Starting in Fall 2023 the majority of faculty portfolios will 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 D and the DPC recommendation the portfolio will be become available to the department chairperson. You as the department chair will receive an email as well as see the task within the Workflow menu in Faculty Success.

The email will look similar to this:
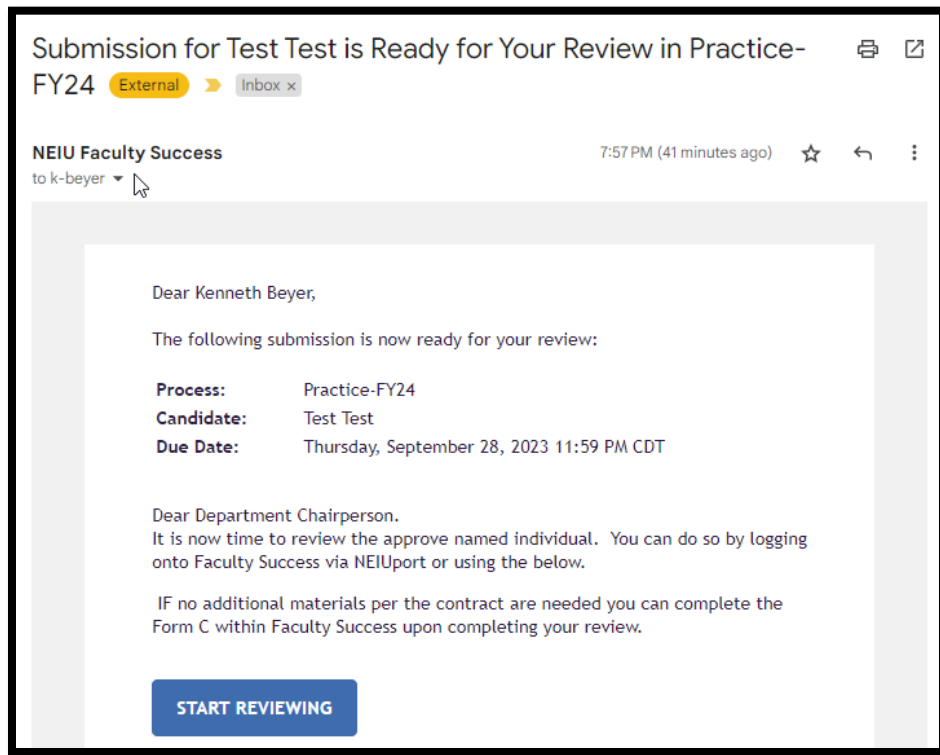
This review stage is called Department Chair Initial Review. It is called Initial Review in case in the rare situation you, as the department chair, find something contractually missing that needs to be added. If you **do** find something **missing** you need to get permission from Effie to have the 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 department chairperson, 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 more Materials.**

> If <u>no</u> more materials are needed, click on the **Actions** button in the **Upper Right Corner** and select **Submit to Department Chair - Form C.**

The Form C 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:

Year	Teaching & Primary Duties	Research & Creative Activites	Service
Year 1	Satisfactory	Appropriate Plans for Satisfactory Performance In Year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Year 3 - 5	Highly Effective	Significant	Significant
Tenure/Associate	Superior	Significant	Significant
Tenure by Exception	Superior*	Significant*	Significant
Professor	Superior	Superior	Superior
PAI	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 C you then take the Action of Submitting back to your colleague for their acknowledgement of your recommendation decision before going to the college dean.

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