Watermark

- Modular system which enables faculty to:
  - Document accomplishments/**ACTIVITIES** through data entry or **CV IMPORTS**
  - Indicate **intent to apply** for Research Professorship, Sabbatical / Faculty Improvement Leave
  - Respond to nominations for Distinguished Professorship
  - Produce customizable CV **REPORTS** from data entered in Faculty Success ACTIVITIES
  - Process **WORKFLOWS** for various academic processes.

YOUNGSTOWN STATE UNIVERSITY

Activities - Youngstown State University

Review a guide to manage your activities.

Search...

⌄ General Information

Personal and Contact Information

Administrative Data - Permanent Data | Semester Data

Academic, Government, Military and Professional Positions

Administrative Assignments

Awards and Honors

Consulting

Education

External Connections and Partnerships

Faculty Development Activities Attended

Licensures and Certifications

Media Contributions

Professional Memberships

Intent to Apply for Annual Processes

⌄ Teaching

Academic Advising

Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught

Scheduled Teaching

Teaching Innovation and Curriculum Devel

⌄ Scholarship/Research

Artistic and Professional Performances and Exhibits

Contracts, Fellowships, Grants and Sponsored Research

Intellectual Contributions

Intellectual Property (e.g., copyrights, patents)

Presentations

Research Currently in Progress

⌄ Service

Department

College

University

Professional

Public

Union/Association

ACTIVITIES

- General Information, Teaching, Scholarship/Research, Service

CV Imports

① Upload CV ——— ② Highlight Content ——— ③ Revie

Select A File

Welcome to CV Imports. This tool will allow you to easily upload entries from your CV and convert them into records in **Activities**.

To begin the process, we'll need you to upload your CV. If you've already done this and would like to continue, open the link under Drafts in Progress.

Upload New CV

> Drop file (.doc, .docx, .odt, .rtf)
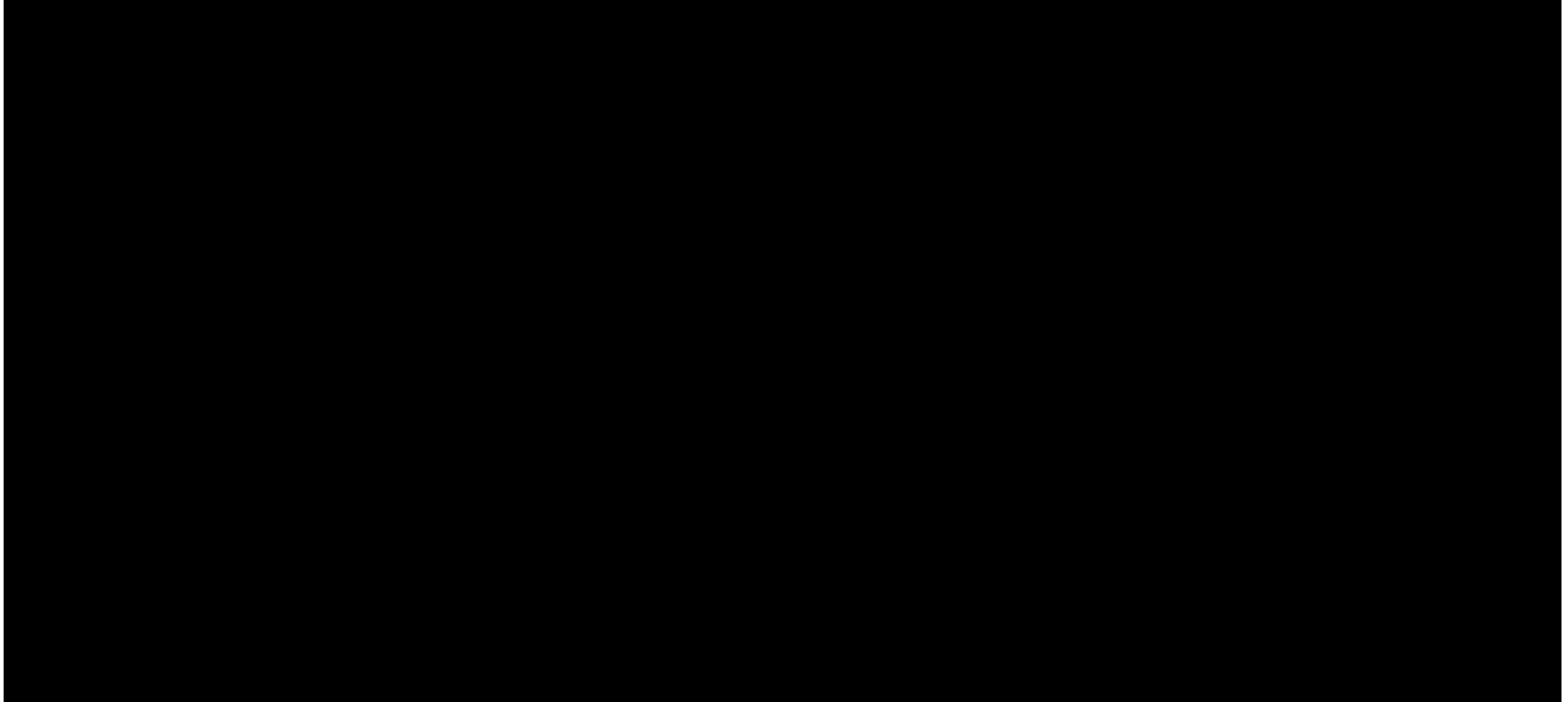> here or select to upload

> My CVs (1)

nce you've selected your file, move on to the next step. Make sure
ou've uploaded the correct file before moving on.

CV IMPORTS

- Unformatted CV works best

- Complete steps to the final *Confirm and Import Step*

Faculty Success - CV Import Tool

[CV Import Tool Instructions](#)

Click the square to view a video.
Link to step-by-step guide.

YOUNGSTOWN
STATE
UNIVERSITY

REPORTS

- Generates CVs based on Activity entries
- Customizable CVs by date, activity type

Workflow

- Streamlines delivery of your portfolio of accomplishments

- Produces a formatted CV and cover page for applicants

- Allows for multiple documents to be uploaded

- Displays status and location of submissions

- Facilitates communication between reviewers in each academic process.

Academic Processes in Workflow*

- **Scheduled**
  - Chairperson Evaluation of Faculty Performance

- **Eligibility based on Rank**
  - Faculty Application for Promotion to Sr. Lecturer
  - Faculty Application for Pre-Tenure Review
  - Faculty Application for Promotion to Associate Professor or Professor
  - Faculty Application for Tenure Review
  - Faculty Application for Tenure with Promotion Review

- **Eligibility & Intent to Apply**
  - Application for Research Professorship
  - Application for Sabbatical / Faculty Improvement Leave

- **Future Developments**
  - Distinguished Professorship

*Please consult your Department Governance and College Tenure and Promotion Guidelines

Promotions, Tenure Review, Tenure Review with Promotion
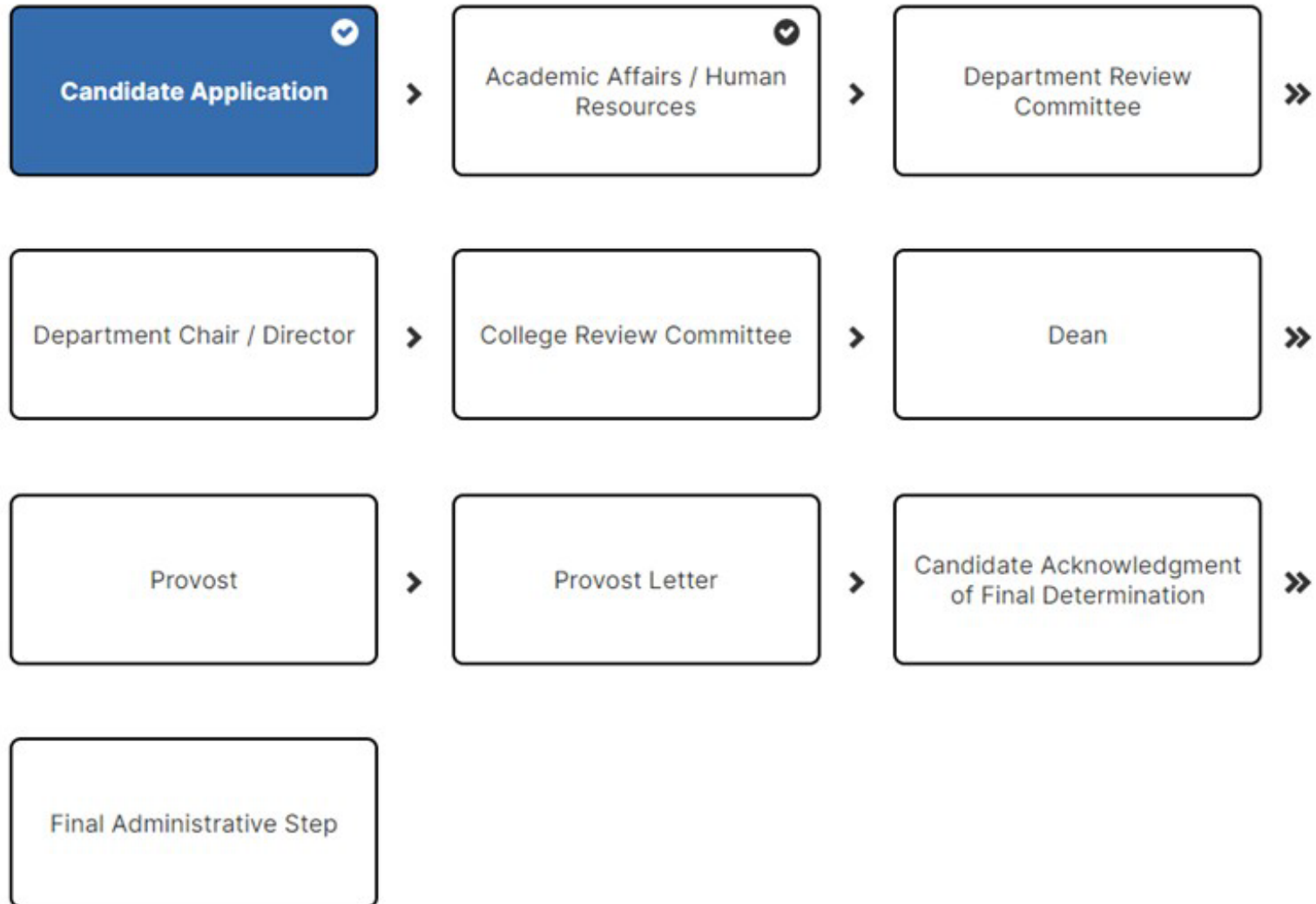
Email Notification

Invite: Your review materials can now be submitted

WF Watermark Faculty Success <notifications@watermarkinsights.com>
To ● Christina Saenger

↩ Reply   ↩ Reply All   → Forward   [icon]   ···
Mon 6/12/2023 10:46 AM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Christina Saenger,

It's time to submit your review materials for the following:

Process:	FINAL TEST Tenure w Promotion Workflow
Due Date:	Tuesday, June 13, 2023 11:59 PM EDT

If you do not submit your materials by the due date, this will automatically advance to the Human Resources review.

You have been identified as a faculty member eligible to apply for Tenure with Promotion to Associate Professor according to the eligibility requirements outlined in Article 10.7 of the 2020-2023 YSU/YSU-OEA Collective Bargaining Agreement. A faculty member who does not apply for Tenure with Promotion review by September 1 of their 6th probationary year of full-time employment will be considered to be in their terminal year of employment unless delayed beyond the sixth year for reasons described in Article 10.8.

Click the link below to be taken to the Tenure with Promotion application in Watermark Faculty Success. Should you apply for Tenure with Promotion, the application with all materials **must be submitted by September 1, 2023 at 11:59PM***. If you are a Probationary 4 or 5 faculty member in the upcoming academic year and wish to opt out of the process, please open the task in Watermark and choose "Opt Out."

*Please note if the YSU_OEA CBA deadline falls on a weekend, the deadline shall move to the following business day.

SUBMIT REVIEW MATERIALS

Please note that pages of evidence combined may not exceed 30 pages.

After submission, you will not be able to open the application or submitted files to view or edit. You also may not add additional files to your application after submitting for the review process.

Please contact**Kevin Ball**

If the button above does not work, please copy and paste the following link into your browser's address bar:

https://www.digitalmeasures.com/login/ysu/faculty/app/workflow/submissions/2cf54ea2-4e43-4414-8301-d0a800afd7fb/step/dc6c3a55-ef07-4ba8-8229-9a2d968f0283/assignee/1647688?embed=workflow:assignee,workflow:subject,workflow:response&orgId=416&personId=1647688

YOUNGSTOWN STATE UNIVERSITY

Candidate Application Step - Due June 16, 2023 @ 11:59 PM

Please Read the Following Information Carefully:

Please provide evidence of performance in teaching, scholarship, and service since your appointment to the YSU faculty. Application and attachments must be submitted through Watermark no later than 11:59 pm on September 1 (if September 1 falls on a Saturday, Sunday, or holiday, then 11:59 pm the first working day following September 1 shall be the deadline).

If you **do not intend to apply** for Tenure with Promotion this academic year, please use the above Actions drop-down menu to **"Opt Out"** of the review process by **September 1 at 11:59 pm.**

For any faculty member who **does not submit or opt out** of the Tenure with Promotion review process by the deadline of **September 1 at 11:59 pm:**

-if Probationary 5, the faculty member will be considered to have opted-out of the process this academic year.

-if Probationary 6, the faculty member will be considered to be in their terminal year of employment at YSU.

Please note that Pre-Tenure Review applications and materials will be attached to this application on your behalf and may be utilized as part of the review process.

Under the provisions of Article 10 of the YSU/YSU-OEA Agreement, I hereby apply for Tenure with Promotion this academic year.

Faculty Application for Tenure with Promotion Review

Last Updated
June 15, 2023 at 10:59 AM

Curriculum Vitae

Last Updated
June 15, 2023 at 10:59 AM

Upload Support Materials: *

Drop files here or click to upload

By clicking Submit in the above Actions drop-down menu, I acknowledge that I will receive no more than one (1) Tenure Review and that I have discussed my decision to apply for Tenure with Promotion with my Chairperson.

If you do not intend to apply for Tenure with Promotion this academic year, please use the above Actions drop-down menu to "Opt Out."

CANCEL   Actions

- Save Draft
- Submit to Academic Affairs / Human Resources
- Opt Out of Tenure with Promotion Review

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1. Read the instructions carefully.
2. Refresh the cover sheet and curriculum vitae using the blue refresh button.
3. Upload supporting material by dropping files into the box or click upload to go to your files.
4. Click the ACTIONS button to move the Workflow task to Academic Affairs/ HR.

Department Review Committee, Member

Department Review Committee Forms (Committee Member)

COMMITTEE CHAIR   **COMMITTEE MEMBER**

Type your initials below to indicate that you have reviewed the application, submitted ● materials, and official personnel file.

Committee Members: Please use the above Actions drop-down menu to Publish your response to the Committee Chair for submission.

Committee Chair: After all committee members have reviewed the application and submitted materials in Watermark, and the official personnel file in HR, please enter your initials to confirm your own review of all materials. In the Committee Response section below, indicate that all committee members have reviewed all materials and enter a recommendation on behalf of the committee.

CANCEL   Actions

Save Draft

Publish My Response to Committee Chair

1. Review submitted material and personnel file.
2. To indicate you have completed the review by typing your initials in the field.
3. Click the ACTIONS button to move your or our Workflow task by selecting "Publish My Response to Chair".

YOUNGSTOWN STATE UNIVERSITY

Department Review Committee, Chairperson

COMMITTEE CHAIR   COMMITTEE MEMBER

[↓]   CANCEL   Actions ⌄

[💾] Save Draft

[↗] **Submit to College Review Committee**

Type your initials below to indicate that all members of the DRC have reviewed the application, submitted materials, and official personnel file. •

[ ]

List the names of Department Review Committee (DRC) members and denote committee Chairperson: •

| B | I | U | ¶ ▾ | ≡ ▾ | ≣ ▾ | ≣ ▾ | ⇥ | ⇤ | ⌗ | ⊞ | ↺ | ↻ | ⌫ |

[ ]

List DRC meeting dates (must convene by September 15th): •

[ ]

Reminder: The secret ballot vote of the Department Review Committee should take place by October 5.

Please see Article 10 in the YSU/YSU-OEA Collective Bargaining Agreement for detail on this process.

Clicking Submit in the above Actions drop-down menu will submit this form to the Department Chairperson for the next step in the Promotion review process.

Committee chair is also a committee member, respond as member and chair.
1. After review is complete, type initials into the box.
2. List names of the committee and indicate who was chair.
3. List the DRC meeting dates.
4. Click the ACTIONS button to move the Workflow task by clicking *Submit to Department Chairperson*.

Promotions, Tenure Review, Tenure Review with Promotion
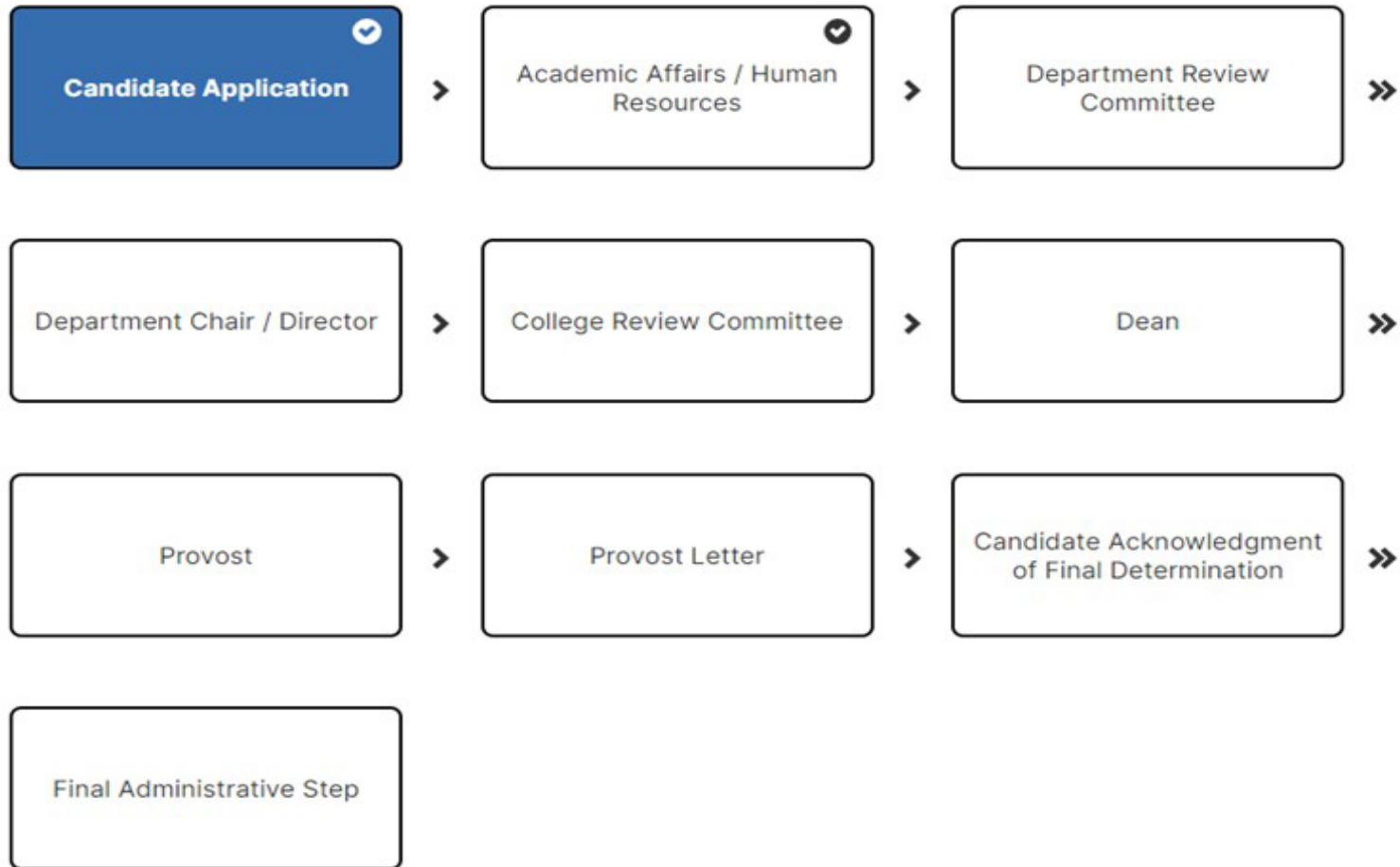
Application for Pre-Tenure Review

Chairperson Evaluation of Faculty Performance

Application for Research Professorship

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┌─────────────────┐        ┌─────────────────┐        ┌─────────────────┐
│    Applicant  ✔ │   »    │ Department Chair│   »    │      Dean       │   »»
└─────────────────┘        └─────────────────┘        └─────────────────┘

┌─────────────────┐
│     Research    │
│   Professorship │
│    Committee    │
└─────────────────┘
```
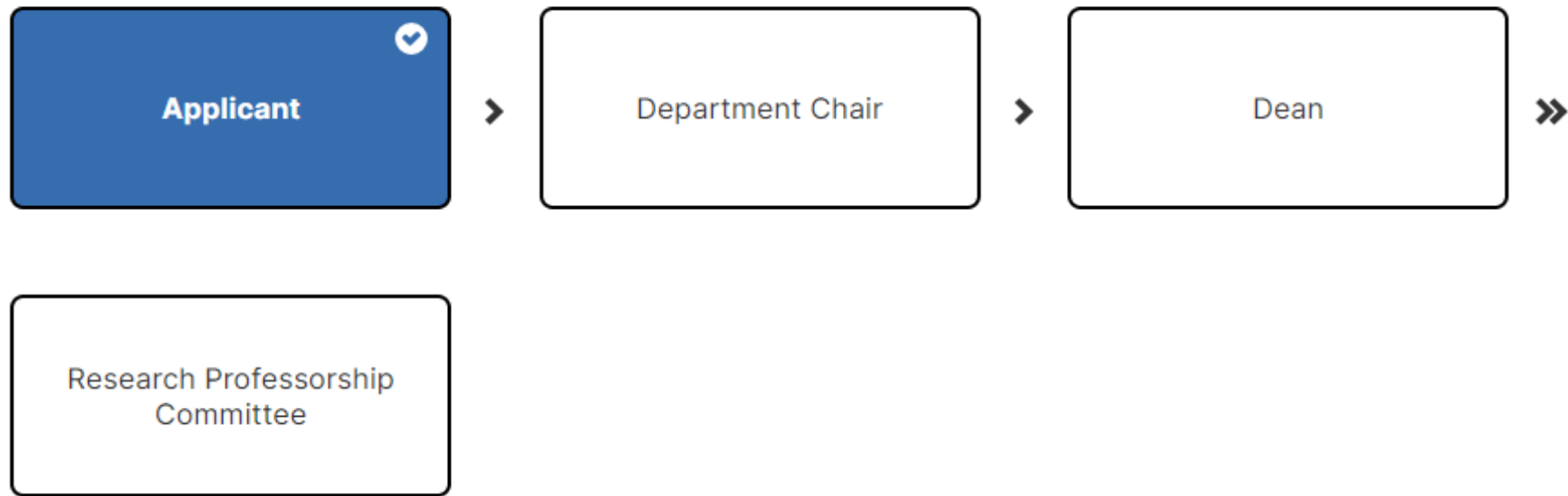
Application for Sabbatical / Faculty Improvement Leave
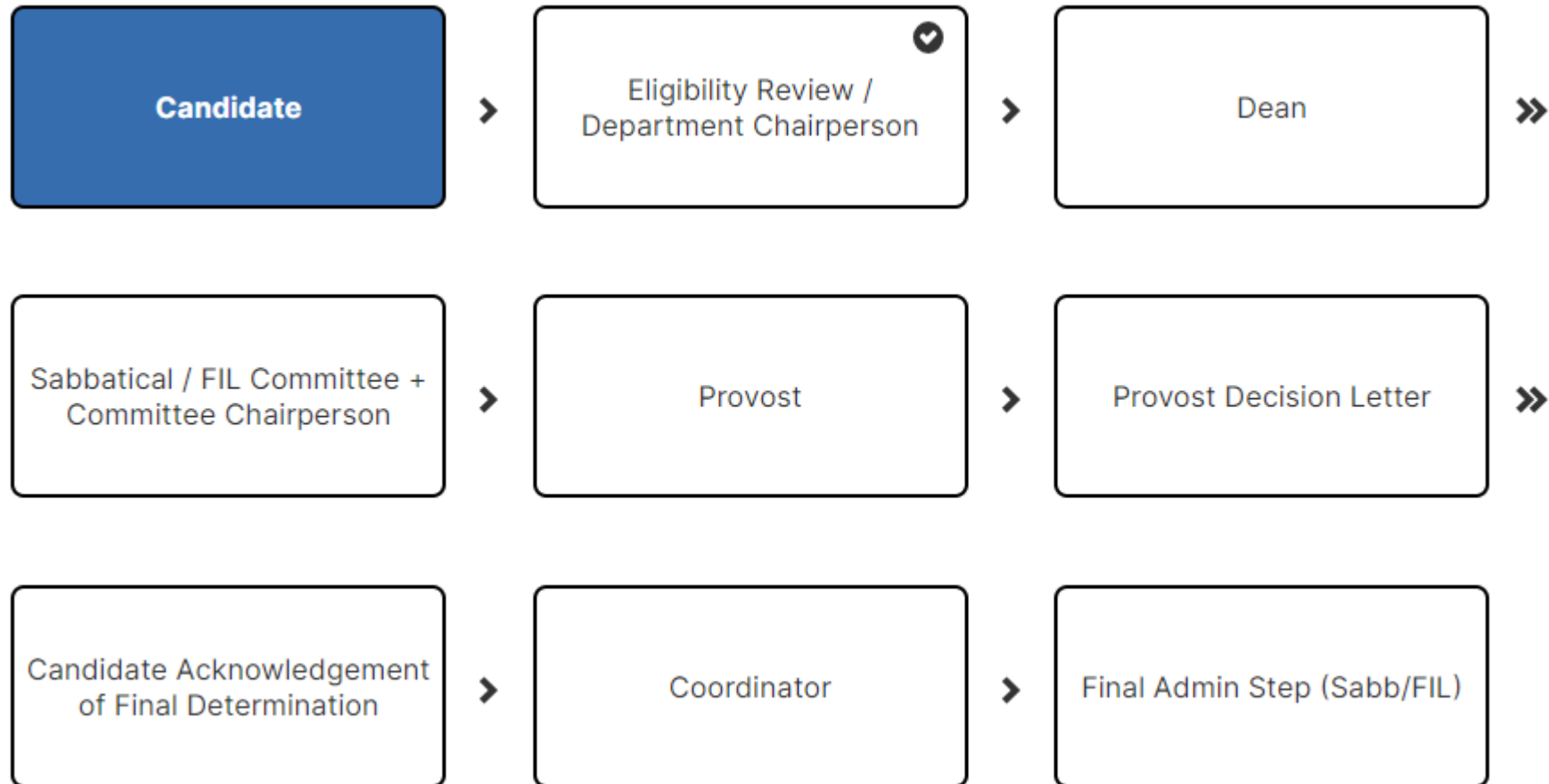
IT Knowledge Base | Bookmark our Calendar

Rosalyn Donaldson | Sean Melnik | LaTieya Richard

Schedule a consultation to discuss your classroom technology, Teams and/or OneDrive for improved collaboration and efficiency, or other YSU supported technology resources.
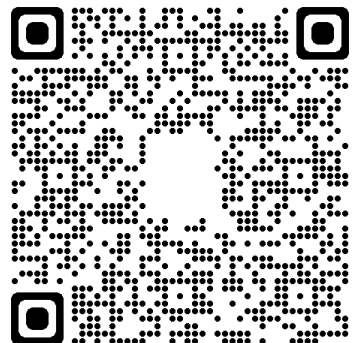
Resources

CV Importer Video & Step Guide
Reports
Workshop Recording and Slides
Watermark Knowledge Base Articles

YOUNGSTOWN STATE UNIVERSITY

Directory Photo

- See guidelines
- Submit a request for professional photography.

Updates to Your YSU Directory Page
To remove old information,
please complete the Web Help document found at
https://ysu.edu/web-help

Department Website Update Request Form

This form is for departments with a website on ysu.edu. **Please allow 2-3 business days for the request to be completed.**

Please note: all submitted documents (i.e., .pdf, .docx, ,xslx, .pptx, etc.) need to be ADA compliant before we can post them for you. If you are unsure if they are ADA compliant or not, here are some options:

- EIT Lab eit@ysu.edu - for assistance
- EIT Desktop Tools (online tutorials)
- In-Person Training

Your Name: *

Extension: *

####

YSU Email Address: *

pete@ysu.edu

WEB TEAM

DEPARTMENT WEBSITE UPDATE REQUEST FORM >

How to Update Personal / Contact Information

Reports: Creating a CV

[Reporting Basics and CV Customization Guide](#)

Click the square to view a video.
Link is step-by-step guide.

Faculty Success Articles

- [Watermark Knowledge Base](#)

- [Watermark Help Center](#)