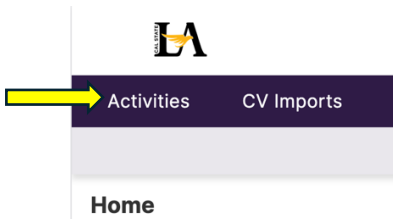
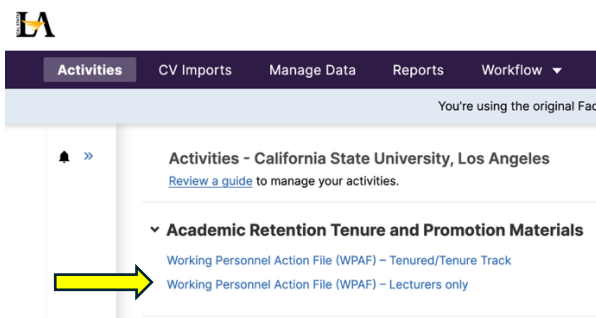


How to prepare your materials for RTP using Watermark Faculty Success

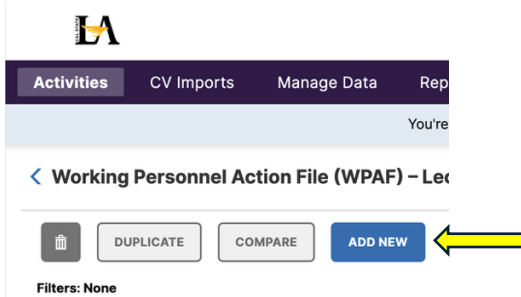
- 1) Login with Single Sign On using this link
<https://www.digitalmeasures.com/login/calstatela/faculty/>
- 2) Select Activities in the purple bar across the top.



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



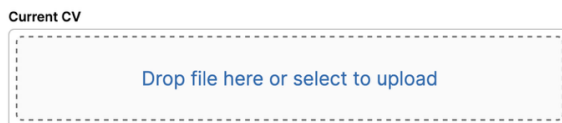
- 4) Click on Add New button



- 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

- 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)

A text box with a toolbar at the top containing icons for Bold (B), Italic (i), Underline (U), Superscript (x²), Subscript (x₂), Undo, Redo, and a link icon. The text box is currently empty.

- 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

A dashed border box containing the text "Drop file here or select to upload" in blue.

- 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)

A text box with a toolbar at the top containing icons for Bold (B), Italic (i), Underline (U), Superscript (x²), Subscript (x₂), Undo, Redo, and a link icon. The text box is currently empty.

- 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

A dashed border box containing the text "Drop file here or select to upload" in blue.

- 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)

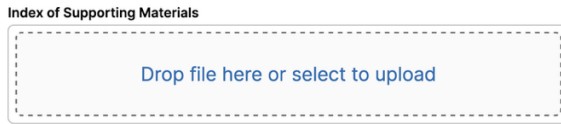
A text box with a toolbar at the top containing icons for Bold (B), Italic (i), Underline (U), Superscript (x²), Subscript (x₂), Undo, Redo, and a link icon. The text box is currently empty.

- 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.

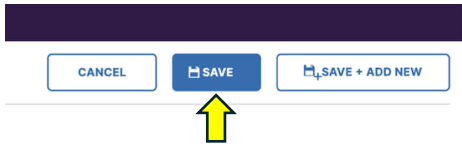
Currency in the Field Evidence

A dashed border box containing the text "Drop file here or select to upload" in blue.

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

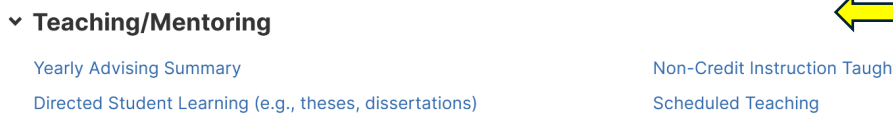


14) Click on Save in the upper right-hand corner.

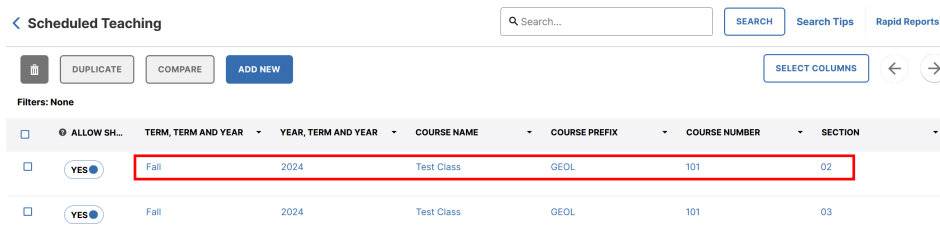


15) You will need to upload your course syllabi for your all your courses so there will be a link to them in your RTP file.

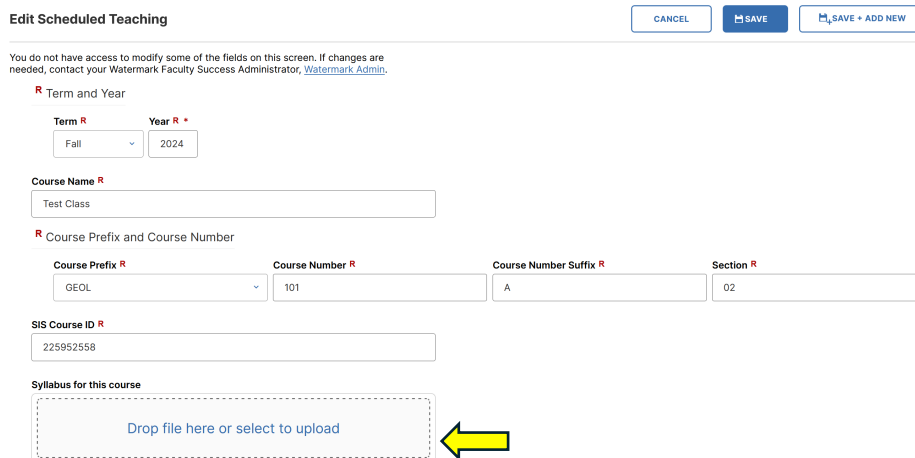
Select Scheduled Teaching.



16) Click any of the links in the row of the class of the syllabus within the red square.



17) Drag and drop your file or select to upload to the Syllabus box shown below.



18) If you accidentally uploaded the wrong file, click the trash can to delete it. After it is deleted, you can upload the correct file following the instructions in step 17.

Edit Scheduled Teaching CANCEL SAVE SAVE + ADD NEW

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, [Watermark Admin](#).

Term and Year

Term **R** Year **R ***

Fall 2024

Course Name

Test Class

Course Prefix and Course Number

Course Prefix **R** Course Number **R** Course Number Suffix **R** Section **R**


GEO 101 A 02


SIS Course ID

225952558

Syllabus for this course

Replace file here or select to upload

Sample syllabus for test-1.docx (12.98 KB) 



19) Then click the blue save button


Edit Scheduled Teaching CANCEL SAVE SAVE + ADD NEW

You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, [Watermark Admin](#).

Term and Year

Term **R** Year **R ***

Fall 2024



20) The information from these screens will be used to create your file for RTP reviews. 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. Do not click on links, attachments, or reply, unless you recognize the sender's email address and know the sender.

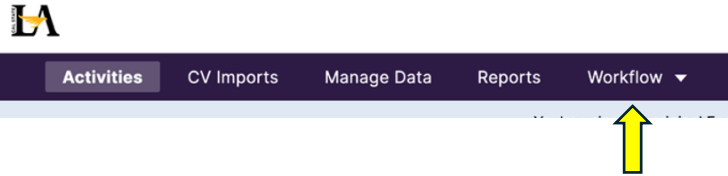
Dear Elizabeth Heise,

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](#)

If you did not receive an email it may have gone to your spam folder. You can access your RTP review by clicking on Workflow in the top purple menu if you do not have the email.



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