

College of Arts and Sciences

Portfolio Watermark Submission Guide

Professor of Practice 3-Year Comprehensive Review

The following is intended to guide Professor of Practice Faculty applying for their 3-year comprehensive 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
- **Copy of Appointment Letter (Hire Letter)**
 - If Department does not have the letter on file – contact the Dean’s Office
- **Annual Evaluations**
 - Combine the following in a SINGLE PDF with each year designated, starting from most recent to point of hire. Content will be grouped and designated by year. For example – **2025 Annual Evaluations**, followed by all the listed documents and then **2024 Annual Evaluations**, followed by all the listed documents:
 - Review Year Continuation Letter - If Department does not have the letter on file – contact the Dean’s Office
 - Narrative of Annual Evaluation of Faculty (Chair Narrative Report)
 - Summary of Evaluation Page
 - Score sheets for the three areas of review
 - Proposed Activities Page – if applicable
 - Label the file before uploading, using the following format –
Review Period Annual Evaluations_First Initial Last Name [e.g. – *2024 & 2025 Annual Evaluations_JDoe*]
- **Summaries**
 - Upload the three comprehensive summaries as directed in Watermark (**Research and Scholarly activities is OPTIONAL**) – a SINGLE PDF per Summary
 - Categorize and add content, using bullets/outline, divided by year, starting from most recent to point of hire. See Sample Portfolio.
 - Label the file before uploading, using the following format –
Review Period Summary Type_First Initial Last Name [e.g. – *2024-Jan 2027 Comprehensive Summary of Teaching Accomplishments_JDoe*]

- **Faculty Narratives/Annual Evaluation Sections**
 - Upload the three comprehensive faculty narratives as directed in Watermark – a SINGLE PDF per Narrative. For example:
 - **Teaching Performance section** of Annual Reports completed during period of review - faculty narratives ONLY, combining all years in ONE PDF, noted by year, starting with most recent to point of hire. See Sample Portfolio.
 - **Research and Scholarly Activities section** of Annual Reports completed during period of review. (OPTIONAL – not required for Professors of Practice) If choosing to add data, follow the same format as the other sections. See Sample Portfolio.
 - **Professional Growth section** of Annual Reports completed during period of review - faculty narratives ONLY, combining all years in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - **Non-Teaching Activities Supportive of University Programs section** of Annual Reports completed during period of review - faculty narratives ONLY, combining all years in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - Label each file before uploading, using the following format – **Review Period Annual Report Section Title_First Initial Last Name** [e.g. – 2024-Jan 2027 Teaching Performance Sections_JDoe]
- **Appendices**
 - **DO NOT upload individual artifacts as requested in Watermark. Instead, combine like artifacts from each of the evaluation area into a SINGLE pdf and upload in one box of choice under the specified four categories.**
 - **Teaching Appendix/Artifacts includes:**
 - Artifacts of accomplishments listed in Teaching Summary.
 - Combine **ALL** teaching artifacts into a **SINGLE** PDF, noted by year, grouping and labeling similar 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 Artifact Area_First Initial Last Name** [e.g. – 2024-Jan 2027 Teaching Artifacts_JDoe]
 - **Research, Scholarly or Creative Activities Artifacts (OPTIONAL) includes:**
 - Same organization and formatting as above.
 - Label file before uploading, using the following format: **Review Period Evidence Area_First Initial Last Name** [e.g. – 2024-Jan 2027 Research, Scholarly or Creative Activities Artifacts_JDoe]

- **Professional Growth and Activities Artifacts** includes:
 - Same organization and formatting as above.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 2024-Jan 2027 Professional Growth and Activities Artifacts_JDoe]

- **Service Artifacts** includes:
 - Same organization and formatting as above.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 2024-Jan 2027 Service to University Artifacts_JDoe]

- **Letters of Recommendation**
 - May or may not be requested in portfolio template.
 - Faculty Handbook does not specify number. Suggest uploading, if requested for the portfolio, a minimum of two letters.

PERIOD OF REVIEW Reference Chart

Professor of Practice Promotion	Point of Hire through date of portfolio submission
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Sample Portfolio

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

File Name: 2024-2025 Annual Evaluations_JDoe

2025 ANNUAL EVALUATION

CONTINUATION LETTERS FOR 2023

SUMMARY OF EVALUATION

TEXAS A&M UNIVERSITY-KINGSVILLE
SUMMARY OF ANNUAL EVALUATION OF FACULTY
SPRING _____ Through FALL _____

Name: _____ Dept: _____ Chair: _____

Specific positions 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 President, and consistent with TAMU-K's Tenured Faculty Development Review Policy, Tenure Policy (2016).

	Rating (0-5)	Weight (0-100%)	Score
I. TEACHING PERFORMANCE (See Appendix I, Faculty Handbook)			
Does Not Meet Expectations	Meet Expectations	Exceeds Expectations	
II. RESEARCH AND SCHOLARLY ACTIVITIES (See Appendix II, Faculty Handbook)			
Does Not Meet Expectations	Meet Expectations	Exceeds Expectations	
III. PROFESSIONAL GROWTH AND ACTIVITIES (See Appendix III, Faculty Handbook)			
Does Not Meet Expectations	Meet Expectations	Exceeds Expectations	
IV. SERVICE (See Appendix IV, Faculty Handbook)			
Does Not Meet Expectations	Meet Expectations	Exceeds Expectations	

Total of Weights and Scores (weights 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 2020

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 2020

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. (Library 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 "Guidelines 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 (questions 13) _____
3. Organization (questions 2, 7) _____
4. Group interaction (questions 1, 11) _____
5. Individual support (questions 1, 6, 10, 14) _____
6. Breadth of coverage (questions 15) _____
7. Examinations/grading (questions 3, 5, 8) _____
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 _____

RESEARCH & SCHOLARLY ACTIVITIES SCORE SHEET

11. Research and Scholarly/Humanities and Fine Arts Specific Activities Point Value

(Attach member "Total Points" _____)

N/A

TOTAL POINTS _____

Rating (Range of)	Rating Scale
33-40	3 (Excellent)
27-32	2 (Outstanding)
20-26	1 (Very Good)
13-19	0 (Good)
6-12	3 (Average)
0-5	2 (Satisfactorily Acceptable)
Under 10	1 (Unsatisfactory)

PROFESSIONAL GROWTH SCORE SHEET

IV. Non-Teaching activities supportive of University Programs Rating Weight Factor Score (17)

A. Committee Service _____ (1-4)

- Serves on several university, Faculty Senate, college and/or departmental committees
- Grants significant time on each assignment
- Chairs one or more of these committees
- Assumes other significant administrative assignments
- Other _____

B. Student Recruitment and Retention _____ (2-4)

- Visits high schools/colleges
- Plans programs to attract campus recruitment materials
- Develops/finishes university recruitment materials
- Other _____

C. Student Involvement _____ (2-4)

- Graduate undergraduate coordinator
- Advises numerous undergraduate students
- Advises numerous master's/graduate students
- Supervises student organizations and other student involvement
- Mentors, guides, supervises graduate/postgraduate students
- Grants internships to graduate _____
- Other _____

D. Curriculum Development _____ (2-4)

- Develops new degree programs
- Develops new coursework/courses
- Acquires and develops campus facilities
- Other _____

E. Office services supportive of University _____ (1-4)

- Attend and supports university functions
- Participates in community activities which directly support university activities
- Continually provides assistance to groups
- Chairs, monitors new faculty members
- Other _____

Total Weights Must Equal 1.00

Total Score (Round to the 1 decimal and transfer to summary sheet. Range: 0.0-5.55) _____

SERVICE SCORE SHEET

III. Professional Growth and activities (continued)

Rating (1-7)	Weight Factor	Score
2	(2x=.4)	_____
7	(7x=.4)	_____
0	(0x=.4)	_____
0	(0x=.4)	_____
0	(0x=.4)	_____

A. Membership in Professional Organizations

- Membership in multiple professional organizations
- Office or committee member, advisor of such organizations

B. Attendance/participation in professional meetings

- Attends and participates in meetings of professional societies
- Attends technical or other appropriate lectures or presentations

C. Conventions and Lectures

- Consults to industry, government, schools, public interest groups, etc.
- Provides professional services to above
- Significant lectures, presentations, invited seminars for such groups

D. Honors

- Honors within field
- Honors outside field of expertise

E. Continuing Professional Education

- Certificate or degree in related field
- Semester or more working with outside organization related to field
- Continued post-graduate study at university or graduate towards a terminal degree
- Professional training in workshops, seminars, 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: 0.0-6.45) _____

PROPOSED ACTIVITIES

Texas A&M University-Kingsville
Proposed Activities Form

Name _____
Department _____
Date _____

I am proposing the evaluation of my performance for the calendar year shown below by the weights assigned to each of the categories shown on the annual Evaluation of Faculty form as follows. My proposed activities for the current year are listed below. (Assigned weights are in parentheses.)

I. Teaching Performance	Weight (100%)
II. Research and Scholarly Activities	Weight (15-25)
III. Professional Growth and Activities	Weight (10-15)
IV. Service	Weight (10-15)

Weights must total 100%

Proposed Activities for Current Year

(Attach additional pages as necessary)
(To be completed for faculty on annual working assignment.)

Approved by:

Faculty Member _____ Date _____
Dept. Chair _____ Date _____
College Dean _____ Date _____

Revised March 2011

2024 ANNUAL EVALUATION

---INSERT CONTINUATION LETTER 2024 AND SCORE SHEETS FROM 2024 ANNUAL EVALUATION---

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

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---
--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 2 OF [FACULTY HANDBOOK](#) FOR TEACHING PERFORMANCE DESCRIPTION---

1. [e.g. - **Student Achievement**]
 - a. 2026
 - i. [e.g. – Student X submitted xxx for xxxx competition]
 - b. 2025
 - i. [e.g. – Student X presented xxx at XXX conference]
 - ii. [e.g. – Student X presented xxx at XXX conference]
 - iii. [e.g. – Student X presented xxx at XXX conference]
 - c. 2025
 - i. [e.g. – Student X presented xxx at XXX conference]
 - ii.
2. [e.g. **Preparation for Teaching**]
 - a. 2026
 - 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**]
 - 2026
 - [e.g. – Student X submitted xxx for xxxx competition]
 - [e.g. – Student X presented xxx at XXX conference]
- [e.g. **Preparation for Teaching**]
 - 2026
 - [e.g. – Enhancing Online Teaching through...training]
 - ETC.

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

File Name: **2024 & 2025 Teaching Performance Sections_JDoe**

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2025 Teaching Performance Section

----INSERT TEACHING SECTION FROM 2025 ANNUAL REPORT---

2024 Teaching Performance Section

----INSERT TEACHING SECTION FROM 2024 ANNUAL REPORT---

---END OF TEACHING PERFORMANCE SECTION OF ANNUAL REPORT SAMPLE---

File Name: **2024-Jan 2027 Comprehensive Summary of Research and Scholarly Activities_JDoe**

OPTIONAL – add data only if previously included in Annual Evaluations

--- CATEGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

---SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 3 OF [FACULTY HANDBOOK](#) FOR RESEARCH & SCHOLARLY ACTIVITIES DESCRIPTION---

---END OF SUMMARY OF RESEARCH & SCHOLARLY ACTIVITIES SAMPLE---

File Name: **2024 & 2025 Research and Scholarly Activities Sections_JDoe**

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2025 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2023 ANNUAL REPORT---

2024 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2022 ANNUAL REPORT---

---END OF RESEARCH AND SCHOLARLY ACTIVITIES SECTION OF ANNUAL REPORT SAMPLE---

File Name: **2024-Jan 2027 Comprehensive Summary of Professional Growth Activities_JDoe**

--- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 4 OF [FACULTY HANDBOOK](#) FOR PROFESIONAL GROWTH ACTIVITIES DESRIPTION---

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

File Name: **2024 & 2025 Professional Growth Sections_JDoe**

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2025 Professional Growth Section

----INSERT PROFESSIONAL GROWTH SECTION FROM 2023 ANNUAL REPORT---

2024 Professional Growth Section

----INSERT PROFESSIONAL GROWTH SECTION FROM 2022 ANNUAL REPORT---

---END OF PROFESSIONAL GROWTH SECTION OF ANNUAL REPORT SAMPLE---

File Name: **2024-Jan 2027 Comprehensive Summary Service to University_JDoe**

--- CATAGORIZE CONTENT USING BULLETS/NUMBERING FOR CONTENT---DO NOT USE PROSE FORMAT---

--- SINGLE PDF, NOTED BY YEAR, STARTING FROM MOST RECENT TO POINT OF HIRE---

---SEE APPENDIX B, page 5 OF [FACULTY HANDBOOK](#) FOR UNIVERSITY SERVICE DESRIPTION---

---END OF SUMMARY OF SERVICE TO UNIVERSITY SAMPLE---

File Name: **2024 & 2025 Service to University Sections_JDoe**

---COMBINE ALL YEARS UNDER REVIEW IN ONE PDF, NOTED BY YEAR, STARTING WITH MOST RECENT---

2025 Service to University Section

---INSERT SERVICE TO UNIVERSITY SECTION FROM 2023 ANNUAL REPORT---

2024 Service to University Section

---INSERT SERVICE TO UNIVERSITY SECTION FROM 2022 ANNUAL REPORT---

---END OF SERVICE TO UNIVERSITYSECTION OF ANNUAL REPORT SAMPLE---

File Name: **2024-Jan 2027 Teaching Artifacts_JDoe**

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

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

---END OF TEACHING EVIDENCE SAMPLE---

File Name: **2024-Jan 2027 Research and Scholarly Activities Artifacts _JDoe**

--- OPTIONAL – add artifacts only if materials were included in R&S Summary---

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

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

File Name: **2024-Jan 2027 Professional Growth and Activities Artifacts _JDoe**

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN PROFESSIONAL GROWTH SUMMARY---

---COMBINE **ALL** PROFESSIONAL GROWTH ARTIFACTS INTO A **SINGLE** PDF, NOTED BY YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE PROFESSIONAL GROWTH SECTIONS---

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

File Name: **2024-Jan 2027 University Service Artifacts _JDoe**

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN UNIVERSITY SERVICE SUMMARY---

---COMBINE **ALL** UNIVERSITY SERVICE ARTIFACTS INTO A **SINGLE** PDF, NOTED BY YEAR, GROUPING AND LABELING SIMILAR ARTIFACTS AS THEY APPEAR IN THE SERVICE SECTIONS---

---END OF SERVICE EVIDENCE SAMPLE---
