Watermark: Faculty Success

AN F2.08 ANNUAL REVIEW SUBMISSIONS GUIDE

Watermark Faculty Success (WFS) is an online faculty activity reporting system that allows faculty

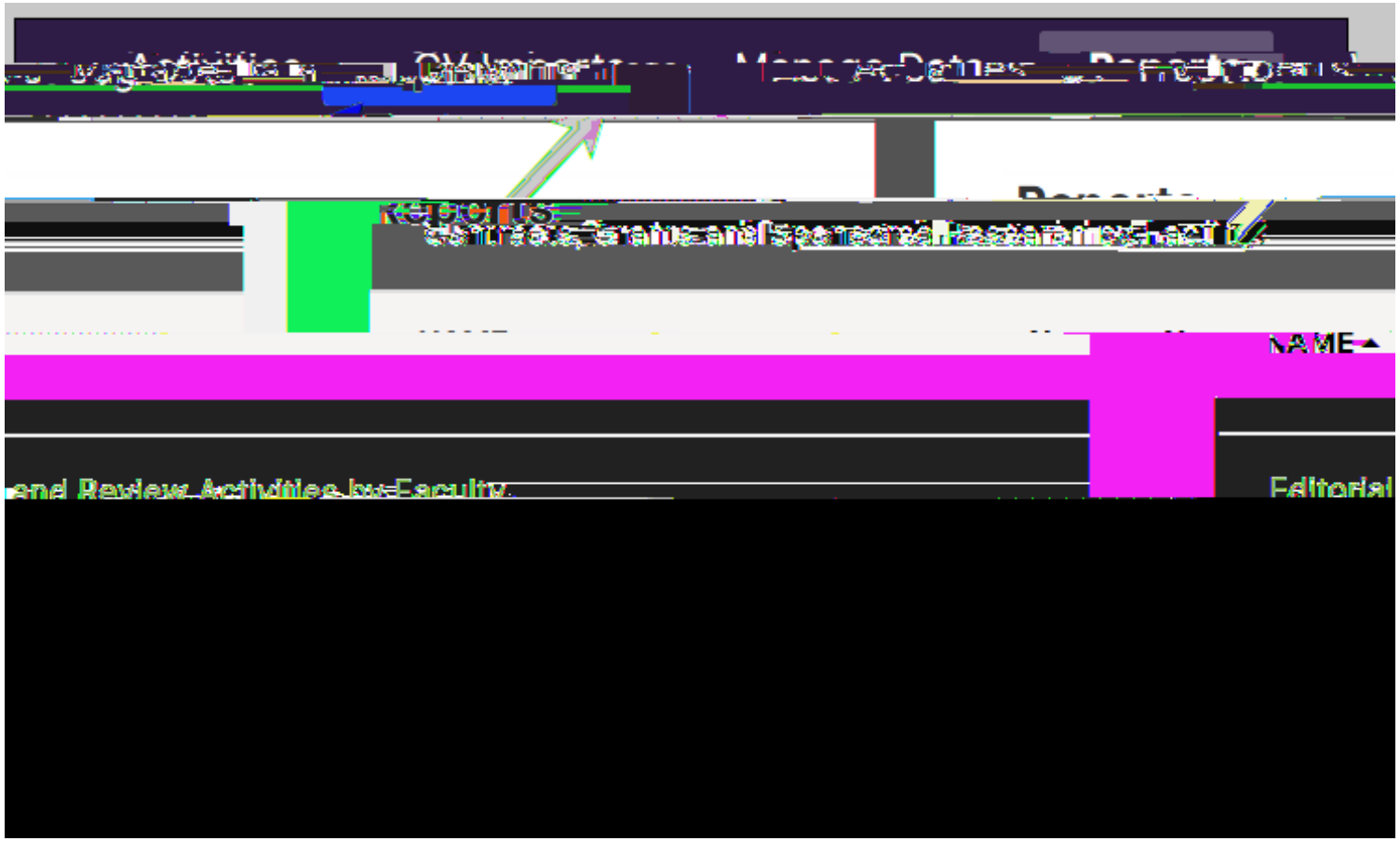
IMPORTANT

You can save your work as a draft while you are working on your submission

Only you can see your comments and other notes while it is a draft

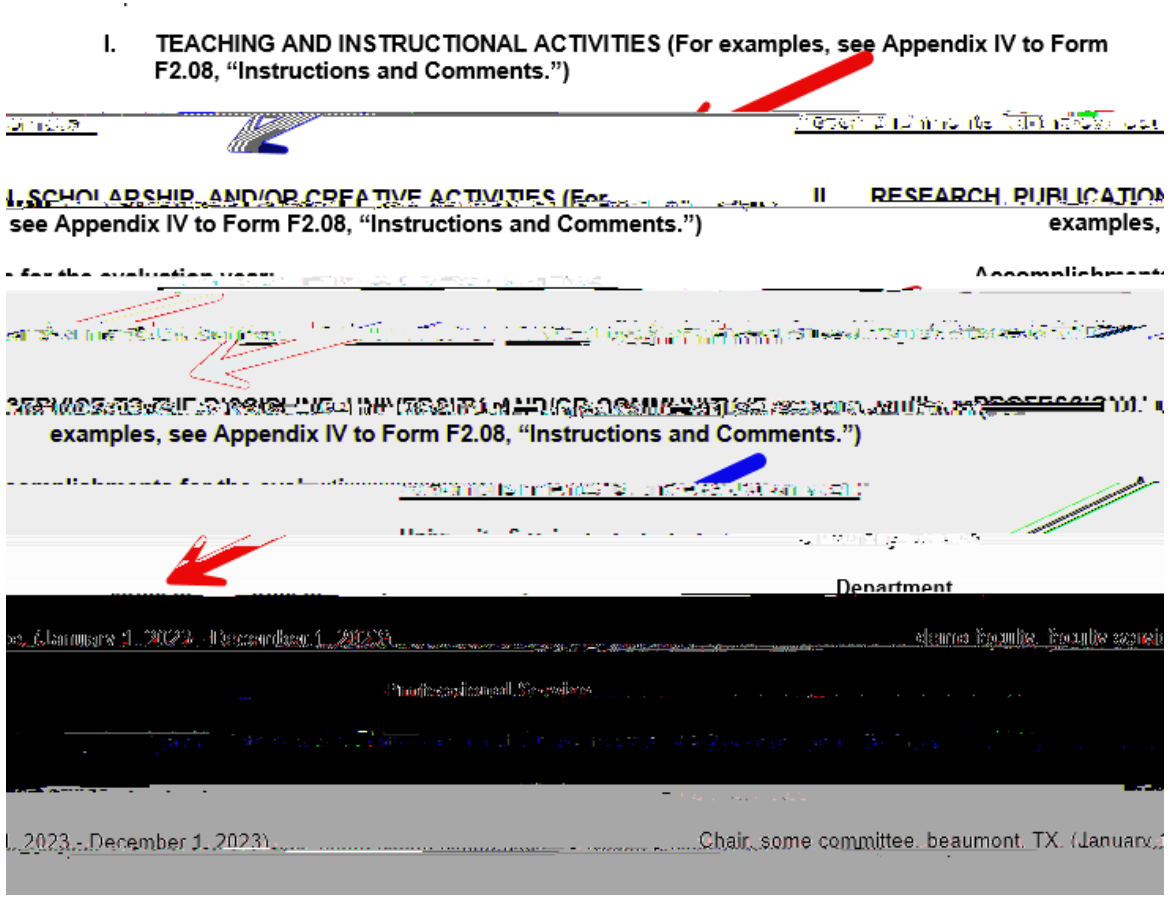
It is possible for a department chair to send it back to you if you forgot something on your submission.

Department Chairs can also save their work as a draft until ready to send to the faculty for review


NAME
Editorial

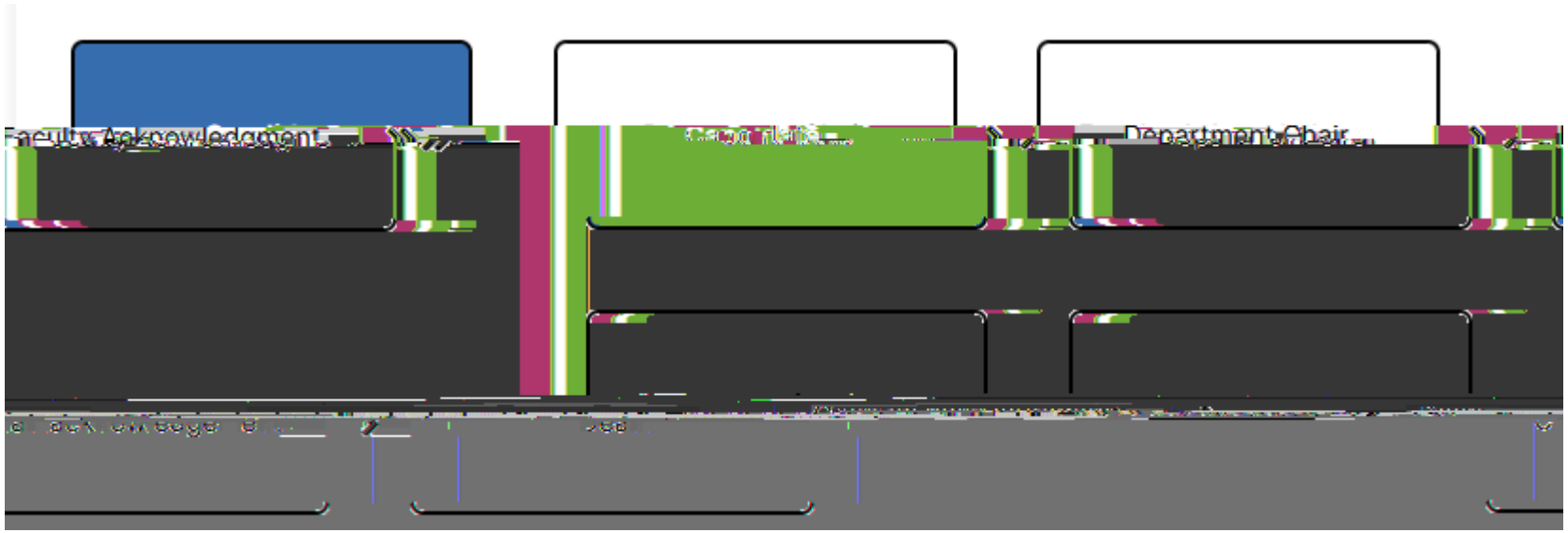
Enter a date range and click the Run Report button.

Review the report for any missing section items.

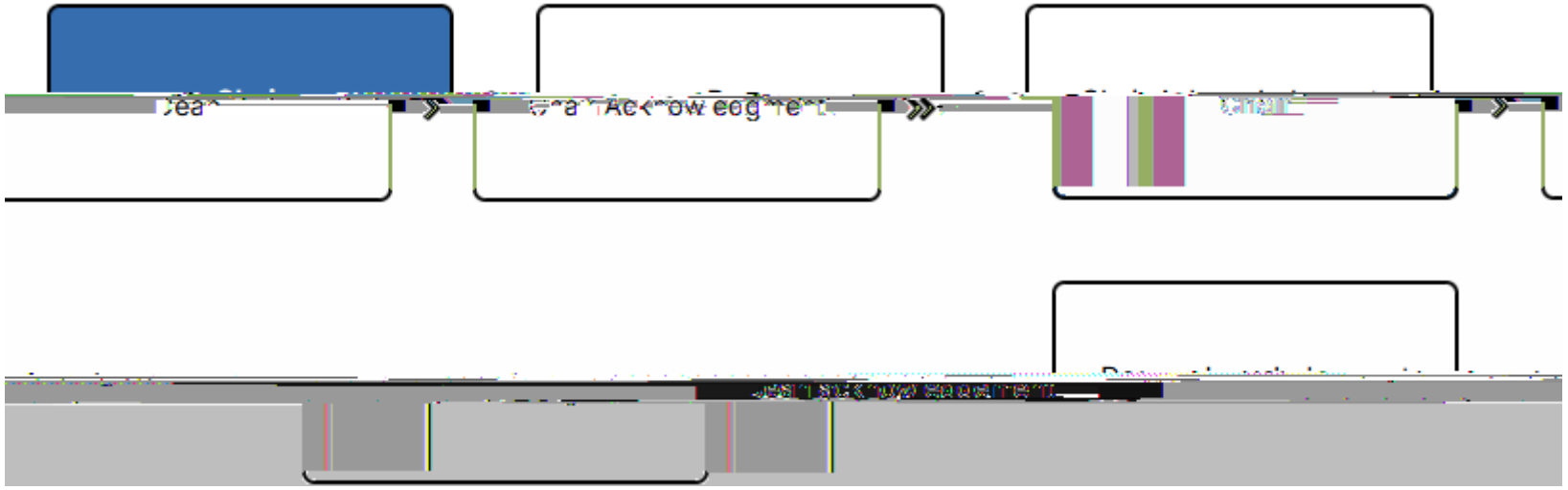


Go to the Activities tab to add any missing artifacts.

Faculty F2.08 Workflow



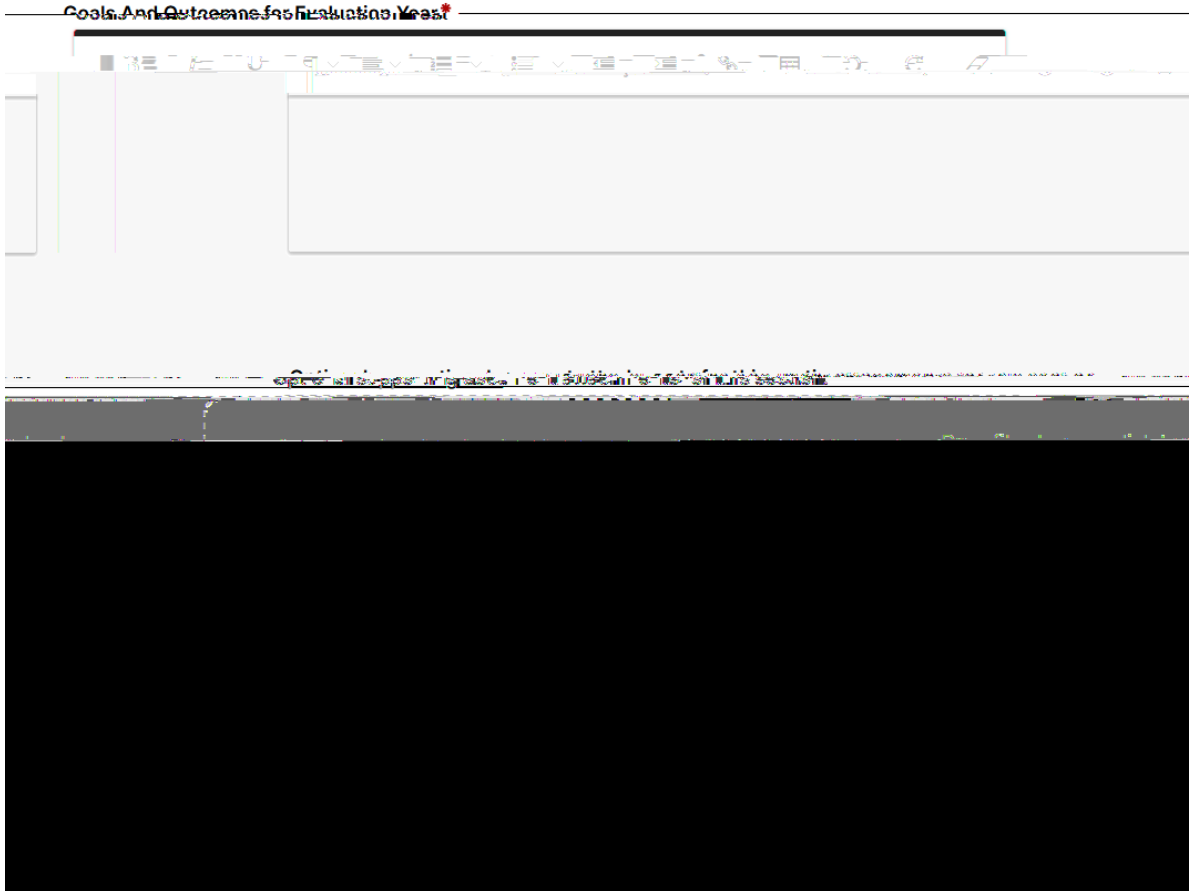
Chair F2.08c Workflow



You will receive an email when the F2.08 process begins. Click on the Submit Review Materials to begin the submission process.

If you make changes to your activities after have started, but not submitted, the review process, you can press the refresh icon to update your changes.

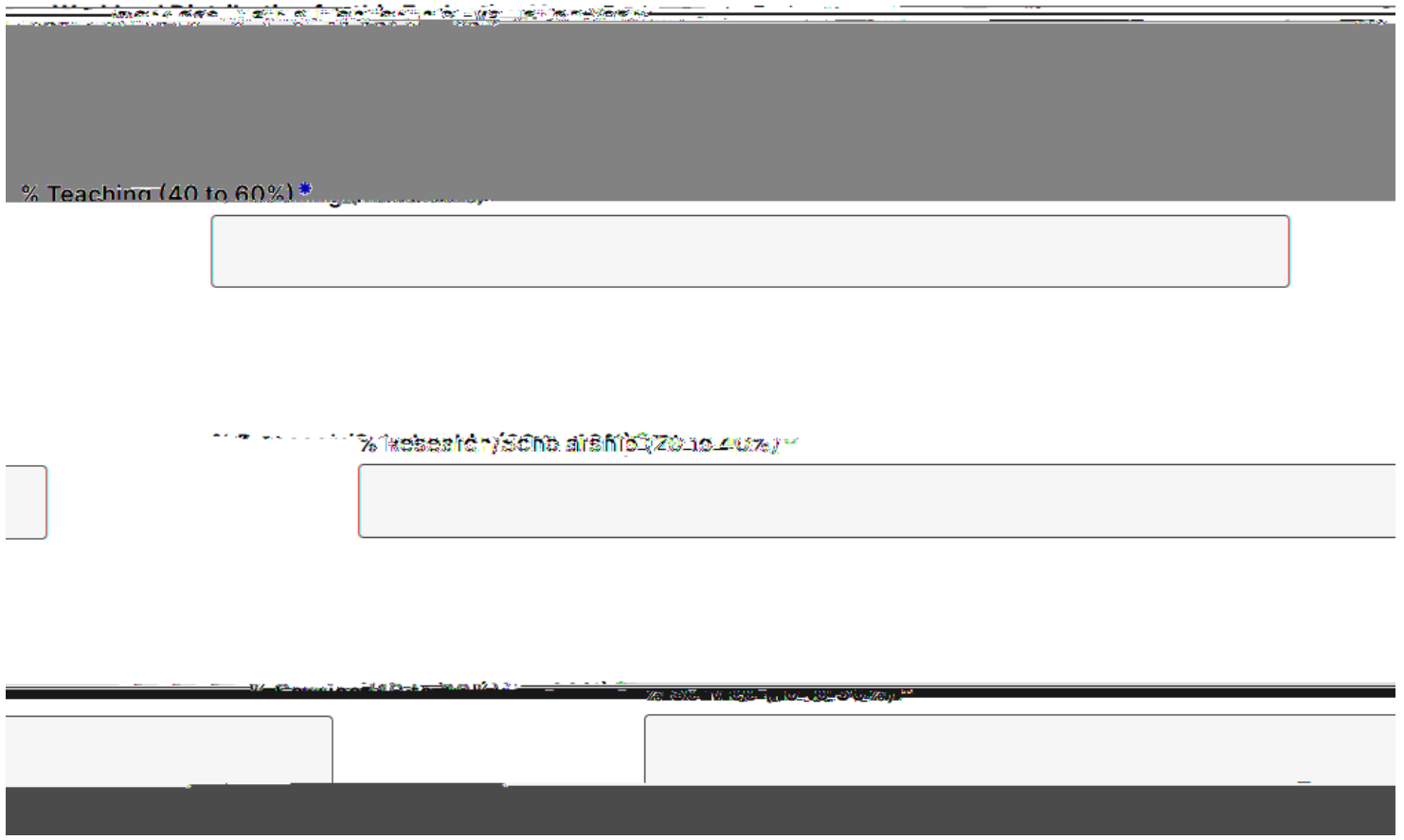
Each section will allow you to enter your goals, outcomes and comments for the evaluation year. If needed, additional documents can be attached to each section.



Until Watermark Student Evals is implemented, upload the PDFs reports from the current Smart Evals system.

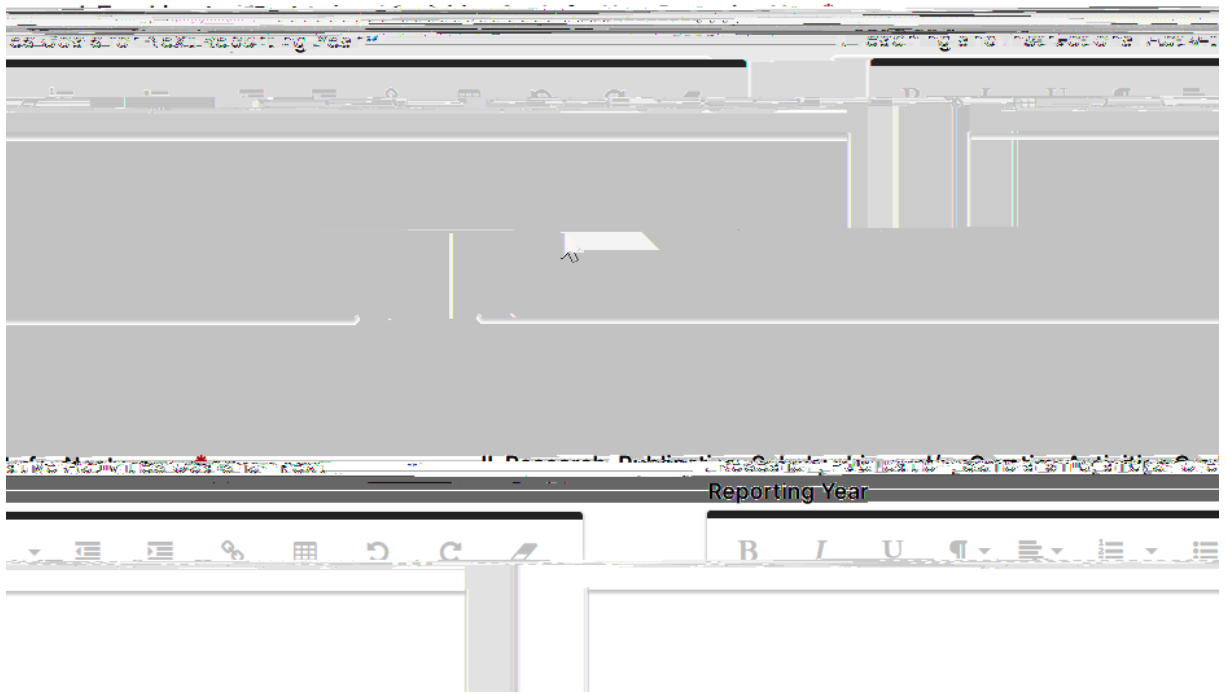
Watermark evals launched this summer.
Contact darpa@lamar.edu for Spring 2024 evals from SmartEvals

Enter your Workload distribution for the evaluation year.

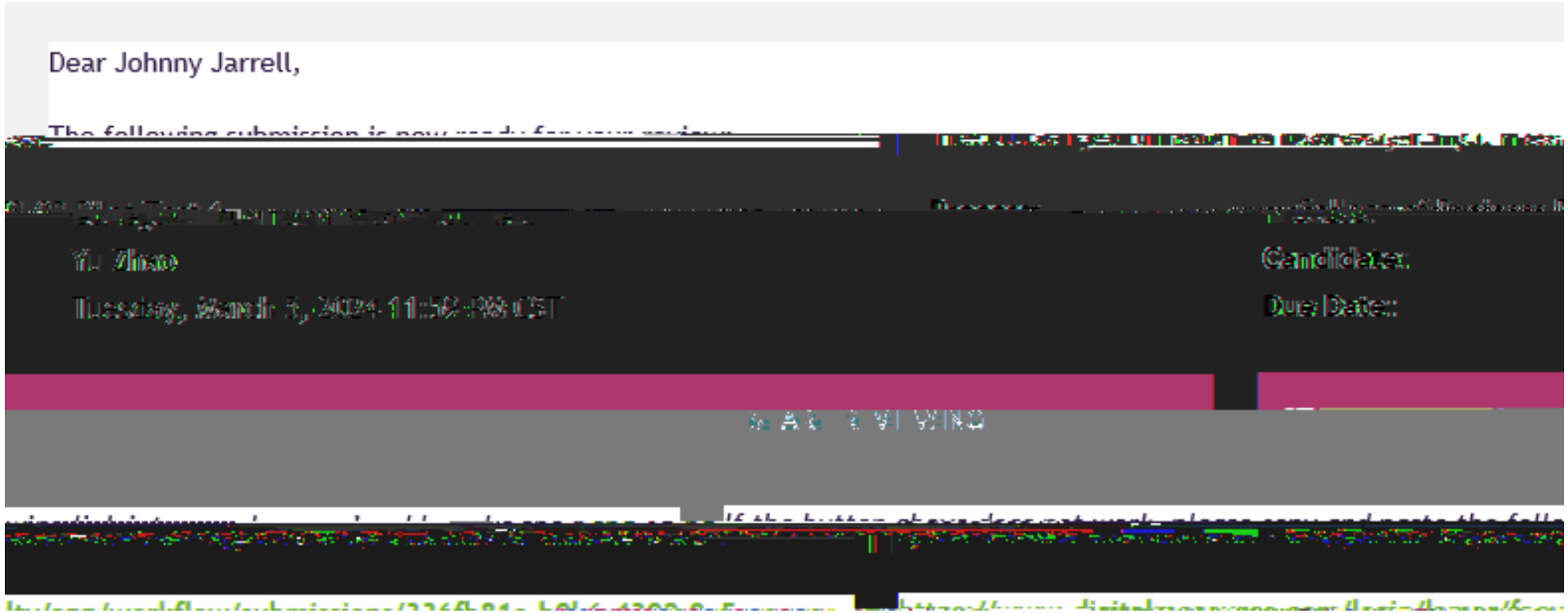


The planning section is where you will enter your goals and workload distribution for the next evaluation year.

Planning Section For Next Reporting Year

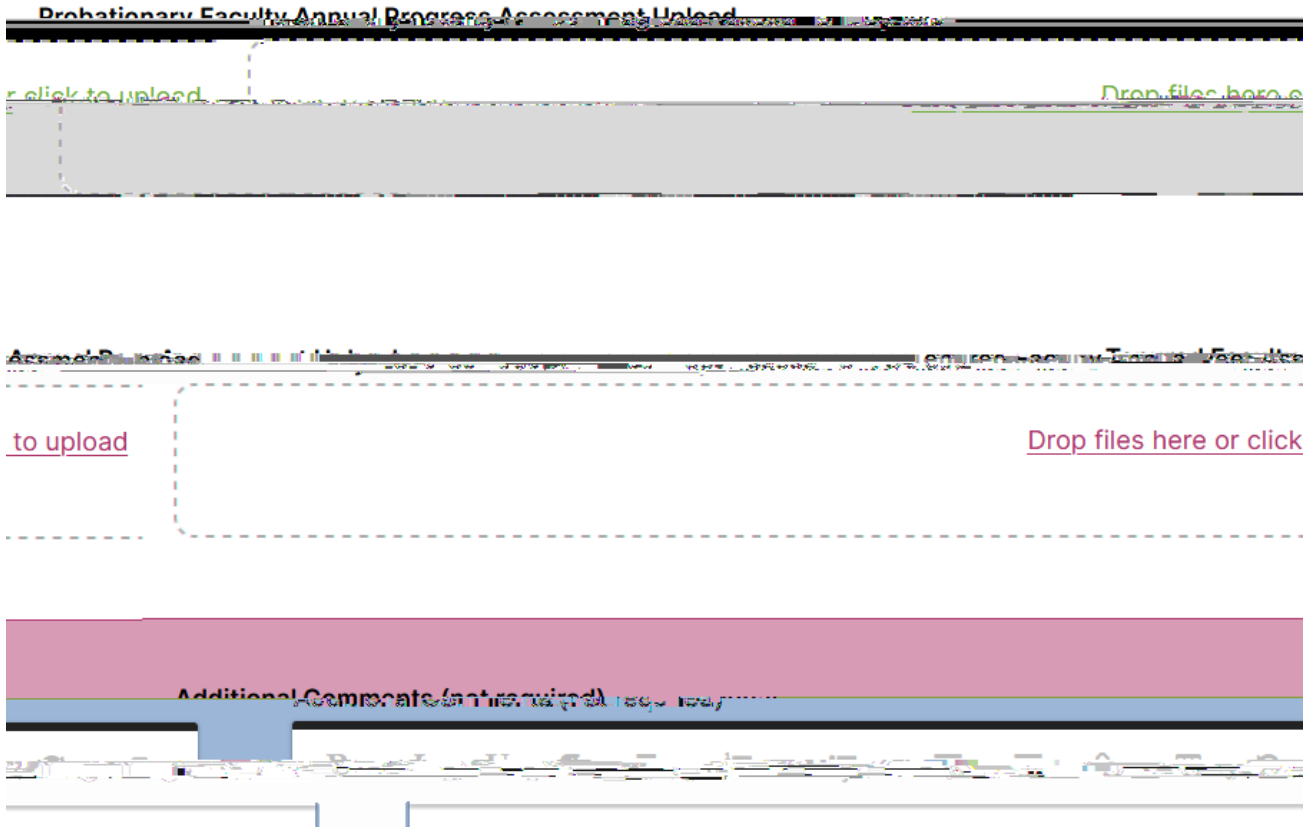


After the faculty submits for review, the department chair will receive an email to begin reviewing.



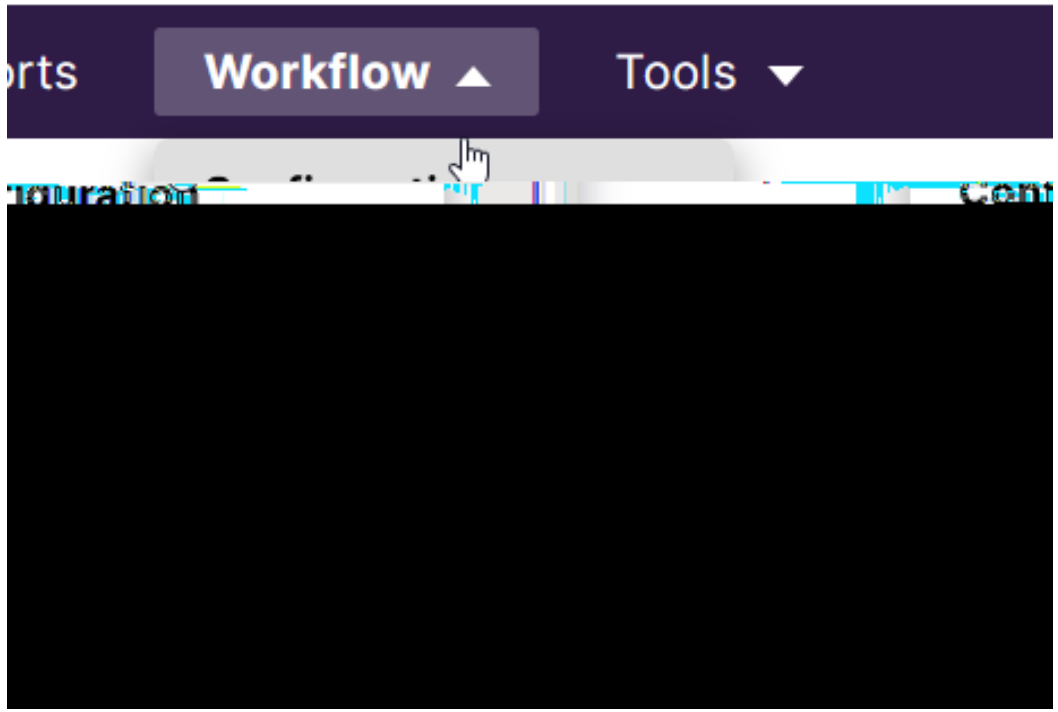
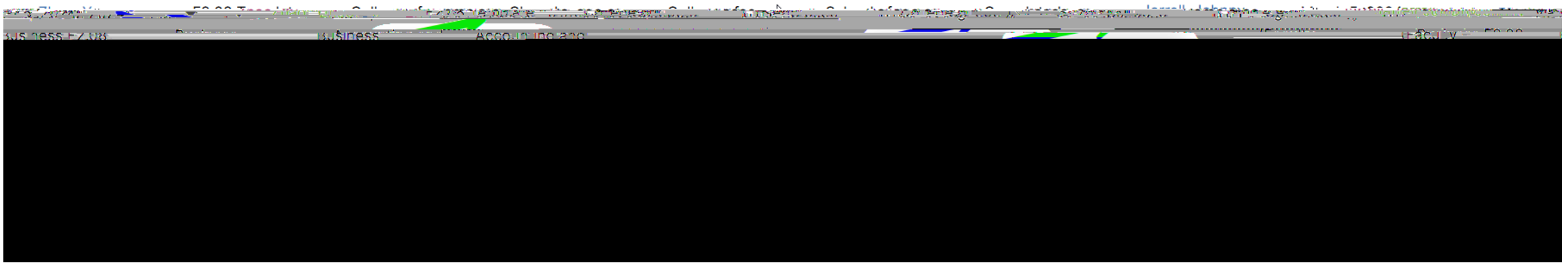
Enter an evaluation score for each section and your composite score at the end of the report.

Once the faculty has had the opportunity to review department chair comments and scores, the Department Chair will attach any other necessary forms and submit it to the Dean Review process.



The Dean will choose a performance statement and provide comments if necessary.

Completed submissions are found under the Workflow tab.



Completed submissions can be downloaded. The download is a ZIP package with all PDFs and a web page showing all comments, scores and other review materials.