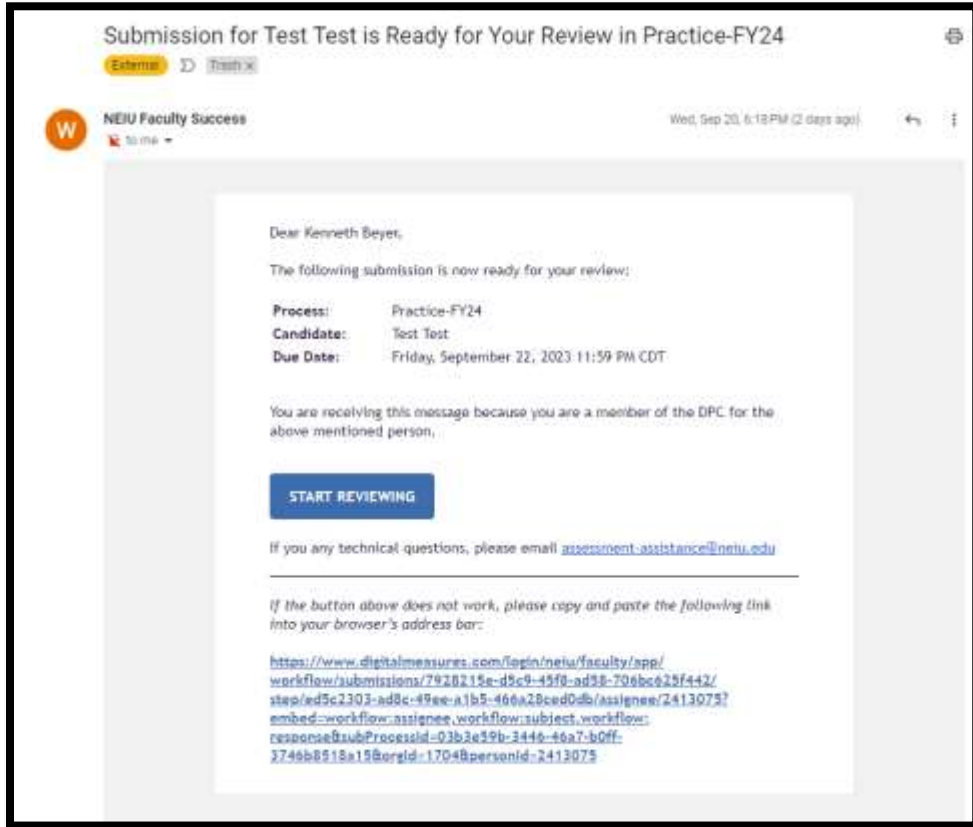


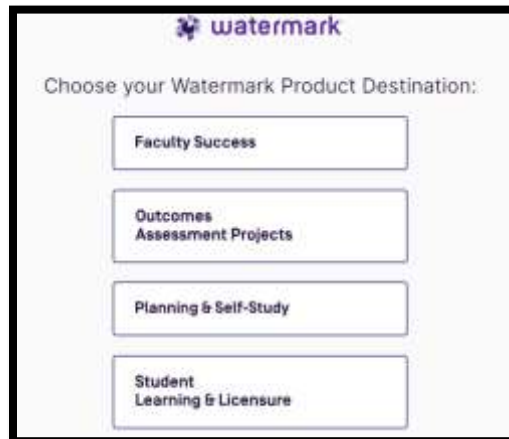
## DPC Faculty Success Guide Fall 2023 – Spring 2024

Starting in Fall 2023 the majority of faculty portfolios will be created and evaluated using Faculty Success by Watermark. Faculty Success is a more intuitive process for those creating their portfolios and more automated system to reviewers and administrators to execute these tasks.

Once a faculty member submits their portfolio who is requesting to be retained or promoted an email will go out to all DPC members. Anyone accessing Faculty Success will use their regular NetID & password to access the system. An example email is below which will tell you who you are reviewing and when that step/review is due.



You will be prompted to login to Faculty Success if you are not currently logged into a NEIU resource, e.g. NMail, and might have to use Duo multifactor authentication to access the system.



## DPC Faculty Success Guide Fall 2023 – Spring 2024



The screenshot shows a web form titled "Annual Report". At the top left, there is a red document icon and the text "Last Updated September 20, 2023 at 4:51 PM". Below this, there are three text input fields. The first is labeled "Teaching Narrative" and contains the text "This is my teaching narrative for my retention portfolio." The second is labeled "Research Narrative" and contains "This is my research narrative for my retention portfolio." The third is labeled "Service Narrative" and contains "This is my service narrative for my retention portfolio." An arrow points from the "Annual Report" title to the first field.

**Note:** The Annual Report will have all the items you are used to seeing in a person's portfolio, courses with syllabi and course evaluations; peer and chair observations, research & service documentation areas. The Department Application for Criteria will be linked within the Annual Activity Report at the top of the page. Narratives will be visible on screen below the annual activity report.

After reviewing the portfolio, the DPC **members** can leave comments about the portfolio with the RPT module.

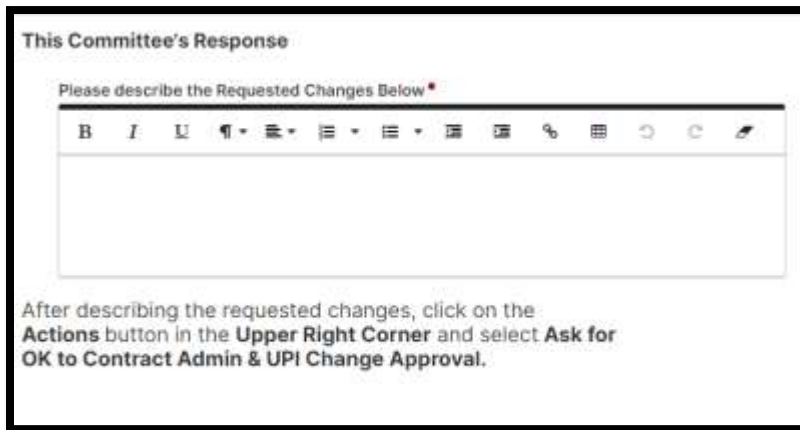
The DPC chairperson has the ability to view all comments left by any member plus the administrative capacity to perform certain actions.

The actions button is in the upper right corner of the page.

If you just checking on things and still waiting on fellow DPC members to write their feedback you can click on **Save Draft**.

If you have *finished* reviewing and have written a general statement and there are **no** modifications that need to be requested your action is **Submit to DPC Final Review**. This will trigger another workflow task in Faculty Success which will allow you to complete the Form D.

If you have *finished* reviewing and **requesting changes** to your colleague's portfolio you need to select the action **Initial Review to DPC Requested Changes**. You will get a prompt, Are you sure you want to want to move that *stage*.. You click on **Yes**. This will immediately trigger a new workflow item for you fill out the reasons why. Scroll down on the page and fill in change request.



The screenshot shows a form titled "This Committee's Response". Below the title is a text input field with the placeholder text "Please describe the Requested Changes Below". Below the input field is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, and other editing tools. Below the toolbar is a large text area for entering the requested changes. At the bottom of the form, there is a text instruction: "After describing the requested changes, click on the **Actions** button in the **Upper Right Corner** and select **Ask for OK to Contract Admin & UPI Change Approval**."

Then your action step directions are found on at the bottom of the page that says **Ask for OK to Contract Admin & UPI Change Approval**.

Again, you will be prompted to approve this action step. You will click on **Yes**.

Once this task is complete the system will notify Effie & Nancy that they something to review and possibly approve. Upon their decision and hopeful affirmation confirming the approval to make the requested changes it will then be rerouted to your colleague to update things.

## DPC Faculty Success Guide Fall 2023 – Spring 2024

You will get an email from the system once it is ready for you review once again. This time when reviewing it you will be prompted to complete the Form D. The Form D is completed within Faculty Success and by typing your full legal name at the bottom of the form counts as your legal signature.

### **Standard Evaluation Ratings:**

<b><u>Year</u></b>	<b><u>Teaching &amp; Primary Duties</u></b>	<b><u>Research &amp; Creative Activities</u></b>	<b><u>Service</u></b>
<b>Year 1</b>	Satisfactory	Appropriate Plans for Satisfactory Performance In Year 2	Appropriate
<b>Year 2</b>	Satisfactory	Satisfactory	Satisfactory
<b>Year 3 - 5</b>	Highly Effective	Significant	Significant
<b>Tenure/Associate</b>	Superior	Significant	Significant
<b>Tenure by Exception</b>	Superior*	Significant*	Significant
<b>Professor</b>	Superior	Superior	Superior
<b>PAI</b>	Superior (required)	Significant (superior)	Superior (significant)

**\*Exceptionality:** Years of service or educational requirement is not met. Requires same performance standards as for tenure but one category is judged beyond standard or exceptional.

**Promotion to Professor:** Requires that standards are met in the aggregate through the evaluation period

**Professional Advancement Increase:** In the aggregate through at least the last five years prior to evaluation. Must be **superior** in at least **two** categories (Teaching/Primary Duty required) and may be significant in the third.

After your final review and completion of the Form D you then take the Action of Submitting back to your colleague for their acknowledgement of your recommendation decision before going to the department chairperson.

Click on **Actions** in the upper right corner and select **Submit to Faculty Acknowledgement of DPC Form D** then acknowledge the pop-up that you agree to for it to be submitted to the faculty member.

### **Frequently Asked Questions:**

Q: One of my colleagues cannot see a portfolio?

A: Department Chairperson should email [assessment-assistance@neu.edu](mailto:assessment-assistance@neu.edu) and in the body mention department/DPC area and name of person not having access.

Q: The links are not working the Annual Activity Report.

A: Please make sure you are logged into Faculty Success then open the PDF Annual Activity Report and try again.