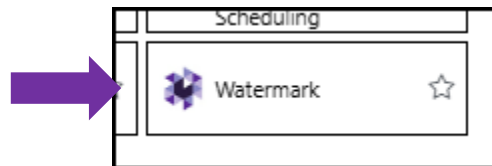


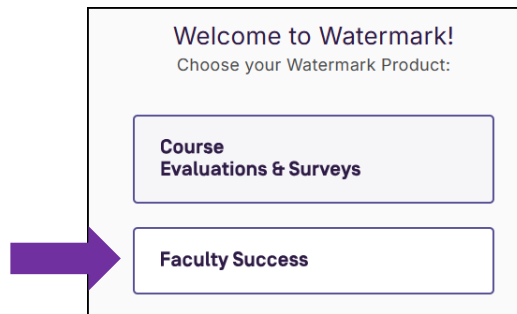
Department Chair Instructions for Watermark RTP

This document serves as a reference for Department Chairs, providing detailed instructions on how to complete and submit faculty reviews in Watermark. For questions or additional support, please contact Faculty Affairs at RTP_Faculty_Success_Help@calstatela.edu.

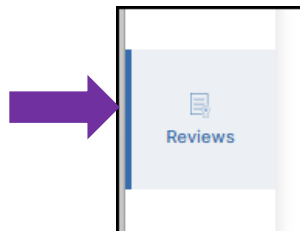
1. Log into your **MYCALSTATELA** portal.
2. Click on the **Watermark** option.



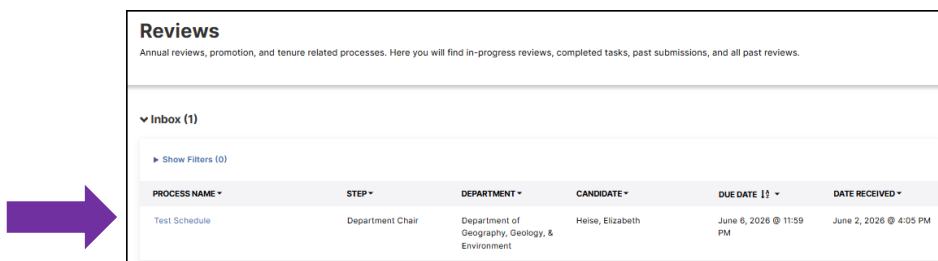
3. Select **Faculty Success**.



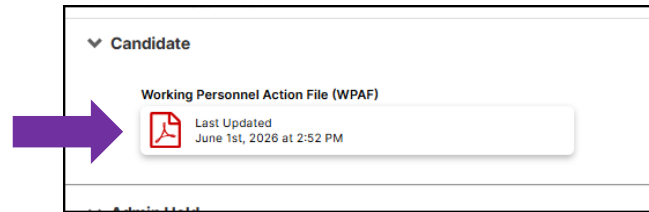
4. Select **Reviews** on the left side of the page.



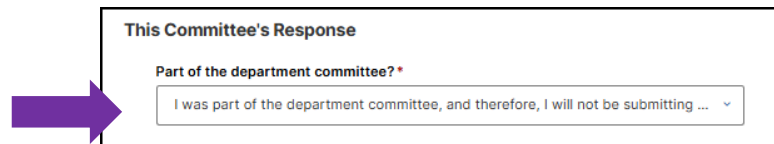
5. You should see the reviews you will need to complete under **Inbox**. Click on the faculty's name.



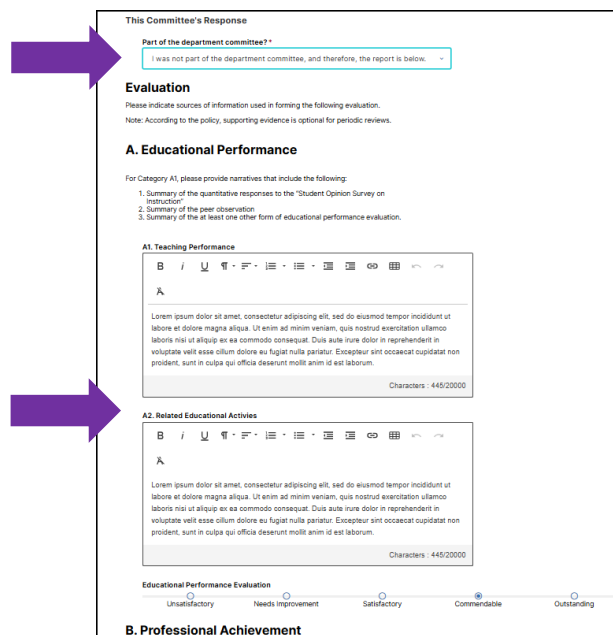
6. Near the top of the page under **Candidate**, click on the Adobe red icon under the **Working Personnel Action File (WPAF)** header to view the faculty's packet.



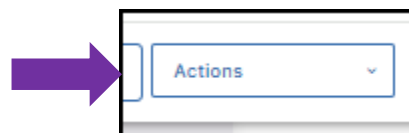
7a. If you were part of the department committee, select **I was part of the department committee, and therefore, I will not be submitting a separate report**, you do not need to fill out the fields below. Skip to Item 8.



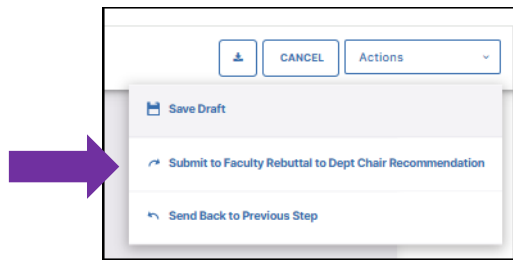
7b. If you were not part of the department committee, select **I was not part of the department committee, and therefore, the report is below**. After you open the WPAF in another window, please scroll down in the window where the WPAF appears on the top and you will see the previous levels of recommendations. At the bottom of the screen, you will find the evaluation fields for you to complete. Please fill out all the required fields.



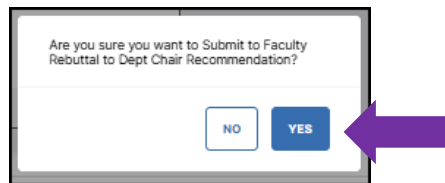
8. When you're ready to submit the review, select **Actions** on the upper right-hand corner.



9. Select **Submit to Faculty Rebuttal to Dept Chair Recommendation** from the drop-down menu. This action will advance the file to the faculty member.



10. A window will appear to confirm if you would like to submit your recommendation. If so, select **Yes**.



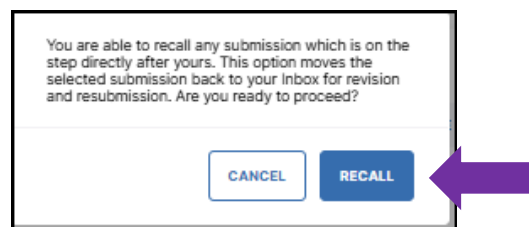
11. You have submitted your review. The review will be shown in the History section of the Workflow Tasks page.

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Test Schedule	Faculty Rebuttal to Dept Chair Recommendation	Elizabeth Heise	June 7, 2026 @ 11:59 PM	

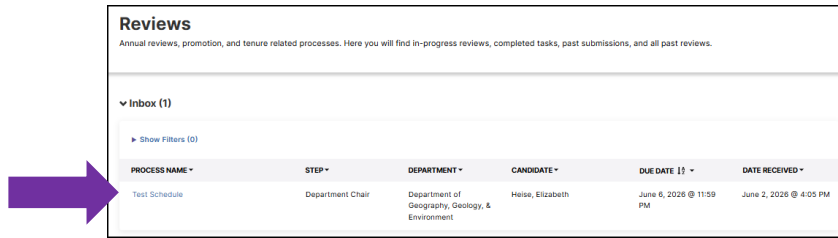
12. If you would like to recall the review so you can make edits because there was an error in the submission, on the far right, select the triangle under **ACTIONS**. Select **Recall**.



13. A window will appear and select the blue **RECALL** button to recall the review.



14. The review will be in your inbox so you can edit it.



The screenshot shows a 'Reviews' section with a sub-section for 'Inbox (1)'. Below this is a table with columns for Process Name, Step, Department, Candidate, Due Date, and Date Received. A purple arrow points to the first row of the table.

PROCESS NAME *	STEP *	DEPARTMENT *	CANDIDATE *	DUE DATE !? *	DATE RECEIVED *
Test Schedule	Department Chair	Department of Geography, Geology, & Environment	Heise, Elizabeth	June 6, 2026 @ 11:59 PM	June 2, 2026 @ 4:05 PM

15. If the review is recalled, please resume the process beginning with Step 5.