

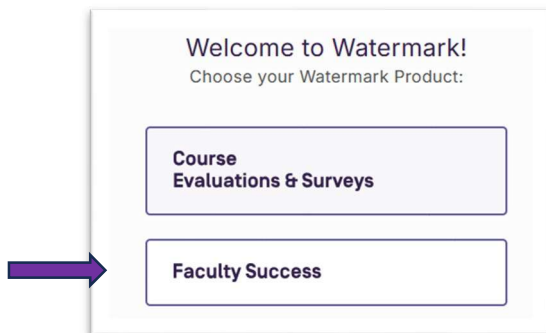


How to prepare your material for RTP using Watermark Faculty Success

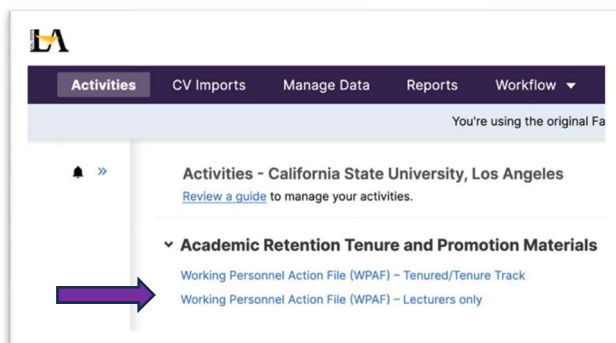
- 1) Log into your **MYCALSTATELA** portal.
- 2) Click on the **Watermark** option.



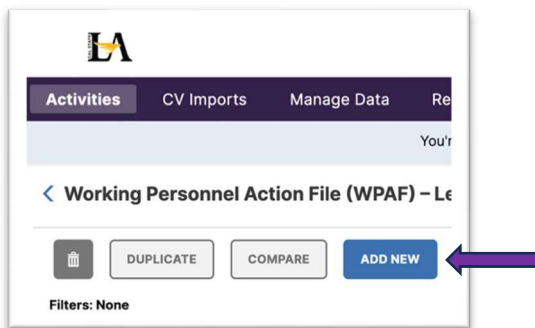
- 3) Select **Faculty Success**.



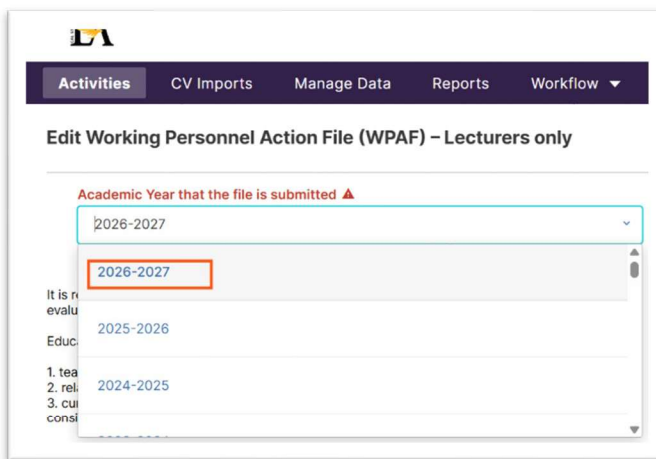
- 4) Select Working Personnel Action File (WPAF) – Lecturers only



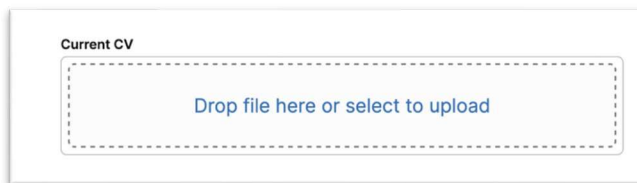
- 5) Click on Add New button



- 6) Select Academic Year box. This is a drop-down menu. Select the academic year that the file is submitted.



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



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



- 9) 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

- 10) 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 ↶ ↷ ↺

- 11) 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

- 12) 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)

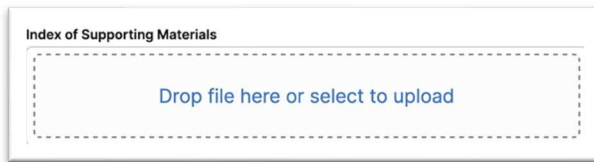
B *i* U x^2 x_2 ↶ ↷ ↺

- 13) 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.

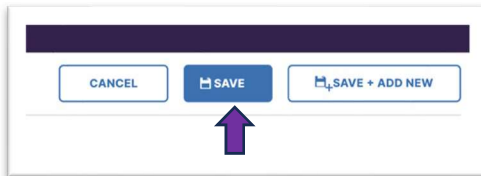
Currency in the Field Evidence

Drop file here or select to upload

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

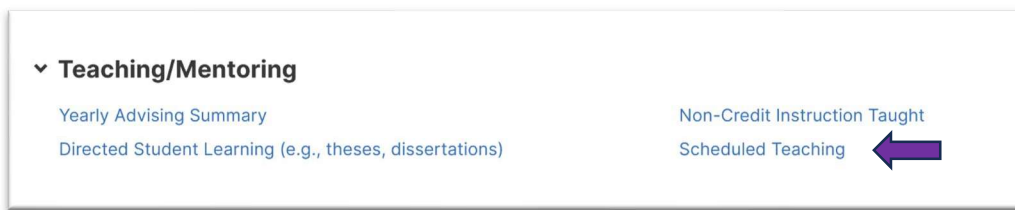


15) Click on Save in the upper right-hand corner.

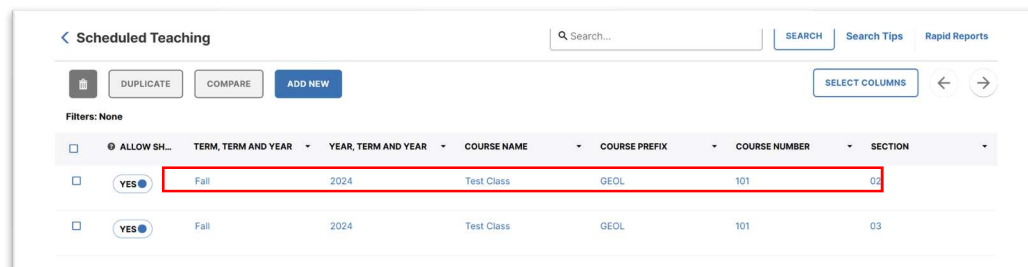


16) You will need to upload your course syllabi for your all your courses so there will be a link to them in your RTP file.

Select Scheduled Teaching.



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



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

The screenshot shows the 'Edit Scheduled Teaching' form. At the top right are buttons for 'CANCEL', 'SAVE', and 'SAVE + ADD NEW'. Below the title is a disclaimer: '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](#).' The form contains several fields: 'Term' (Fall) and 'Year' (2024); 'Course Name' (Test Class); 'Course Prefix' (GEOL), 'Course Number' (101), 'Course Number Suffix' (A), and 'Section' (02); and 'SIS Course ID' (225952558). At the bottom, the 'Syllabus for this course' section has a dashed box with the text 'Drop file here or select to upload'. A purple arrow points to this box.

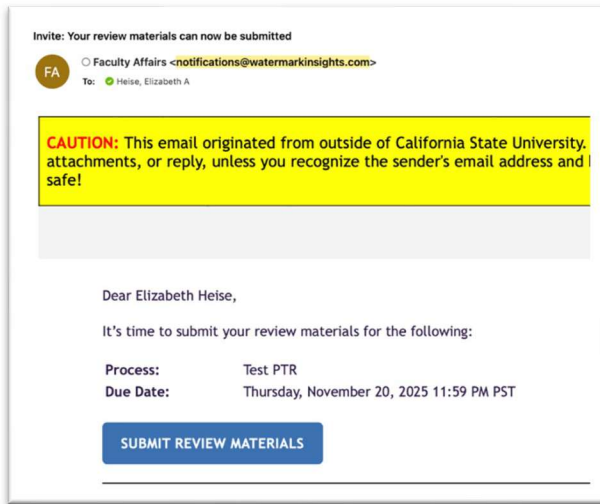
19) If you accidentally uploaded the wrong file, click the trash can to delete it. After it is deleted, you can upload the correct file following the instructions in step 17.

This screenshot shows the same form as before, but the 'Syllabus for this course' section now displays a file named 'Sample syllabus for test-1.docx (12.98 KB)' with a Word icon. A red trash can icon is located to the right of the file name. A purple arrow points to the trash can icon.

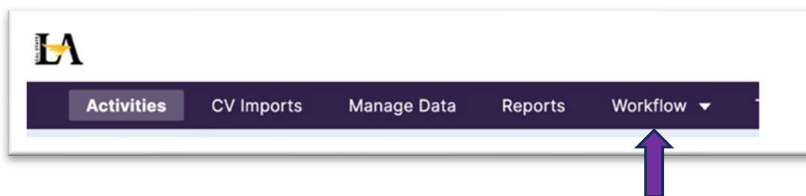
20) Then click the blue save button

This screenshot shows the 'Edit Scheduled Teaching' form with the same data as the previous steps. A purple arrow points to the 'SAVE' button in the top right corner of the form.

21) 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.



For questions, please email Faculty Affairs at: RTP_Faculty_Success_Help@calstatela.edu