Watermark: Faculty Success

A PROMOTION AND TENURE PROCESS GUIDE

Overview

- Lamar University has moved to an all-digital workflow process for submitting and reviewing promotion and tenure applications using Watermark Faculty Success.
- The paper binder is no longer required.
- You can upload any file type to Watermark but it is recommended to submit PDF versions when possible.
- Please review the current schedule and format for tenure and promotion Files document. The artifacts for each volume and section remain the same except everything will be submitted digitally and no binder is required.
- The files and dates can be found at https://www.lamar.edu/faculty-staff/academic-affairs/faculty-info/promotion-and-tenure.html

2- And 4-Year Review

2- and 4-year reviews will be in held in Watermark.
We'll be reaching out to colleges soon to get the lists for 2nd and 4th year candidates.

Logging in

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 darpa@lamar.edu if you need assistance or have any questions.

Steps Of The Review

I. Candidate
II. Department Chair File Upload
III. Department Committee
IV. Department Chair
V. College Committee
VI. Dean
VII. Provost Step 1
VIII. University Committee
IX. Provost Step 2
X. President

Candidate Step Overview

- In this first step, the candidate will fill in the required information and upload any necessary files.
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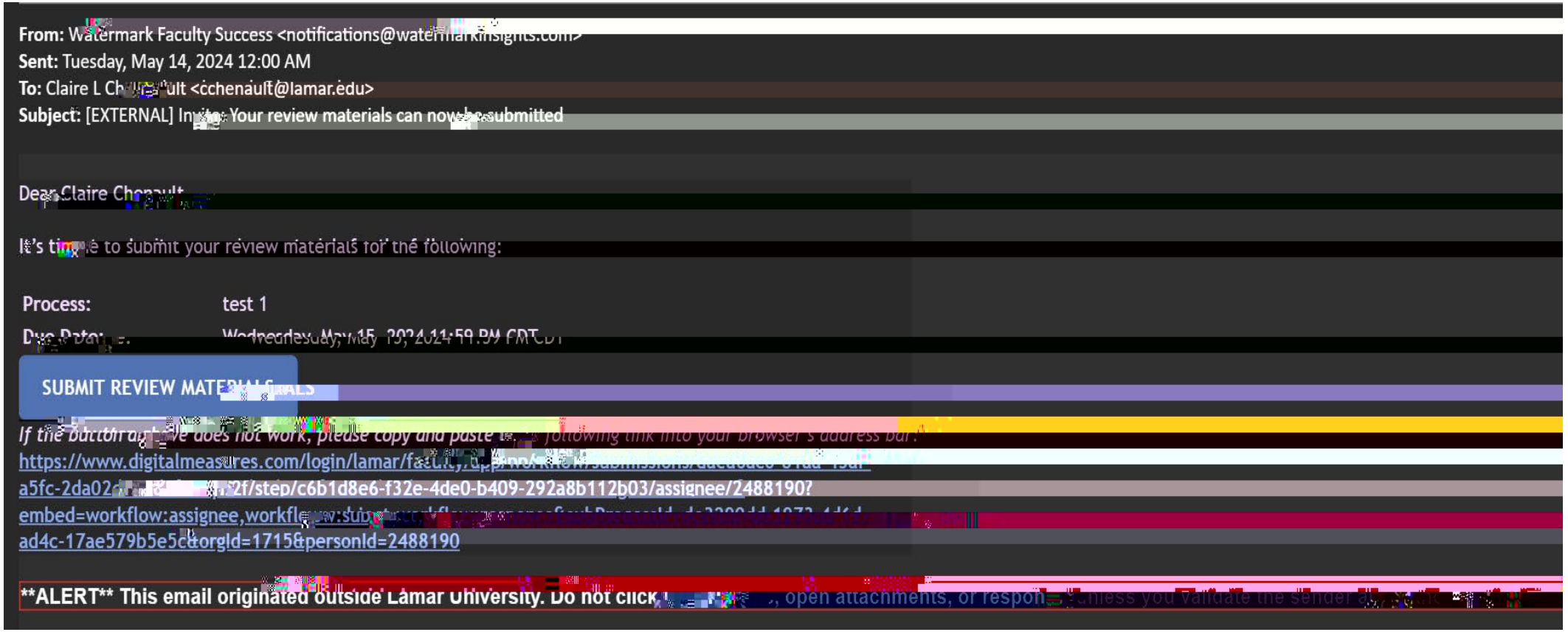
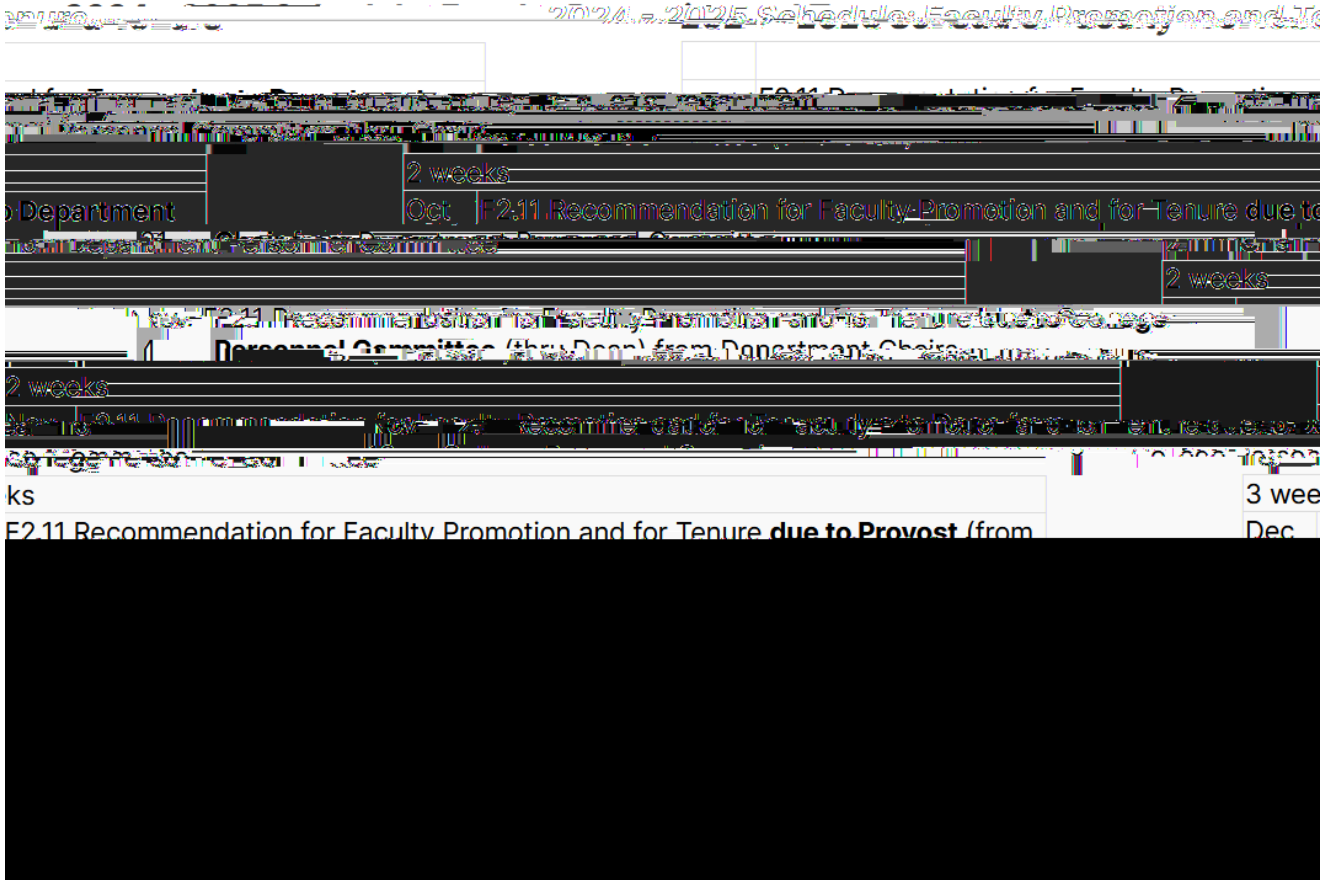
Candidate Step

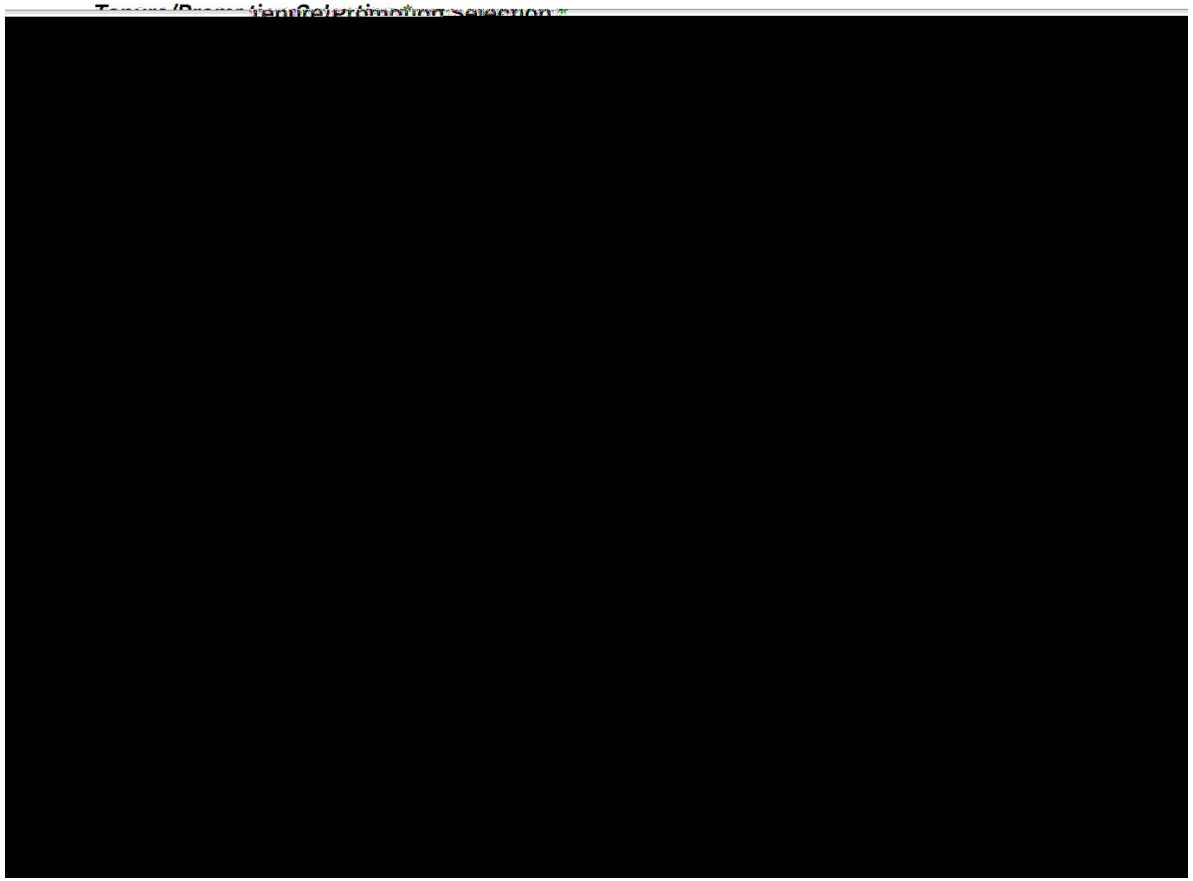
You will receive an email like this when it is time to submit your review materials. Make sure to check your spam folder. Click the Submit Review Materials button to begin.



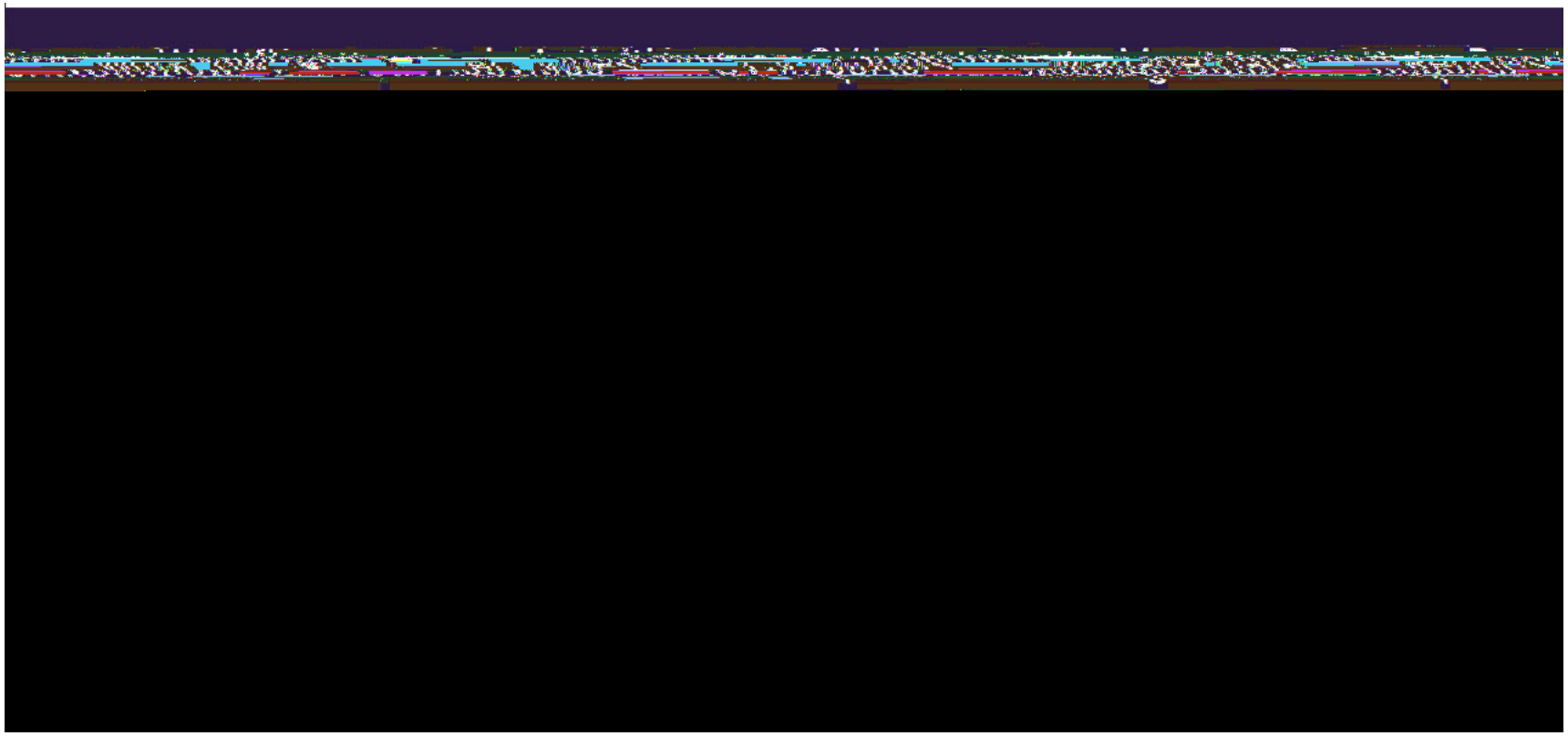
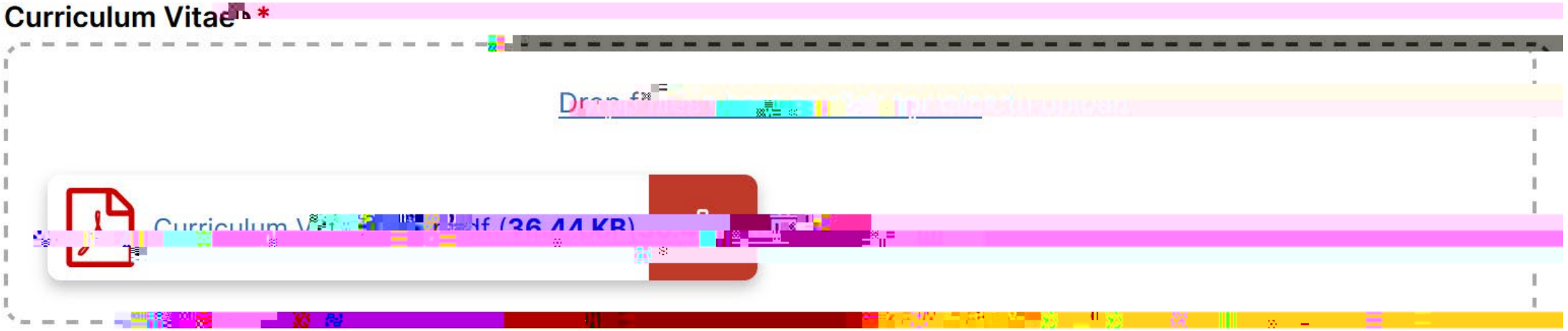
When you launch the candidate step, there will be a schedule at the top for you to reference. It will list all major milestone dates.



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 F2.11 form.



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



A correctly uploaded file will look like this.