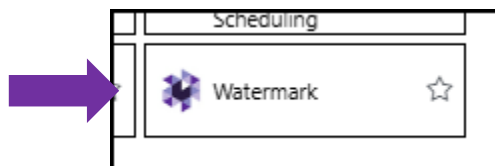


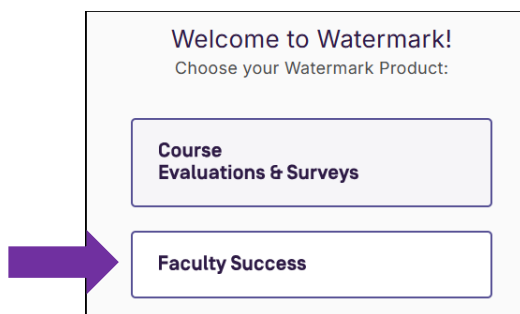
Department and College Committee Instructions for Watermark RTP

This document serves as a reference for the Department and College Committee, 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.

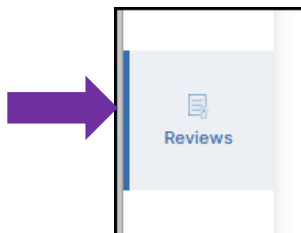
1. Log into your **MYCALSTATELA** portal.
2. Click on the **Watermark** option.



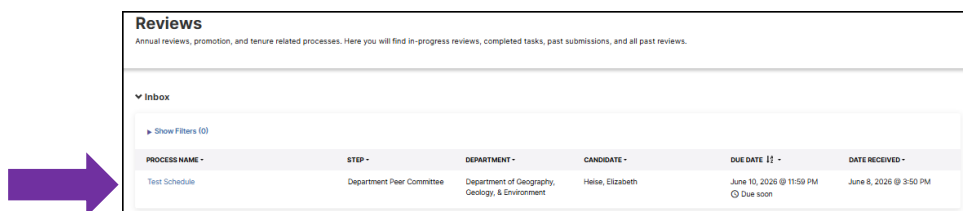
3. Select **Faculty Success**.



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.



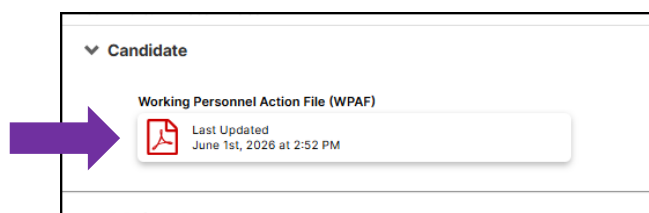
Reviews
Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews.

▼ Inbox

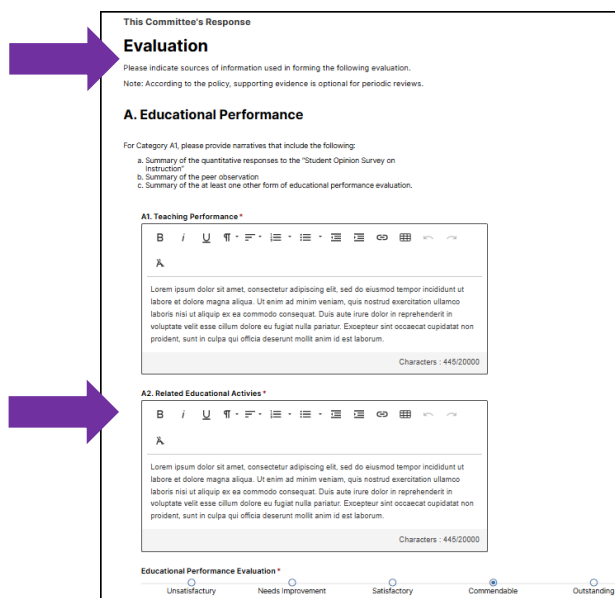
Show Filters (0)

PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test Schedule	Department Peer Committee	Department of Geography, Geology, & Environment	Halse, Elizabeth	June 10, 2026 @ 11:59 PM ⌚ Due soon	June 8, 2026 @ 3:50 PM

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.



7. After you open the WPAF in another window, please scroll down in the window where the WPAF appears on the top. At the bottom of the screen, you will find the evaluation fields for you to complete. Please fill out all the required fields.



This Committee's Response

Evaluation

Please indicate sources of information used in forming the following evaluation.
Note: According to the policy, supporting evidence is optional for periodic reviews.

A. Educational Performance

For Category A1, please provide narratives that include the following:
a. Summary of the quantitative responses to the "Student Opinion Survey on Instruction"
b. Summary of the peer observation
c. Summary of the at least one other form of educational performance evaluation.

A1. Teaching Performance *





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Characters: 445/2000

A2. Related Educational Activities *





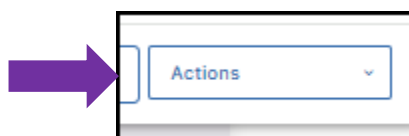
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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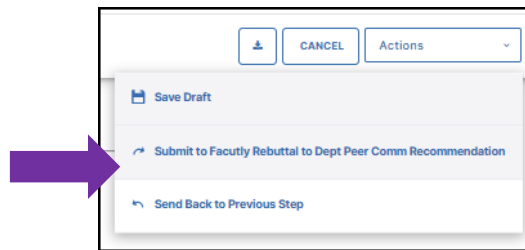
Educational Performance Evaluation *

☐ Unsatisfactory ☐ Needs improvement ☐ Satisfactory ☒ Commendable ☐ Outstanding

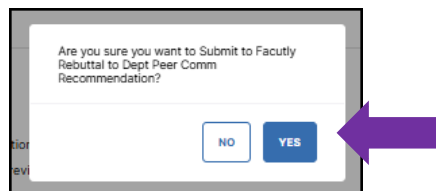
8. When you're ready to submit the review, select **Actions** on the upper right-hand corner.



9. Select **Submit to Faculty Rebuttal to Dept Peer Comm Recommendation (or Submit to Faculty Rebuttal to College Comm 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**.



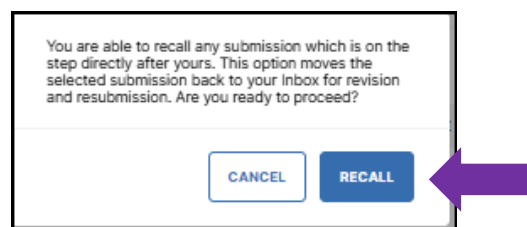
11. You have submitted your review. The review will be shown in the History section of the Workflow Tasks page.

▼ History (1)				
NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
Test Schedule	Faculty Rebuttal to Dept Peer Comm Recommendation	Elizabeth Heise	June 5, 2026 @ 11:59 PM	▼

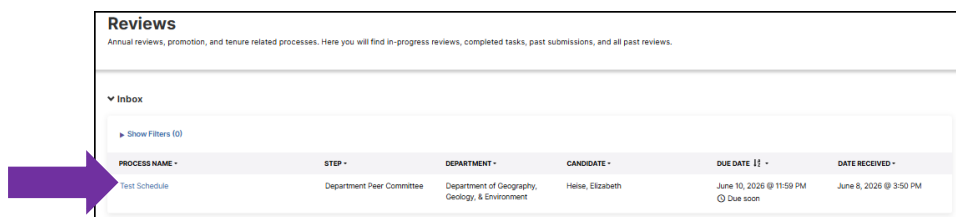
12. If you would like to recall the review so you can make edits because there was an error in the submission, on the far right, select the triangle under **ACTIONS**. Select **Recall**.



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 web interface titled "Reviews" with a subtitle "Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and all past reviews." Below this is an "Inbox" section containing a table. A purple arrow points to the first row of the table, which is highlighted in light blue.

PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test Schedule	Department Peer Committee	Department of Geography, Geology, & Environment	Helke, Elizabeth	June 10, 2026 @ 11:59 PM ⌚ Due soon	June 8, 2026 @ 3:50 PM

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