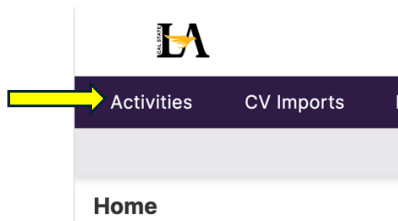
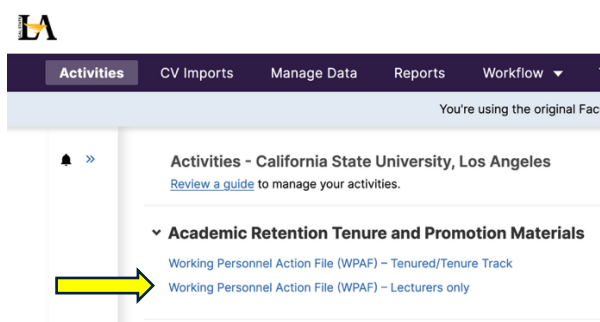


How to prepare your materials for RTP using Watermark Faculty Success

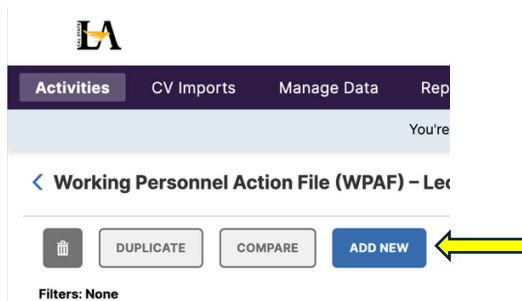
- 1) Login with Single Sign On using this link
<https://www.digitalmeasures.com/login/calstatela/faculty/>
- 2) Select Activities in the purple bar across the top.



- 3) Select Working Personnel Action File (WPAF) – Tenured/Tenure Track



- 4) Click on Add New button



- 5) Type 2025-2026 into the Academic Year box. This is a drop-down menu. Select the current academic year.

Academic Year that the file is submitted

2025-2026

- 6) Drag and drop a copy of your current CV. Be sure to review the written instructions on the web page.

Current CV

Drop file here or select to upload

- 7) Copy and paste narrative statement for Category A1 into text box. Be sure to review the written instructions on the web page.

Category A1 - Educational Performance Narrative Statement (max 100,000 characters)

B *i* U x^2 x_2 ↶ ↷ []

- 8) Drag and drop one pdf document that contains the evidence for Category A1. Note you will need to combine your evidence into one pdf document.

Category A1 - Educational Performance Evidence

Drop file here or select to upload

- 9) Copy and paste narrative statement for Category A2 into text box. Be sure to review the written instructions on the web page.

Category A2 - Related Educational Activities Narrative Statement (max 100,000 characters)

B *i* U x^2 x_2 ↶ ↷ []

- 10) Drag and drop one pdf document that contains the evidence for Category A2. Note you will need to combine your evidence into one pdf document.

Category A2 - Related Educational Activities Evidence

Drop file here or select to upload

- 11) Copy and paste narrative statement for Currency in the Field into text box. Be sure to review the written instructions on the web page.

Currency in the Field Narrative Statement (max 100,000 characters)

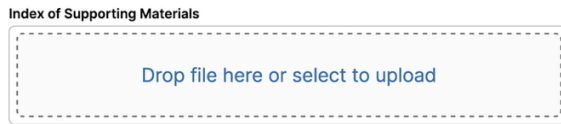
B *i* U x^2 x_2 ↶ ↷ []

- 12) Drag and drop one pdf document that contains the evidence for Currency in the Field. Note you will need to combine your evidence into one pdf document.

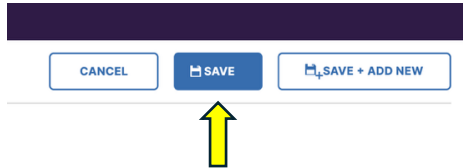
Currency in the Field Evidence

Drop file here or select to upload

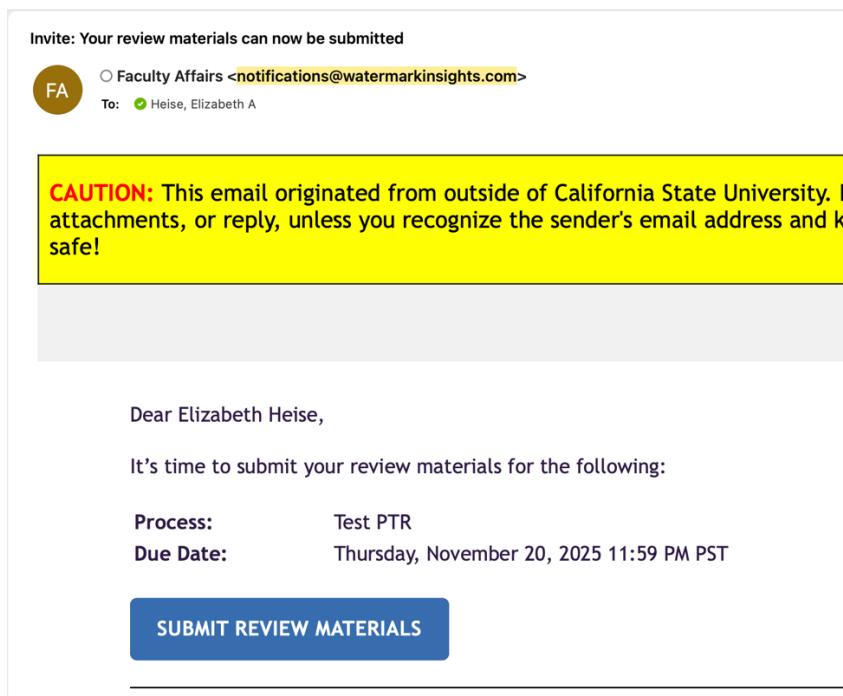
13) Drag and drop one pdf document that contains the Index of your supporting materials.



14) Click on Save in the upper right-hand corner.



15) The information from this screen will be used to create your case for RTP. You will receive an email from Notifications@watermarkinsights.com that will invite you to submit your materials for review. It will look something like this:



Questions: Please email Faculty Affairs at:
RTP_Faculty_Success_Help@calstatela.edu