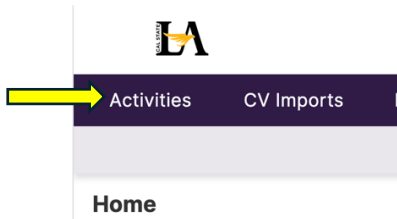
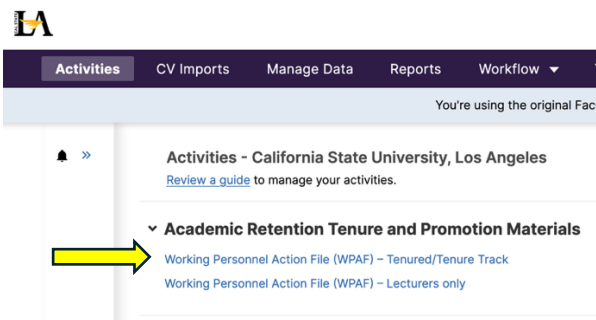


How to prepare your materials for RTP using Watermark Faculty Success

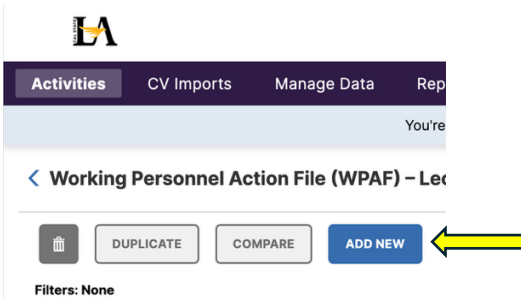
- 1) Login with Single Sign On using this link
<https://www.digitalmeasures.com/login/calstatela/faculty/>
- 2) Select Activities in the purple bar across the top.



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



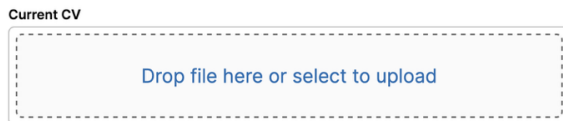
- 4) Click on Add New button



- 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 area below is 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 area below is 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 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)

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 area below is empty.

- 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

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

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)



A text editor interface with a toolbar containing icons for Bold (B), Italic (i), Underline (U), Superscript (x²), Subscript (x₂), Undo, Redo, and a link icon. Below the toolbar is a large empty text input area.

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



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

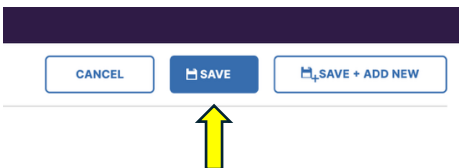
15) Drag and drop one pdf document that contains the Index of your supporting materials.

Index of Supporting Materials



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

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



A dark purple header bar with three buttons: "CANCEL", "SAVE" (highlighted with a yellow arrow), and "SAVE + ADD NEW".

17) 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.

▼ Teaching/Mentoring

Yearly Advising Summary
Directed Student Learning (e.g., theses, dissertations)

Non-Credit Instruction Taught
Scheduled Teaching ←

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

Scheduled Teaching [Search Tips](#) [Rapid Reports](#)

Filters: None

<input type="checkbox"/>	ALLOW SH...	TERM, TERM AND YEAR	YEAR, TERM AND YEAR	COURSE NAME	COURSE PREFIX	COURSE NUMBER	SECTION
<input type="checkbox"/>	<input checked="" type="radio"/>	Fall	2024	Test Class	GEOL	101	02
<input type="checkbox"/>	<input checked="" type="radio"/>	Fall	2024	Test Class	GEOL	101	03

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

Edit Scheduled Teaching

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 Year


Course Name

Course Prefix and Course Number

Course Prefix Course Number Course Number Suffix Section

SIS Course ID

Syllabus for this course



20) 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 18.

Edit Scheduled Teaching

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 Year



Course Name

Course Prefix and Course Number

Course Prefix Course Number Course Number Suffix Section

SIS Course ID

Syllabus for this course

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

21) Then click the blue save button

Edit Scheduled Teaching CANCEL SAVE SAVE + ADD NEW

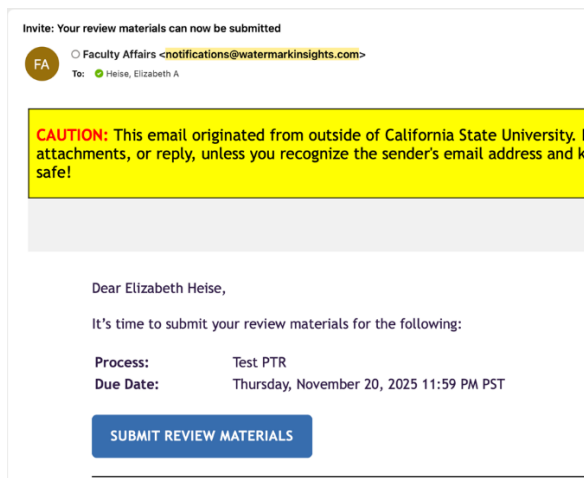
You do not have access to modify some of the fields on this screen. If changes are needed, contact your Watermark Faculty Success Administrator, [Watermark Admin](#).

Term and Year

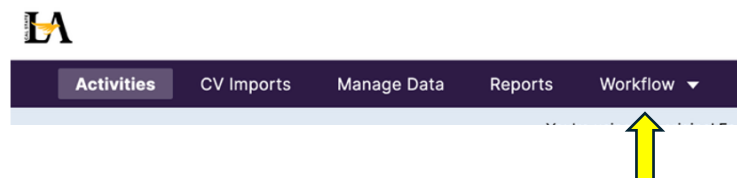
Term R Year R

Fall 2024

22) 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:



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