



ACADEMIC
AFFAIRS

How to Access and Complete Watermark Steps for Promotion, Tenure, and Emeritus Cycle

Candidates, committees, unit administrators, department chairs, deans, and the Provost Office will add materials, review them, and make recommendations in **Watermark**.

Email Notification

Everyone associated with PTE will receive an email to your TCU account from **TCU Faculty Affairs: notifications@watermarkinsights.com** to complete steps (tasks). The email will provide a brief overview of the task, due date, a link to TCU's PTE policy, a link to Watermark URL which you can copy and paste into your browser and then click the blue button (pictured at right) to Start Reviewing.

START REVIEWING

[START REVIEWING](#)

Inbox and History

View pending tasks and track your "review" history via your Watermark **Inbox**, which contains hyperlinks to tasks to complete, and **History**, which documents portfolio progression and contains hyperlinks to the documents stakeholders are allowed to see by according to TCU's PTE policy.



Home



My Profile

Faculty Main Page

Faculty access active tasks from **Home** or **Reviews** on the left vertical menu bar (pictured at right). You may need to click the 3 horizontal lines (hamburger, pictured below) to reveal the navigation bar. Click **Home** to access pending tasks in **Tasks and To-Dos**. Click **Reviews** to access pending tasks and view your history of completed reviews and submissions.



CV Imports



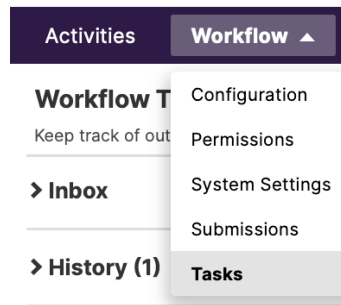
Reports



Reviews

Department and College Administrators

Users with administrative roles (such as department chairs, deans, designees, other reviewers) access tasks by clicking **Workflow** from the horizontal navigation bar at the top of the screen (pictured below) and then selecting **Tasks**.



Task Availability

Once you have access, a task remains available until one of the following occurs:

- The task is completed and submitted to the next step in the process.
- The step automatically advances to the next step. Any saved work will advance to the next step as will any incomplete items.
- The submission is recalled or administratively sent back to a previous step.

Instructions

Each task in Watermark will begin with instructions for completing the task as defined by TCU policy, with links to relevant resources. Specific actions include:

- Making selections from provided options.
- Uploading documents prepared outside of Watermark.
- Reviewing materials added to Watermark.
- Brief typing.
- Clicking Action to save draft and move materials to the next step.

Files

Candidates, reviewers and unit administrators will be required to upload files to the portfolio. In some fields, you will add one (1) file only. In other fields you may upload as many documents as needed. **Any individual file upload is limited to 1 GB (1000 MB).**

Accepted Files

Use common file types that reviewers at the department, college, and university levels will be able to open.

- **Documents:** csv, doc/docx, odt, rtf, txt, html, pdf
- **Spreadsheets:** xls/xlsx, ods
- **Presentations:** ppt/pptx, odp
- **Images:** jpg/jpeg, png, gif, tif/tiff, bmp
- **Video:** mov, mp4, wmv, avi, mpg, mpeg
- **Audio:** mp3, wav, wma
- **Zipped** files and folders [Click here for more information on zip files.](#)

Naming Files

Begin each file name with the candidate's last name. Number, order, and name files to guide reviewers through the documentation.

Uploading Files

- STEP 1: Save files on your computer. Watermark will not upload files from another website.
- STEP 2: Upload files by dragging and dropping them into the upload area or clicking on the upload area to select the file(s) on your computer.

Order of Files

- Multiple files added at once will order by the date saved; not alpha-numeric order.
- Folders added will populate the individual files in the order of the date saved.
- Zip file folders will need to be unzipped by reviewer. Contents can then be ordered by standard sort options.