

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 – **2025 Annual Evaluations**, followed by all the listed documents; **2024 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. – *2021-2025 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. – *2021-2025 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. – 2021-2025 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. – 2021-2025 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. – 2021-2025 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. – 2021-2025 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

2021-2025 Annual Evaluations_JDoe

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

2025 ANNUAL EVALUATION

SUMMARY OF EVALUATION

TEXAS A&M UNIVERSITY-KINGSVILLE
SUMMARY OF ANNUAL EVALUATION OF FACULTY

SPRING _____ Through FALL _____

Name: _____ Dept.: _____ Chair: _____

Specific parameters for each of the evaluation sections II, III, and IV are to be determined at the college level, subject to approval by the Faculty Senate and consistent with TAMU-K's Faculties Development Review Policy (System Policy 11.06)

	Rating (0-5)	Weight (0-25%)	Score
I. TEACHING PERFORMANCE (See Appendix III, Faculty Handbook)			
See the table below for the evaluation criteria for each of the following categories:			
II. RESEARCH AND SCHOLARLY ACTIVITIES (Knowledge in the field; history of research or application; knowledge in the field or experience (scholarly activities)) (See Appendix II, Faculty Handbook)			
III. PROFESSIONAL GROWTH AND ACTIVITIES (Membership in professional organizations; attendance at professional meetings; professional consulting and advisory; professional service to the community; professional education)			
IV. SERVICE (Committee assignments; administrative assignments; planning, supervision or development of facilities and equipment; grant and contract development; extension and support for general university functions; other service. Consensus with colleagues, impact)			
Total of Weight and Scores (weight must total 100%)			

Signature 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 2010

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: Yes No

Date of Initial Appointment at TAMU-K: _____

Rank: _____

Date of Present Rank: _____ / _____

NARRATIVE REPORT

Signature: _____

Chair: _____ Date: _____

Faculty Member: _____ Date: _____

Dean: _____ Date: _____

Revised February 2010

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. 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 "Conditions 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%.

Dimension

1. Value (questions 4, 12) _____
2. Enthusiasm (question 13) _____
3. Organization (questions 2, 7) _____
4. Group interaction (questions 1, 11) _____
5. Individual support (questions 1, 6, 10, 14) _____
6. Breadth of coverage (question 15) _____
7. Examinations/grading (questions 3, 5, 9) _____
8. Assignments (questions 3, 9) _____
9. Workload/difficulty (questions 14, 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 1/9 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 _____ X 1/9 or 0.111 = _____ score for student rating of instruction

dimensions in which score is 3.0 or greater

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 punctual and dependable and to adhere to teaching philosophy 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 classroom where appropriate).

In addition, consistent with System Policy 11.06, other evidence of effective teaching includes efforts and activities that impact teaching effectiveness. Examples include teaching portfolio, reflective self-review, workshop or other training conducted or provided for others including continuing education courses taught, peer reviews, colleague reviews, trained observers, feedback from current students (student comments on SSI or other national 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 context 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, service as mentor for other faculty, involvement in elective courses taught, student performance on standardized exams (e.g., EJCET, 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 _____ X _____ = _____ score for other evidence of teaching performance

(% 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

III. Research and Scholarly/Humanities 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	RATING SCALE
35-40	5 (Exceptional)
31-35	4 (Outstanding)
26-30	3 (Very Good)
21-25	2 (Good)
16-20	1 (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		
_____	_____	_____
<ul style="list-style-type: none"> Serve on several university, Faculty Senate, college and/or departmental committees Spends significant time on such assignments Chair one or more of these committees Assume other significant administrative assignments Other 		
B. Student Recruitment and Retention		
_____	_____	_____
<ul style="list-style-type: none"> Visits high schools/ Colleges Plans/participates in on-campus recruitment materials Develops/uses other university recruitment materials Other 		
C. Student Involvement		
_____	_____	_____
<ul style="list-style-type: none"> Understands/coordinates coordinator Administer summer student/employee jobs Administer summer student/employee Supports student organizations and other student involvement Monitors, guides, supervises graduate/graduate students Involves students in grants Other 		
D. Curriculum Development		
_____	_____	_____
<ul style="list-style-type: none"> Develops new degree programs Develops new courses/modules courses Accepts and develops course facilities Other 		
E. Other service supportive of University		
_____	_____	_____
<ul style="list-style-type: none"> Attends and supports university functions Participates in community activities which directly support university activities Consistently contributes to grants Recruits, retains new faculty members Other 		

Total Weights Must Equal 1.00

Total Score (Round to the 1 decimal and transfer to summary sheet. Range: 0.15-0.15) _____

SERVICE SCORE SHEET

III. Professional Growth and Activities (continued)

Rating	Weight Factor	Score
(1-7)		
A. Membership in Professional Organizations		
_____	_____	_____
<ul style="list-style-type: none"> Membership in multiple professional organizations Office, committee member, advisor of such organizations 		
B. Attendance/Participation in Professional Meetings		
_____	_____	_____
<ul style="list-style-type: none"> Attends and participates in meetings of professional societies Attends national or other appropriate lectures or presentations 		
C. Conferences and Lectures		
_____	_____	_____
<ul style="list-style-type: none"> Consults to industry, government, schools, public interest groups, etc. Provides professional services to clients Significant lectures, presentations, training seminars for such groups 		
D. Honors		
_____	_____	_____
<ul style="list-style-type: none"> Honors within field Honors outside field of expertise 		
E. Continuing Professional Education		
_____	_____	_____
<ul style="list-style-type: none"> Certification or degree in related field Presenter or instructor with outside organization related to field Continued post-graduate (do, work, or activity) or studies towards a terminal degree Professional training in workshops, short courses, faculty development seminars, etc. Maintains currency in field 		

Total Weights Must Equal 1.00

Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.05-0.45) _____

PROPOSED ACTIVITIES

Texas A&M University -Englewood

Proposed Activities Form

Spring _____ through Fall _____

Name _____ Dept _____ Date _____

I am proposing that the evaluation of my performance for the calendar year covered above be determined by the weights assigned to each of the categories listed on the attached Evaluation of Faculty Activities in Section III of proposed activities for the calendar year as stated below. Suggested weights are in parentheses.

I. Teaching/Performance	Weight (37-45)
II. Research and Scholarly Activities	Weight (17-25)
III. Professional Growth and Activities	Weight (17-25)
IV. Service	Weight (17-25)

Weights must total 100%.

Proposed Activities for Current Year:

(Attach additional pages as necessary)

(To be completed by the faculty on a separate teaching assignment)

Approved by:

Faculty Member _____ Date _____

Dept. Chair _____ Date _____

College Dean _____ Date _____

Revised: March 2011

2024 ANNUAL EVALUATION

---INSERT SCORE SHEETS FROM 2024---

---Continue with 2023, 2022, and 2021---

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

2021-2025 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. 2025
 - i. [e.g. – Student X submitted xxx for xxxx competition]
 - b. 2024
 - i. [e.g. – Student X presented xxx at XXX conference]
 - c. 2023
 - i. [e.g. – Student x completed Sr. Recital]
2. [e.g. **Preparation for Teaching**]
 - a. 2025
 - 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. 2024
 - i. [e.g. – JDoe – Thesis “xxxxxxxxxx”]

---OPTIONAL FORMAT---

- [e.g. - **Student Achievement**]
 - 2025
 - [e.g. – Student X submitted xxx for xxxx competition]
 - [e.g. – Student X presented xxx at XXX conference]
- [e.g. **Preparation for Teaching**]
 - 2025
 - [e.g. – Enhancing Online Teaching through...training]
 - ETC.

---END OF SUMMARY OF TEACHING ACCOMPLISHMENTS SAMPLE---

2021-2025 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---

2021-2025 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---

2021-2025 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---

2021-2025 Teaching Evidence_JDoe (optional)

--- 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---

2021-2025 Research and Scholarly Activities Evidence_JDoe (optional)

--- 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---

2021-2025 Professional Growth and Activities Evidence_JDoe (optional)

--- 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---

2021-2025 University Service Evidence_JDoe (optional)

--- 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---
