How to prepare your materials for RTP using Watermark Faculty Success
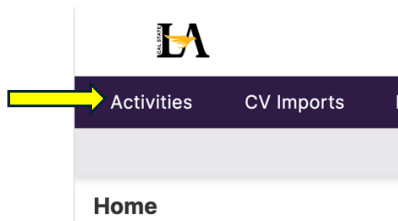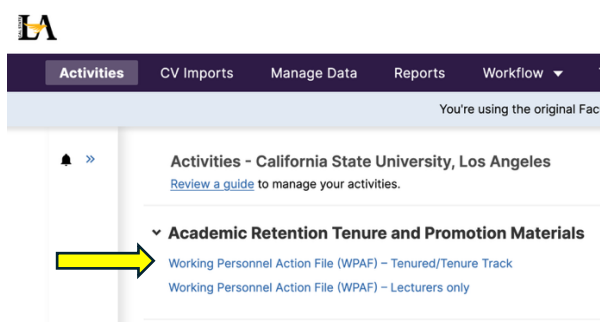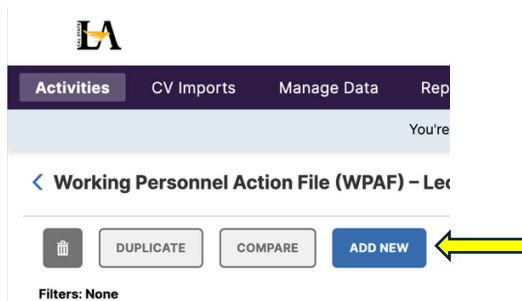
1) Login with Single Sign On using this link
   https://www.digitalmeasures.com/login/calstatela/faculty/

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.

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

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   x²   x₂   ⟲   ⟳   ⌑

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   x²   x₂   ⟲   ⟳   ⌑

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 Category B into text box. Be sure to review the written instructions on the web page.

Category B - Professional Achievement Narrative Statement (max 100,000 characters)

B   *i*   U   x²   x₂   ⟲   ⟳   ⌑

12) Drag and drop one pdf document that contains the evidence for Category B. This is required for performance reviews and optional for periodic reviews. Note you will need to combine your evidence into one pdf document.

Category B - Professional Achievement Evidence - Optional for Periodic Reviews
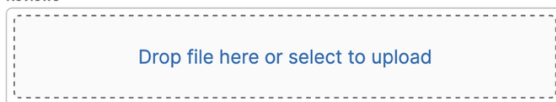
Drop file here or select to upload

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

Category C - All Other Contributions to the University Narrative Statement (max 100,000 characters)

B *i* U x^2 x_2 ↶ ↷ ⌗

14) Drag and drop one pdf document that contains the evidence for Category C. This is required for performance reviews and optional for periodic reviews. Note you will need to combine your evidence into one pdf document.

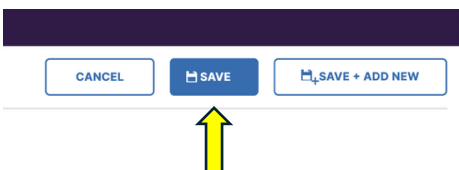Category C - All Other Contributions to the University Evidence - Optional for Periodic Reviews

Drop file here or select to upload

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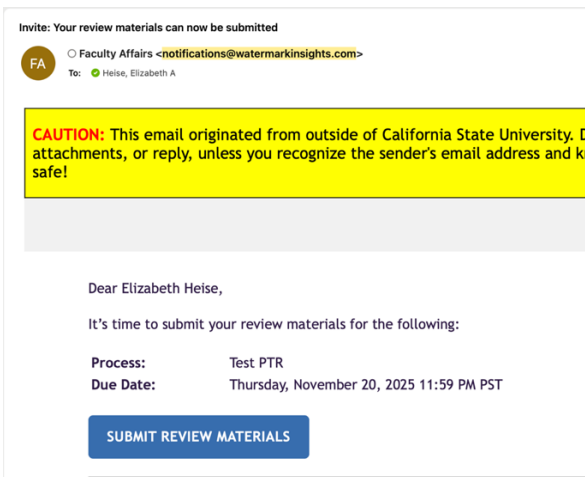
Index of Supporting Materials

Drop file here or select to upload

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

CANCEL   💾 SAVE   💾₊ SAVE + ADD NEW

17) 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:

Invite: Your review materials can now be submitted

FA   ○ Faculty Affairs <notifications@watermarkinsights.com>
     To: ● Heise, Elizabeth A

CAUTION: This email originated from outside of California State University. D attachments, or reply, unless you recognize the sender's email address and k safe!

Dear Elizabeth Heise,

It's time to submit your review materials for the following:

Process: Test PTR
Due Date: Thursday, November 20, 2025 11:59 PM PST

SUBMIT REVIEW MATERIALS

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