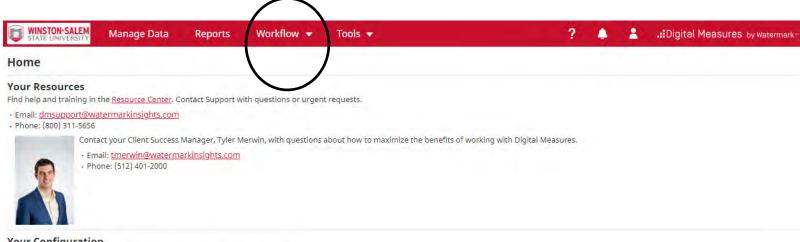# WINSTON-SALEM STATE UNIVERSITY
1892

Instructions for Faculty Post-tenure Review

When the Workflow process launches, you will receive an email notification from Watermark that you need to apply for Post-tenure Review. You can access the Workflow in two ways: Through the email which will prompt you to log into Faculty Success or by logging directly into Faculty Success through the WSSU webpage; Get More Info; and click on "Activity Insight" link.

1. Login to Faculty Success by following the link and clicking on the WSSU login page. Please remember, you will be promoted to login through the 2Factor authentication system powered by DUO.

   https://www.digitalmeasures.com/login/wssu/faculty/dashboard/showDashboard

2. Click on the Workflow tab in the top menu bar.

WINSTON-SALEM STATE UNIVERSITY | Manage Data | Reports | **Workflow ▼** | Tools ▼ | ? | 🔔 | 👤 | .:Digital Measures by Watermark

Home

Your Resources
Find help and training in the Resource Center. Contact Support with questions or urgent requests.
· Email: dmsupport@watermarkinsights.com
· Phone: (800) 311-5656

Contact your Client Success Manager, Tyler Merwin, with questions about how to maximize the benefits of working with Digital Measures.
· Email: tmerwin@watermarkinsights.com
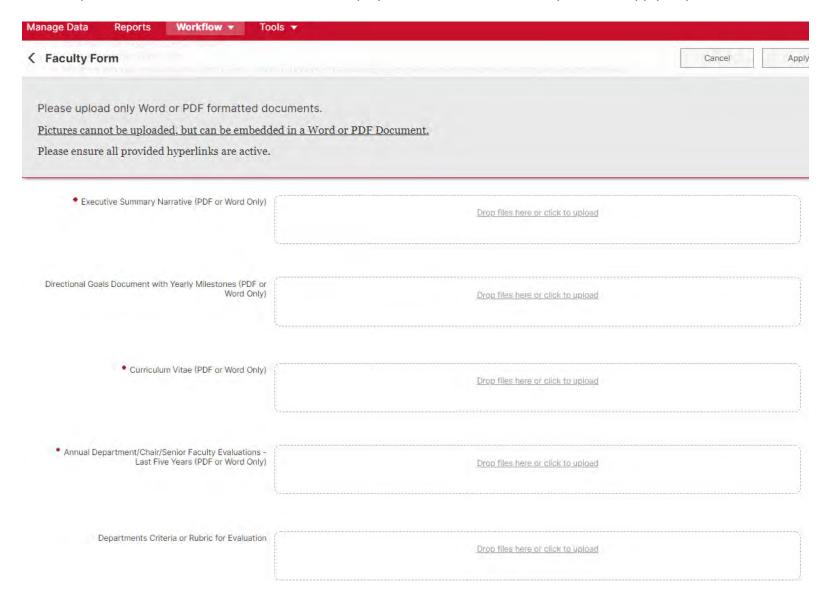· Phone: (512) 401-2000

Your Configuration
Download the configuration of your Activities Database - University instrument.

3. Access your Workflow (Tasks) inbox.

   In your Workflow inbox, you should see post-tenure review task listed. Click on the item.

4. Upload required Dossier Content
Upload relevant information in the fields displayed in the form. If an activity does not apply to you, leave it blank.

The red asterisks indicate mandatory items/fields within the form (where applicable). You willbe unable to submit the form until these items are completed.
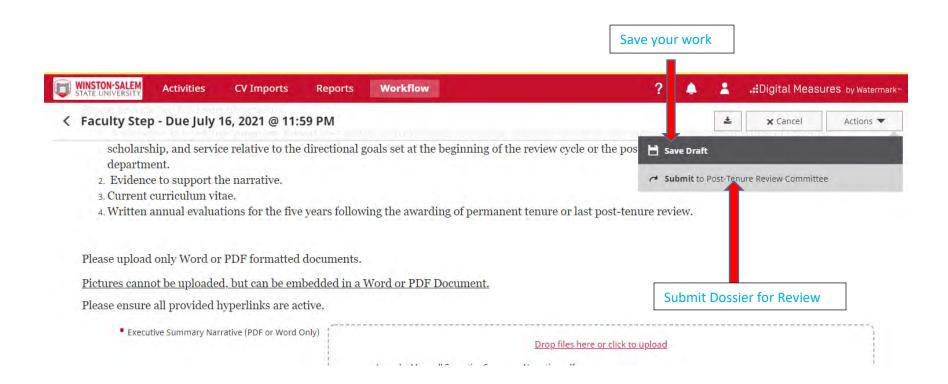
5. Review the PDFs of your Faculty Record Sheet and other forms.

   These are custom reports generated from Digital Measures and populated with data from the Manage Activities utility. If updates or edits are needed in your Faculty Record Sheet, navigate to Manage Activities and correct or revise the data under the appropriate topic (i.e., Intellectual Contributions, Presentations, etc.). Once updates are completed in your Activities screens, return to the Workflow Task where you **MUST REFRESH** your Faculty Annual Report PDF in order for it to display the new information. Note that changes can only be made to your Faculty Record Sheet Report.

6. Saving your work and/or Submitting your Dossier

   You can click the "Actions - Save Draft" button while editing to save your work and return to continue editing later. Note that this <u>does not</u> advance your portfolio to the nextstep.
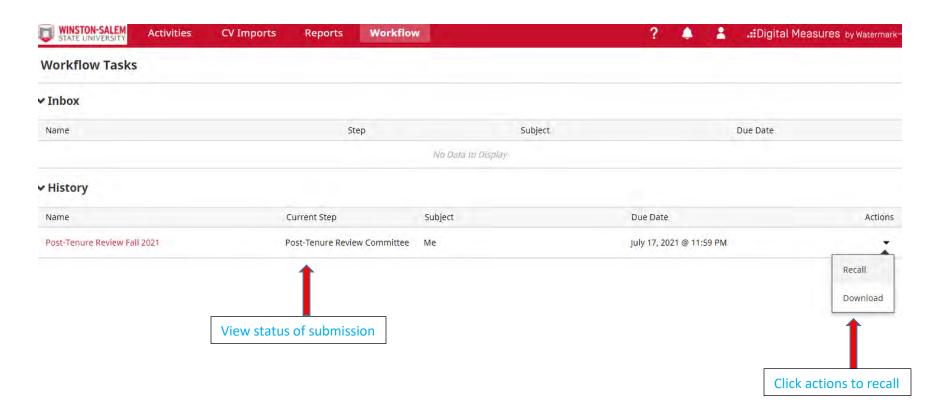
   To submit the documentation, click the Action button at the top right of the screen and on the drop-down menu click on Submit to Post-tenure Review Committee and Chair Review

Save your work

Submit Dossier for Review

Faculty Step - Due July 16, 2021 @ 11:59 PM

scholarship, and service relative to the directional goals set at the beginning of the review cycle or the pos department.

2. Evidence to support the narrative.
3. Current curriculum vitae.
4. Written annual evaluations for the five years following the awarding of permanent tenure or last post-tenure review.

Please upload only Word or PDF formatted documents.

Pictures cannot be uploaded, but can be embedded in a Word or PDF Document.

Please ensure all provided hyperlinks are active.

* Executive Summary Narrative (PDF or Word Only)

Drop files here or click to upload

After you click Submit, you will see a pop-up window asking you to confirm the action. Click "Yes" and your documents will move to the next step in the process (Post-tenure Review Committee /Department Chair).

Office of Faculty Affairs

7. Recall Dossier after submission

Faculty can recall their submission, view the status of the submission, review the content of the submission, and view recommendation letters by reviewers in subsequent steps. The contents of the submission can also be exported for archival purposes by clicking the "download" button. After the entire process is completed, your dossier information will be uploaded to Digital Measures for future reference.

Uploading Dossier Content (Tips)

- Avoid putting spaces in the filenames of files you upload to Digital Measures.

- Make sure all your hyperlinks work

- We recommend using Google Chrome or Mozilla Firefox as your default browser.

- Organizing your supporting documents will make it easier for your reviewers

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