

A. Committee Service _____
• Serves on several university, Faculty Senate, college
and/or departmental committees
• Spends significant time on such assignments
• Chairs one or more of these committees
• Assesses other significant administrative assignments
• Other

B. Student Recruitment and Retention _____
• Visits high schools/ Colleges
• Plans/participates in on-campus campus recruitment materials
• Develops/develops university recruitment materials
• Other

C. Student Involvement _____
• Undergraduate/graduate coordinator
• Advises numerous student/graduate plans
• Advises numerous student/graduate plans
• Sponsors student organizations and other student involvement
• Mentors, guides, supervises graduate/graduate students
• Involves students in grants
• Other

D. Curriculum Development _____
• Develops new degree programs
• Develops new coursework/units courses
• Acquires and develops campus facilities
• Other

E. Other activities supportive of University _____
• Assists and supports university functions
• Participates in community activities which directly support university activities
• Coordinates participation/commitment to groups
• Sponsors new faculty members
• Other

Total Weights Must Equal 1.00
Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.15-0.55)

SERVICE SCORE SHEET

III. Professional Growth and activities (continued)

Rating Weight Factor Score
(1-7)

A. Membership in Professional Organizations _____
• Membership in multiple professional organizations
• Officer, committee member, advisor of such organizations

B. Attendance/participation in professional meetings _____
• Attends and participates in meetings of professional societies
• Attends national or other appropriate lectures or presentations

C. Conventions and Lectures _____
• Conventions to industry, government, schools, public interest groups, etc.
• Provides professional services to clients
• 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 (or work in university or postgraduate research degree)
• Professional training in workshops, short courses, faculty development seminars, etc.
• Milestones necessary to field

Total Weights Must Equal 1.00
Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.15-0.45)

PROPOSED ACTIVITIES

Texas A&M University-Kingsville
Proposed Activities Form

Spring _____ through Fall _____

Date _____ Page _____ Date _____

I am preparing this for the evaluation of my performance for the calendar year ended above by the weights assigned to each of the five categories listed in the above Evaluation of Faculty Form in Section III. My proposed activities for the calendar year are listed below. Suggested weights are in parentheses.

I. Teaching/Performance _____
Weight (17-35)

II. Research and Scholarly Activities _____
Weight (17-35)

III. Professional Growth and Activities _____
Weight (17-35)

IV. Service _____
Weight (17-35)

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 2011

2022 ANNUAL EVALUATION

---INSERT SCORE SHEETS FROM 2022---

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

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

2019-2023 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 LAST PROMOTION OR PTR---

---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]
 - 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**]
 - 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---

2019-2023 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---

2019-2023 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---

2019-2023 Comprehensive Summary of University Service_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 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---
