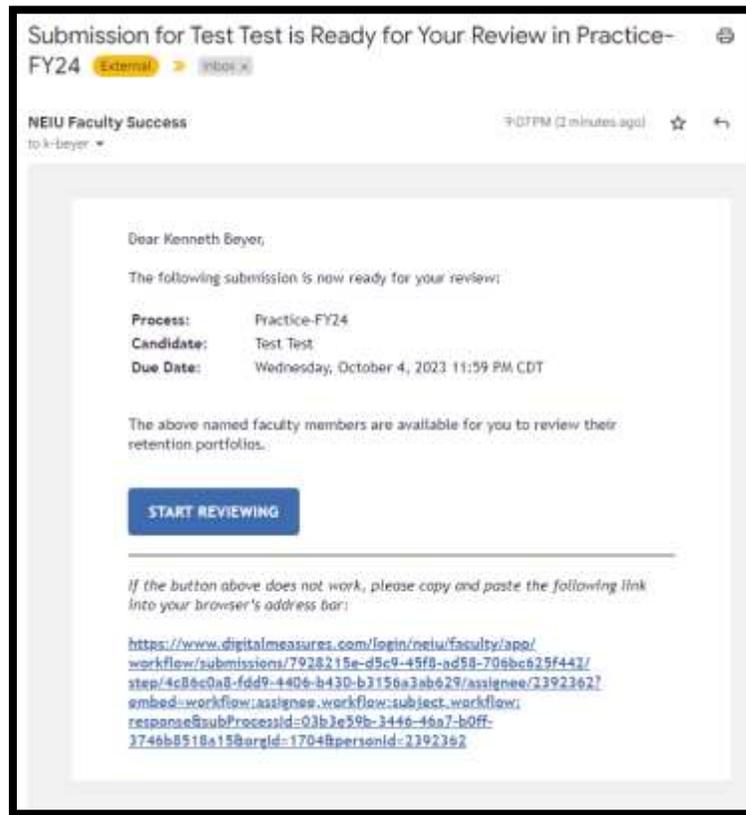


## Dean Faculty Success Guide – Fall 2023 – Spring 2024

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 acknowledges the Form C and the Chairperson recommendation the portfolio will become available to the college dean. You as the college dean will receive an email as well as see the task within the Workflow menu in Faculty Success.

The email will look similar to this:



This review stage is called Dean Initial Review. It is called Initial Review in case in the rare situation you, as the dean, find something contractually missing that needs to be added. If you **do** find something **missing** you need to get permission from Effie to have the faculty member add those items.

As you scroll down on the page and see materials submitted. Make sure to look for the most recent Annual Activity Report associated with the Form D.

First, you have to answer the following prompt:

**As the college dean, I am/am not requesting more materials to be uploaded before I complete my Form C.**

If more materials are needed, click on the **Actions** button in the **Upper Right Corner** and select **Submit to Faculty Provides Materials Requested by Dean**

If **no** more materials are needed, click on the **Actions** button in the **Upper Right Corner** and select **Proceed to Dean Recommendation**.

## Dean Faculty Success Guide – Fall 2023 – Spring 2024

The Dean's Recommendation Statement is uploaded within Faculty Success.

### **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 uploading your Recommendation Statement you then take the Action of Submitting back to your faculty member for their acknowledgement of your recommendation statement before going to Academic Affairs.

Click on **Actions** in the upper right corner and select **Submit to Faculty Review of Dean's Recommendation** then acknowledge the pop-up that you agree to for it to be submitted to the faculty member.