

College of Arts and Sciences

Portfolio Watermark Submission Guide

4th Year Continuation, Promotion, and Tenure

The following is intended to guide Tenure-Track Faculty applying for 4th Year Continuation, Promotion, and Tenure and Professor of Practice Faculty applying for Promotion 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 or last promotion (Full Prof candidates). 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.:
 - Continuation Letter – 4th Year Continuation and P&T candidates ONLY
 - 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. – *20XX-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 hire or last promotion. See Sample Portfolio.
 - Label the file before uploading, using the following format –
Review Period Summary Type_First Initial Last Name [e.g. – *20XX-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.
- **Faculty Narratives**
 - Upload the four comprehensive faculty narratives as directed in Watermark – a SINGLE PDF per Narrative. For example:
 - **Teaching Performance section** of Annual Reports - faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - **Research and Scholarly Activities section** of Annual Reports - faculty narratives ONLY, combining all years under review in ONE PDF, noted by year, starting with most recent to point of hire or last promotion. See Sample Portfolio.
 - **Professional Growth section** of Annual Reports - faculty narratives ONLY, combining all years under review 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 - faculty narratives ONLY, combining all years under review 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 Type_First Initial Last Name** [e.g. – 20XX-2025 Teaching Performance Sections_JDoe]
- **Appendices**
 - DO NOT upload artifacts as requested in Watermark. Instead combine artifacts for each of the four areas and upload them into a box of your choice.
 - **Teaching Appendix/Artifacts includes:**
 - Teaching Report – automatically generated by Watermark.
 - Only include artifacts of accomplishments listed in Teaching sections of Annual Reports within period of review.
 - Combine **ALL** teaching artifacts into a **SINGLE** PDF grouping by year and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Teaching sections.
 - Label file before uploading, using the following format: **Review Period Artifact Area_First Initial Last Name** [e.g. – 20XX-2025 Teaching Artifacts_JDoe]
 - **Research, Scholarly or Creative Activities Artifacts includes:**
 - Only include artifacts of accomplishments listed in Research, Scholarly or Creative Activities sections of Annual Reports within period of review.
 - Combine **ALL** Research, Scholarly or Creative Activities artifacts into a **SINGLE** PDF grouping by year and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Research, Scholarly or Creative Activities sections.
 - Label file before uploading, using the following format:

Review Period Evidence Area_First Initial Last Name [e.g. – 20XX-2025 *Research, Scholarly or Creative Activities Artifacts_JDoe*]

- **Professional Growth and Activities Artifacts** includes:
 - Only include artifacts of accomplishments listed in Research, Scholarly or Creative Activities sections of Annual Reports within period of review.
 - Combine **ALL** Professional Growth and Activities artifacts into a **SINGLE** PDF grouping by year and labeling similar artifacts, instead of inputting individual files.
 - Order artifacts as they appear in the Professional Growth and Activities sections.
 - Label file before uploading, using the following format:
Review Period Evidence Area_First Initial Last Name [e.g. – 20XX-2025 *Professional Growth and Activities Artifacts_JDoe*]
- **Letters of Recommendation**
 - Number of Recommendation Letters not specified in Faculty Handbook but suggest a minimum of two.

PERIOD OF REVIEW Reference Chart

Tenure & Promo Portfolios	Point of Hire through date of portfolio submission
Promotion to Full Portfolios	Point of Associate Rank through date of portfolio submission
4th Year Continuation Portfolios	Point of Hire through date of portfolio submission
Professor of Practice Promotion	Point of Hire through date of portfolio submission

Sample Portfolio

20XX-2025 Annual Evaluations_JDoe

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

2025 ANNUAL EVALUATION

CONTINUATION LETTERS FOR 2025

SUMMARY OF EVALUATION

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

SPRING _____ Through FALL _____

Name _____ Dept. _____ Chair _____

Specify parameters for each of the evaluation sections B, III, and IV as 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, System Policy 12.06.

	Range (0-5)	Weight (0/100%)	Score
I. TEACHING PERFORMANCE (See Appendix III Faculty Handbook)			
a. Instructional Effectiveness			
b. Student Learning			
c. Instructional Innovation			
II. PROFESSIONAL AND PUBLIC AFFAIRS Responsible in the leadership of faculty or application (research or teaching or application) (selectivity criteria) (See Appendix II Faculty Handbook)			
a. Professional Activities			
b. Public Affairs			
III. PROFESSIONAL GROWTH AND ACTIVITIES Member of the professional organization, attendance at professional meetings, professional consulting and other professional activities, continuing professional education			
a. Professional Growth			
b. Professional Activities			
IV. SERVICE Committee membership, institutional degree planning, expansion or development of facilities and equipment program and capital development of facilities and equipment program and general university facilities, other service. Consistent with university strategic plan (professional activities and degree)			
a. Service			
b. Institutional Growth			

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: _____ Date _____

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 (question 13) _____
3. Organization (questions 2, 7) _____
4. Group interaction (questions 1, 11) _____
5. Individual rapport (questions 1, 6, 10, 14) _____
6. Breadth of coverage (question 15) _____
7. Examinations/grading (questions 3, 5, 8) _____
8. Assignments (questions 3, 9) _____
9. Workload/difficulty (questions 16, 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

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 classrooms where appropriate).

In addition, consistent with System Policy 12.06, other evidence of effective teaching includes efforts and activities that impact teaching effectiveness. Examples include teaching portfolio, reflective self-reviews, workshops 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 informal sources of feedback including interviews, e.g., of graduating seniors), performance of students in subsequent courses, feedback from alumni and employers of graduates, detection of misconceptions and themes, 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 other programs to support integration of new technology into teaching services as means for other faculty, enrollment in elective courses taught, student performance on standardized exams (e.g., EACET, 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 _____ = _____ score for other evidence of teaching performance rating by department chair (% 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

II. Research and Scholarly Activities and Fine Arts

Specific Activities _____ **Point Value** _____

[Attach another page if necessary.]

Total Points: _____

Rating: (Range of 15-55) Transfer to summary sheet _____

TOTAL POINTS _____ **RATING SCALE** _____

33-40	7 (Excellent)
31-35	6 (Outstanding)
26-30	5 (Very Good)
21-25	4 (Good)
16-20	3 (Acceptable)
10-15	2 (Minimally Acceptable)
Under 10	1 (Unsatisfactory)

PROFESSIONAL GROWTH SCORE SHEET

IV. Non-Teaching activities supportive of University Program

	Rating (1-7)	Weight Factor	Score
A. Committee Service			
<ul style="list-style-type: none"> Serves on several university, Faculty Senate, college and/or organizational committees Spends significant time on such assignments Chair or co-chair of these committees Accepts other significant administrative assignments Other 	_____	(120-840)	_____
B. Student Recruitment and Retention			
<ul style="list-style-type: none"> Visits high schools/colleges Develops materials to be used on campus recruitment materials Develops materials for use on university recruitment materials Other 	_____	(20-140)	_____
C. Student Involvement			
<ul style="list-style-type: none"> Chairman/coordinator/mentor Advises numerous student/organizational groups Advises numerous student organizations Spreads student organizations and other student involvement Interns, guides, supervises graduate/graduate students Enriches students in general Other 	_____	(200-1400)	_____
D. Curriculum Development			
<ul style="list-style-type: none"> Identifies new degree programs Develops new courses/revises courses Acquires and develops sample syllabi Other 	_____	(200-1400)	_____
E. Other services supportive of University			
<ul style="list-style-type: none"> Attends and reports university functions Participates in community activities which directly support university activities Conducts service projects on campus Guides, mentors as on faculty members Other 	_____	(100-700)	_____

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
A. Membership in Professional Organizations			
<ul style="list-style-type: none"> Member in multiple professional organizations Office or committee member, advisor of such organizations 	_____	(20-140)	_____
B. Attendance/participation in professional meetings			
<ul style="list-style-type: none"> Attends and participates in meetings of professional societies Attends technical or other appropriate lectures or presentations 	7	(100-700)	_____
C. Consultations and Lectures			
<ul style="list-style-type: none"> Consultants to industry, government, schools, public interest groups, etc. Provides professional services to alumni Significant lectures, presentations, invited seminars for such groups 	_____	(20-140)	_____
D. Honors			
<ul style="list-style-type: none"> Honors within field Honors outside field of organization 	_____	(200-1400)	_____
E. Continuing Professional Education			
<ul style="list-style-type: none"> Certification or degree in related field Semester or more working with outside organization related to field Completed non-graduate class work at university or graduate towards terminal degree Professional training in workshops, short courses, faculty development seminars, etc. Attainable necessary to field 	_____	(100-700)	_____

Total Weights Must Equal 1.00

Total Score: (Round to the 1 decimal and transfer to summary sheet. Range: 0.00-6.43) _____

PROPOSED ACTIVITIES

Texas A&M University-Kingsville
Proposed Activities Form

Spring _____ through Fall _____

Name _____ Dept _____ Date _____

I am proposing that the evaluation of my performance for the calendar year used above be determined by the weights assigned to each of the categories listed on the Annual Portfolio of Faculty Items on below. My proposed activities for the calendar year are listed below. Suggested weights are in parentheses.

I Teaching Performance	Weight (17.75)
II Research and Scholarly Activities	Weight (17.75)
III Professional Growth and Activities	Weight (17.75)
IV Service	Weight (17.75)

Weights must total 100%.

Proposed Activities for Calendar 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

2024 ANNUAL EVALUATION

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

---Continue with 2023, 2022, and 2021 (years vary depending upon portfolio type)---

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

20XX-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 HIRE OR LAST PROMOTION---

---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]
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. 2023
 - 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---

20XX-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 2023 ANNUAL REPORT---

2024 Teaching Performance Section

---INSERT TEACHING SECTION FROM 2022 ANNUAL REPORT---

2023 Teaching Performance Section

---INSERT TEACHING SECTION FROM 2023 ANNUAL REPORT---

---Continue with 2022 and 2021 (years vary depending upon portfolio type)---

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

20XX-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---

20XX-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---

2023 Research & Scholarly Activities Section

----INSERT RESEARCH & SCHOLARLY SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2022 and 2021 (years vary depending upon portfolio type)---

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

20XX-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---

20XX-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---

2023 Professional Growth Section

---INSERT PROFESSIONAL GROWTH SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2022 and 2021 (years vary depending upon portfolio type)---

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

20XX-2025 Comprehensive Summary Service to University_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 SERVICE TO UNIVERSITY SAMPLE---

20XX-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---

2023 Service to University Section

---INSERT SERVICE TO UNIVERSITY SECTION FROM 2021 ANNUAL REPORT---

---Continue with 2022 and 2021(years vary depending upon portfolio type)---

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

20XX-2025 Teaching Artifacts_JDoe

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

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

---END OF TEACHING EVIDENCE SAMPLE---

20XX-2025 Research and Scholarly Activities Artifacts_JDoe

--- ONLY INCLUDE ARTIFACTS OF ACCOMPLISHMENTS LISTED IN RESEARCH & SCHOLARLY SECTIONS---

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

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

20XX-2025 Professional Growth and Activities Artifacts_JDoe

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

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

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

20XX-2025 University Service Artifacts_JDoe

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

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

---END OF SERVICE EVIDENCE SAMPLE---
