

Watermark: Faculty Success

A 2ND AND 4TH YEAR REVIEW PROCESS GUIDE



How to login

You can access Watermark Faculty Success by going to the Lamar University web page <https://www.lamar.edu>, clicking on **LU Connect** in the top left and choosing **Faculty Success** under the Faculty/Staff section.

Need Assistance?

Contact

Steps Of The 2nd Year Review(Non-library)

- I. Candidate
- II. Department Personnel Committee
- III. Department Chair
- IV. Dean

Steps Of The 4th Year Review (Non-library)

- I. Candidate
- II. Department Personnel Committee
- III. Department Chair
- IV. College Personnel Committee
- V. Dean

Steps for 2nd and 4th Year Review (Library)

- I. Candidate
- II. Library Personnel Committee
- III. Department Head or Associate Dean
- IV. Dean

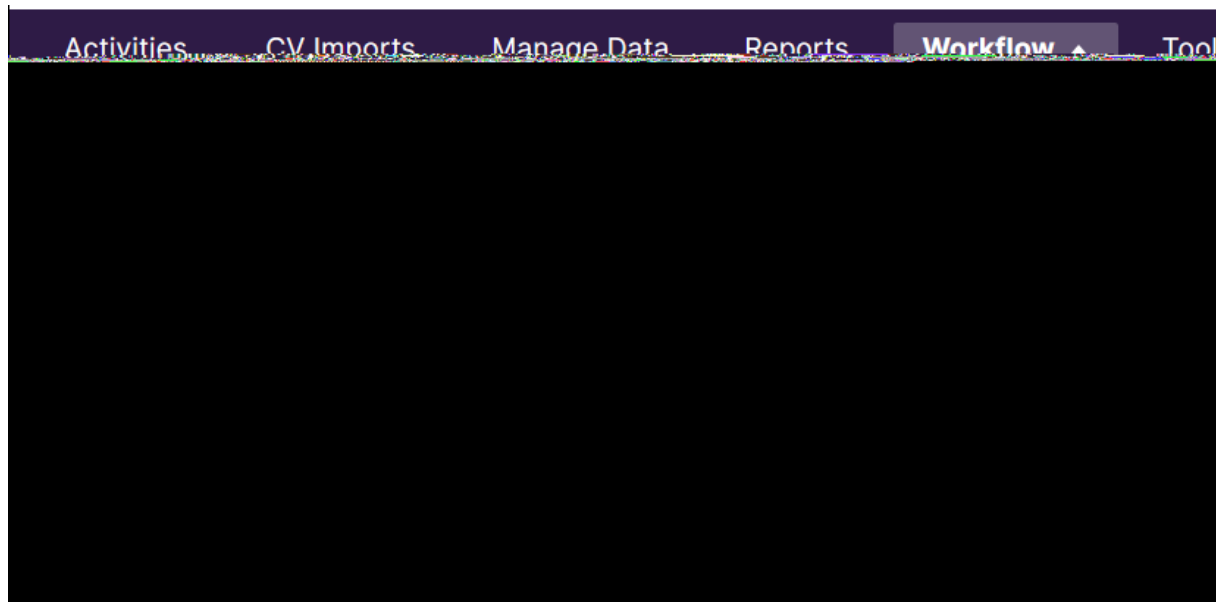
Proxies

TM If the candidate is also the department chair/head, a proxy will need to be assigned.

What step is the review at?

TM The candidate and each member of the review process will receive an email when a task is ready to begin.

TM



TM Completed reviews will also be found here, available to view and download

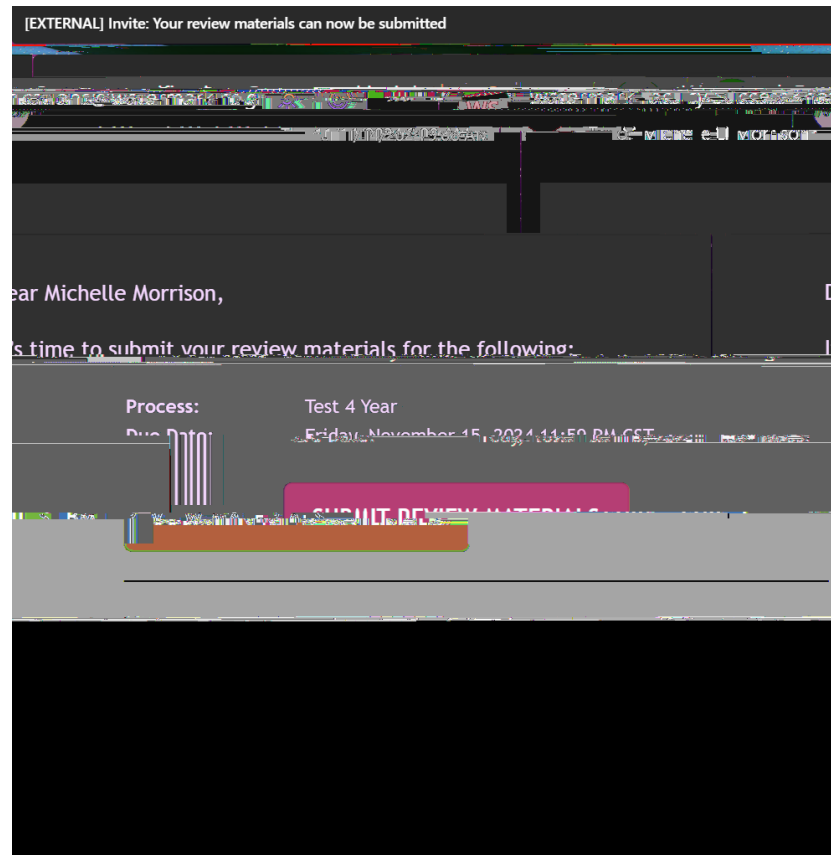
Candidate Step Overview

%d In this first step, the candidate will fill in the required information and upload any necessary files.

%o

Candidate Step

You will receive an email like this when it is time to submit your review materials. Make sure to check your spam folder or 'Other' tab in Outlook if you can't find it. Click the Submit Review Materials button to begin. You can also go to the Workflow Tasks to submit materials.





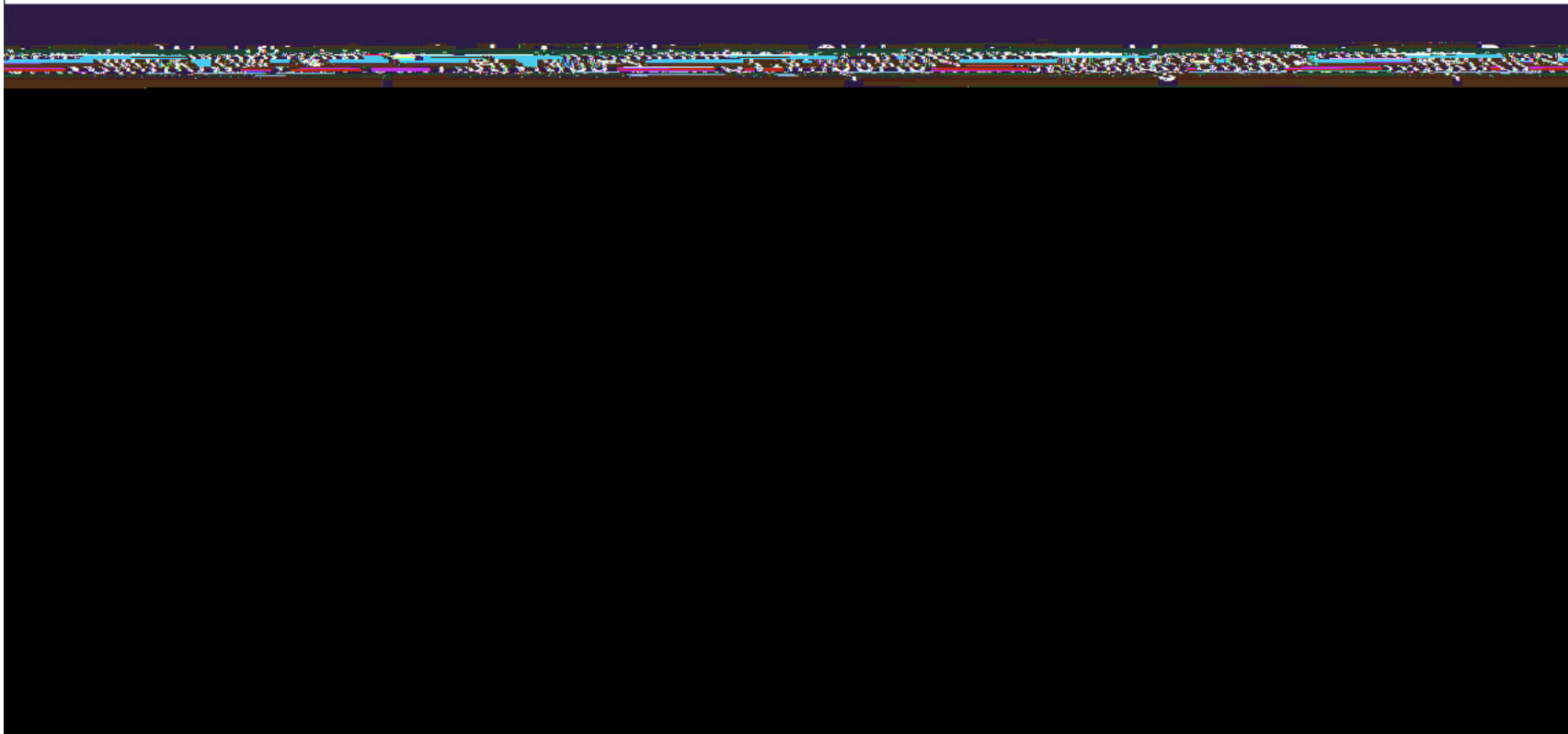
Then you start filling out your information. Any field with a red asterisk is required. This is the information that is typically found at the top of the F2.12 form.

The image shows a screenshot of a form with several input fields and labels. The labels are partially obscured by a dark grey bar at the top. The visible labels include:

- Year Earned*
- Year of Birth*
- Present Rank*
- Present Title*

The form consists of several rows of input fields, some of which are highlighted in light grey. The fields are arranged in a grid-like structure, with some fields spanning multiple rows. The labels are positioned to the right of the input fields.

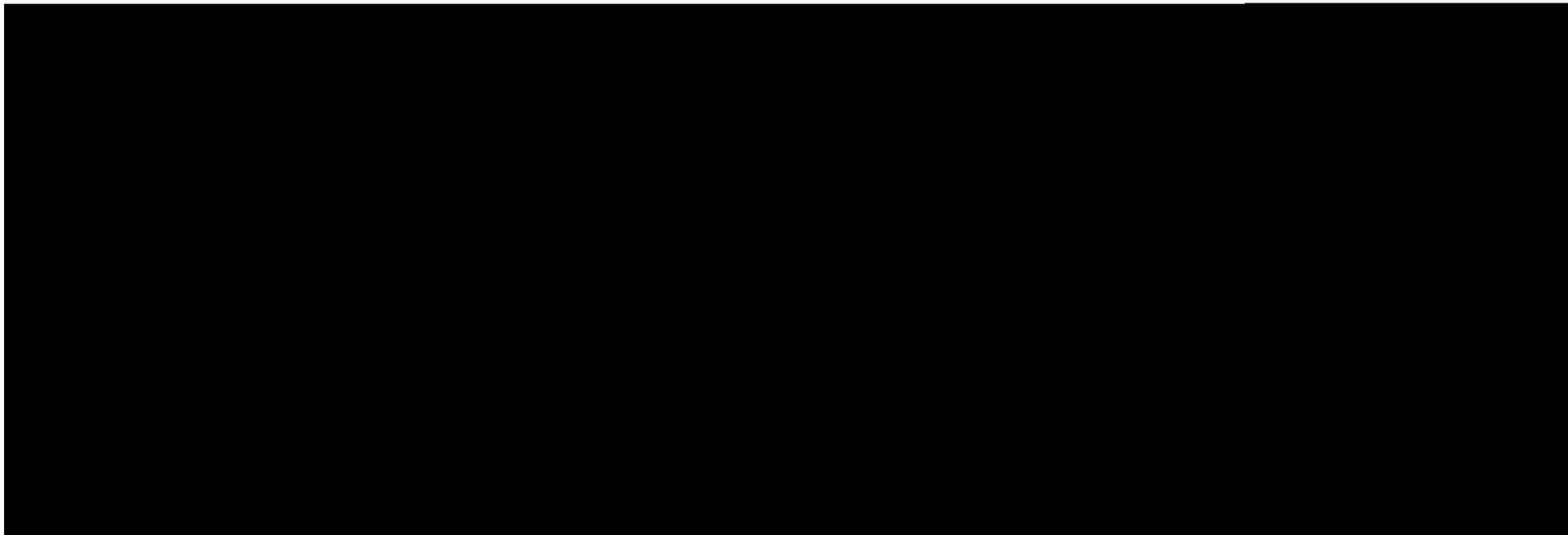
You will not be able to submit until all required fields are completed, but you can save a draft at any time.



In the following sections you will be asked to upload various files.

must be clear delineation in the vitae as to the scope (i.e., local, state, regional, national, international) and the publication listed.

If credit for prior service is being claimed, a copy of the appointment letter and/or initial contract detailing the commitment must be included here.



A correctly uploaded file will look like this.



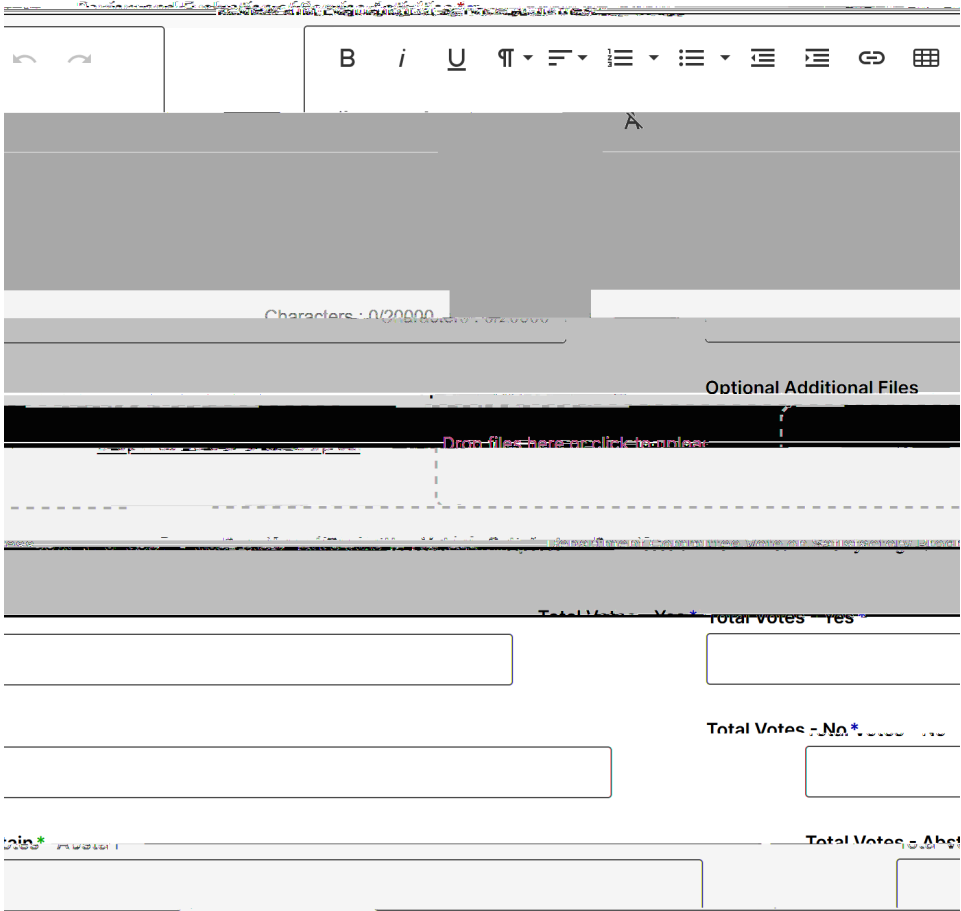
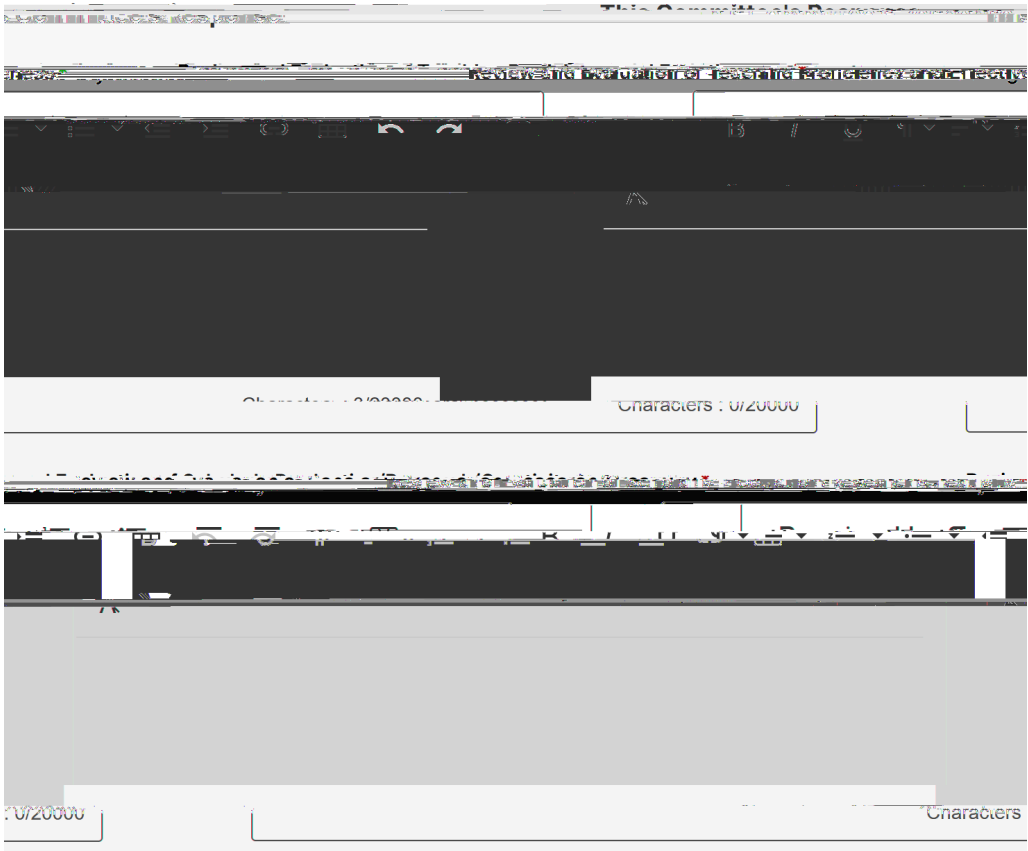
Department/Library Personnel Committee Overview

%o The Department/Library Personnel Committee members will each review the submission and give their votes towards the 2- or 4-year review before submitting to the Committee Chair.

%o The Committee Chair will then summarize

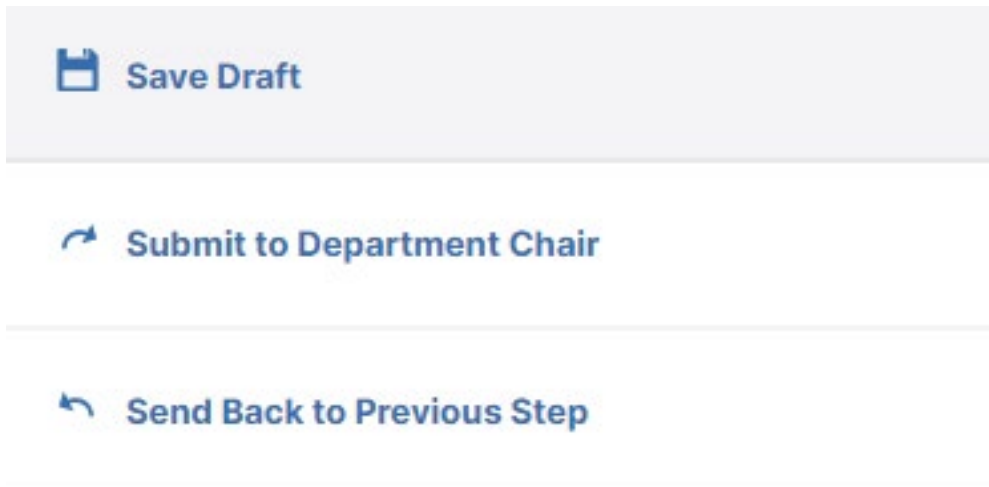


The Department Personnel Committee Chair summarizes the committee comments and tallies the votes. The Chair can see all members' responses, but other members cannot see each other's individual responses. The summarized results and comments can be seen by the whole committee.



The Committee Chair has the option to

When complete, click Actions and Submit to Department Chair.



Department Chair/Head Overview

• The Department Chair/Head reviews the submission and the committee's decision and conducts their Review.

• At this step, you can send it back to the committee if additional documentation is required or missing. This option is located under the Actions button.

Department Chair/Head Step

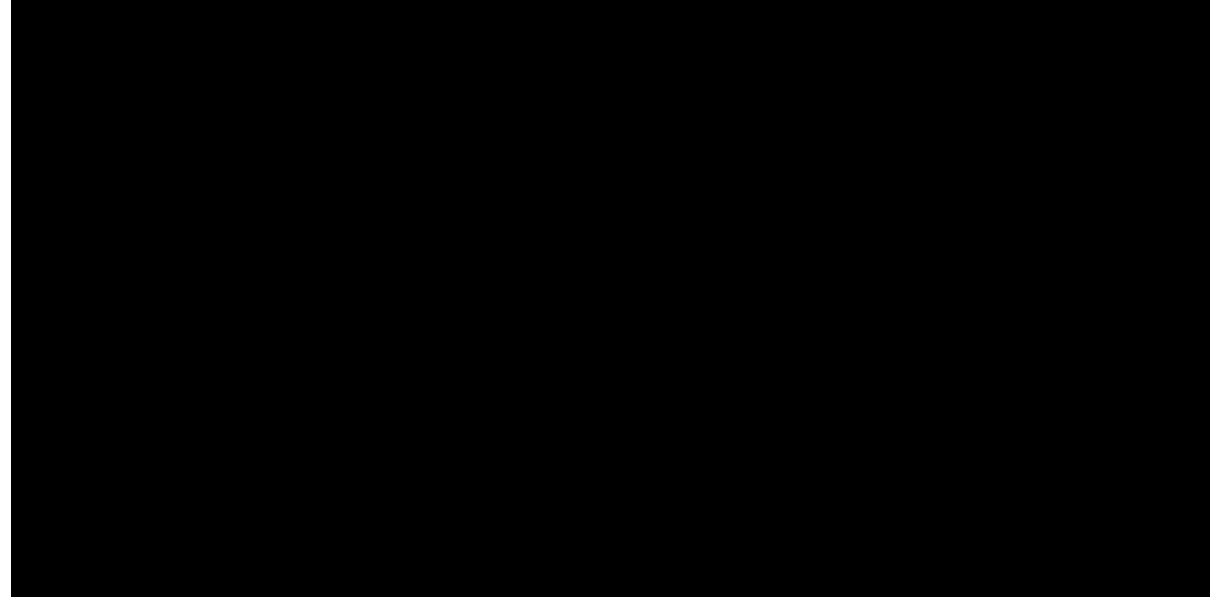
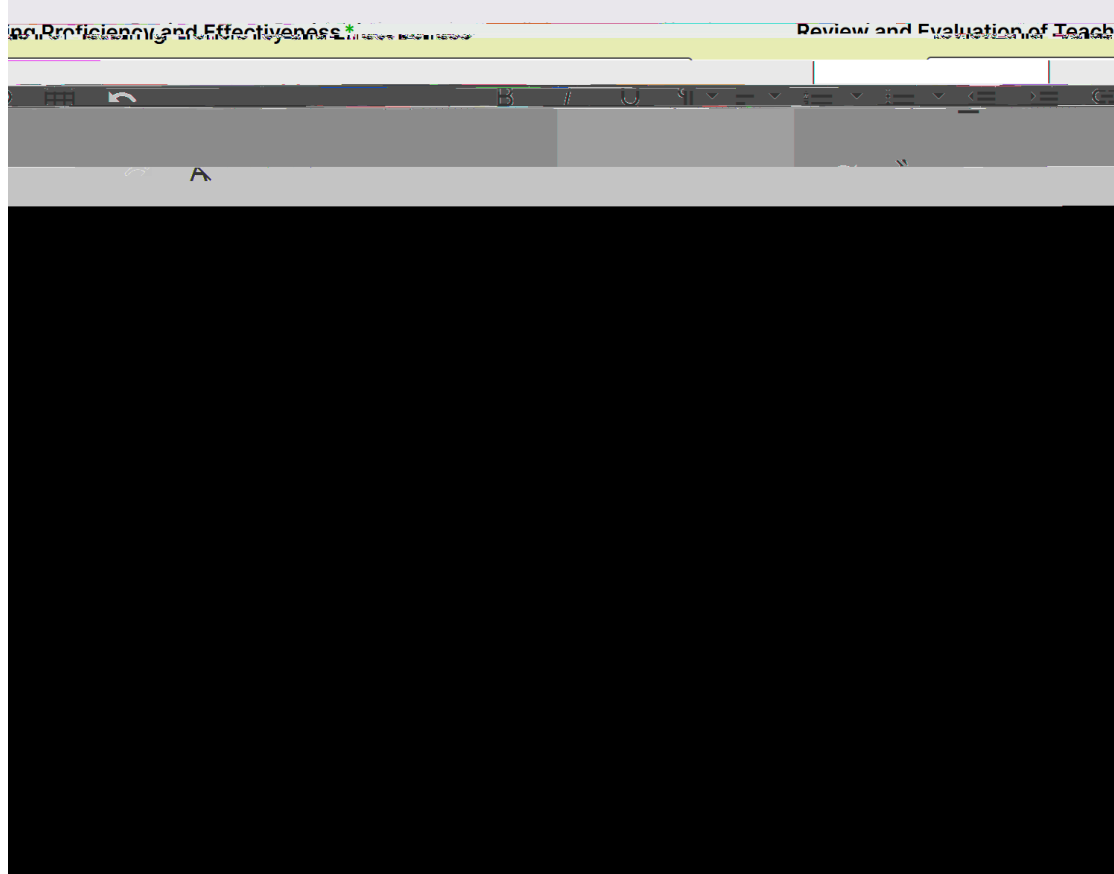
Once the Department Committee has submitted, it goes back to the Department Chair. Leave your recommendations/comments/uploads, then click Actions and submit to the Dean for 2 year review or the College Personnel Committee for 4 year review

College Personnel Committee Overview (4th year Review Non-library only)

- The College Personnel Committee Members will each review the submission and give their votes before submitting to the Committee Chair.
- The Committee Chair will then summarize the given responses and manually tally the votes. The Committee Chair will be able to see how each member voted, but Members will not be able to see each other's votes.
- The committee members can see the final committee comments and votes.
- At this step, you can send it back to the department chair/head if additional documentation is required or missing. This option is located under the Actions button.

College Personnel Committee Step

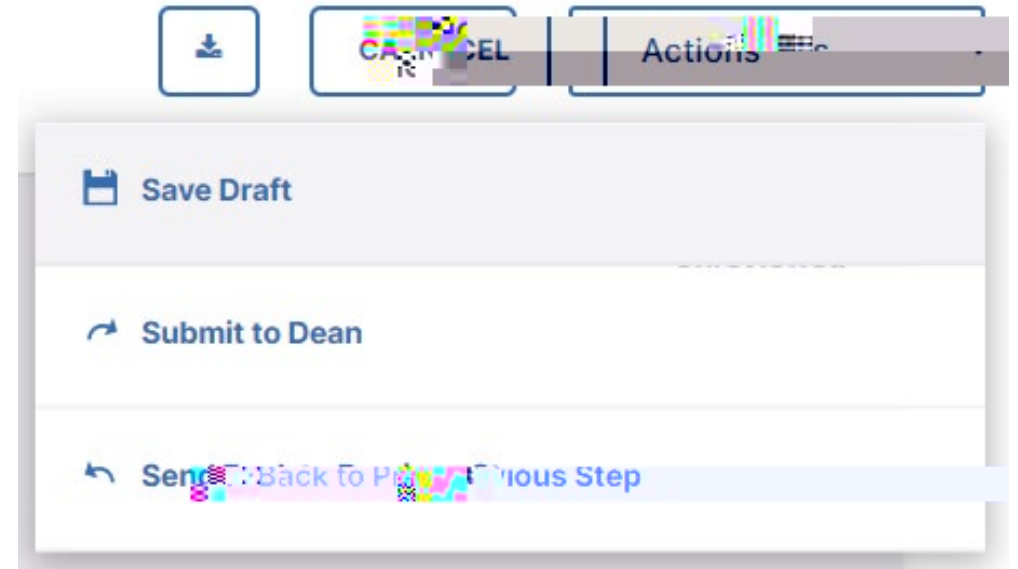
Like with the Department Committee, committee members record their votes, comments and submit to the Committee Chair.



The College Personnel Committee Chair summarizes the committee comments and tallies the

The Committee Chair (a) 188.610.12.71.01648 n (5) Personal Committee Chair submits it to the Dean.

When complete, the College



Dean Overview

• The Dean reviews the submission and the committee's decision and makes their Review.

• At this step, you can send it back to the committee if additional documentation is required or missing. This option is located under the Actions button.

