



Instructions for Reviewers (Tenure, Promotion, Reappointment)

When the faculty has submitted their dossier or portfolio, you will receive an email notification from Digital Measures that you need to review. You can access the Workflow in two ways: Through the email which will prompt you to log into Digital Measures or by logging directly into Digital Measures through the WSSU webpage; Get More Info; and click on “Activity Insight” link.

1. Log in to Digital Measures 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 the faculty dossier or portfolio task listed. Click on the item.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
Post-Tenure Review Fall 2021	Faculty	Me	July 16, 2021 @ 11:59 PM

▼ **History**

Name	Current Step	Subject	Due Date	Actions
No Data to Display				

4. Review materials submitted

Both committee chairs and committee members can see the materials submitted by the faculty member

Committee member:

You will have a read-only view. However, you will be able to view any draft response comments from the committee chair or other members). Once you have read the submission and its contents, notify the committee chair that you have completed your review.

Committee chair:

Accessing the faculty submissions provides access to faculty materials. You will also see a list of committee members, along with an indication of which committee members have reviewed the submission.

5. Complete the evaluation and provide an overall rating

After consulting with the Senior Faculty Review Committee/University Tenure and Promotion committee members, the review chair must upload a recommendation letter on behalf of the Committee. If additional information is needed from the faculty member, the Committee Chair has the option to “send back” the document to gather the requested information.

You will be required to upload documents and evaluation report. This document will be accessible by the applicant after the review has been forwarded to the next level review. The committee chair can include the Committee members vote using the drop-down boxes. This letter should include the "yes", "no", and "abstention" votes for the application's submission.

Department Senior Faculty Review Forms (Committee Chair)

Cancel Apply

Committee Chair Committee Member

Department Level Review

"Eligible Faculty Members who apply for promotion and/or Permanent Tenure must meet additional specific criteria published by their departments and their college/schools. Each department and school/college will provide a copy of the criteria for promotion and Permanent Tenure to each departmental Faculty Member, Promotion and Tenure Committee (formerly Faculty Personnel Committee), and to the Office of the Provost at the beginning of each academic year. The criteria will address teaching, research/scholarly or creative activity, and service (department, university, community, profession) and other factors used in making promotion/Permanent Tenure decisions."

(From the WSSU Faculty Handbook Chapter 4, Section IV B.2)

Faculty applicants will be required to upload specific criteria for promotion and permanent tenure with their application. This action ensures all reviews are against the same standards.

After the departmental review, a letter must be uploaded by the designated committee chair or convener of the evaluation. This letter should include the "yes", "no", and "abstention" votes for the application's submission. This document will be accessible by the applicant after the review has been forwarded to the next level review. You may also include those votes in the form below (optional).

* Departmental Tenure and Promotion Criteria (Required)

Drop files here or click to upload

* Department's Recommendation Letter (Required)

Drop files here or click to upload

OPTIONAL: If your department wants to report faculty votes without printing and uploading the submitter application, votes can be recorded here along with the department letter.

Senior Faculty Votes-YES

Senior Faculty Votes-NO

Senior Faculty Votes-ABSTAIN

Department's Evaluation Rubric (Optional)

Drop files here or click to upload

*The red asterisks indicate mandatory items/fields within the form (where applicable).

University Tenure and Promotion Committee Screen

Manage Data Reports **Workflow** Tools

< University Tenure and Promotion Committee Forms (Committee Chair) Cancel Apply

* University Committee's Letter

Applicant's Application with T&P Votes (Option 1)

You may record your votes below if you do not want to print and upload the candidate application. (Option 2)

University T&P Committee Votes-YES

University T&P Committee Votes-NO

University T&P Committee Votes-Abstention

6. Saving your work and/or Submitting documents

Click the “Actions - Save Draft” button while editing to save your work and return to continue editing your document. Note that this does not advance the portfolio and recommendation letter to the next step.

To submit the documents, click the Action button at the top right of the screen and on the drop-down menu click on “Submit

to Faculty to Response to Senior Faculty Review”.

Committee Chair Screen for Submission

The screenshot shows the 'Department Senior Faculty Committee Step - Due August 14, 2021 @ 11:59 PM' interface. At the top, there is a navigation bar with 'Winston-Salem State University' logo, 'Manage Data', 'Reports', 'Workflow', and 'Tools' menus. A red box highlights the 'Save your work' button, with an arrow pointing to a 'Save Draft' dropdown menu. This menu contains three options: 'Publish My Response to Committee' (checked), 'Submit to Faculty Response to Senior Faculty Review', and 'Send Back to Previous Step'. A second red box highlights the 'Submit Dossier/Portfolio' button, with an arrow pointing to the 'Submit to Faculty Response to Senior Faculty Review' option. Below the navigation, there are sections for 'Annual Department/Chair/Senior Faculty Evaluations (PDF or Word Only)', 'Supplementary Documentation (PDF or Word Only)', and 'Committee Members and Responses'. The 'Committee Members and Responses' section is filtered by 'By Member' and shows 'Miller (chair)' with a comment box containing 'Recommend for promotion and tenure.' and 'Senneca' with an empty comment box. At the bottom, there is a section for 'This Committee's Response' with an empty comment box. The status '0/2 Reviewed' is shown on the right side of the committee members list.

Department Chair Screen

WINSTON-SALEM STATE UNIVERSITY

Manage Data Reports Workflow Tools

? [Notification Bell] [Profile Icon] Digital Measures by Watermark

< Department Chair Step - Due August 16, 2021 @ 11:59 PM

University, School, College Service (PDF or Word Only)

Professional Service (PDF or Word Only)

Save Draft

Submit to Faculty Response to Department Chair Review

Send Back to Previous Step

Submit Dossier to next step

Once submitted, the task will move out of your inbox and into your Workflow history.

7. Recall Dossier after submission

The Senior Faculty Review Committee chair and the University Tenure and Promotion chair can recall their submission, view the status of the submission, review the content of the submission, and view the fields completed 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.

Workflow Tasks

▼ **Inbox**

Name	Step	Subject	Due Date
<i>No Data to Display</i>			

▼ **History**

Name	Current Step	Subject	Due Date	Actions
Post-Tenure Review Fall 2021	Post-Tenure Review Committee	Me	July 17, 2021 @ 11:59 PM	Recall Download

View status of submission

Click actions to recall portfolio