

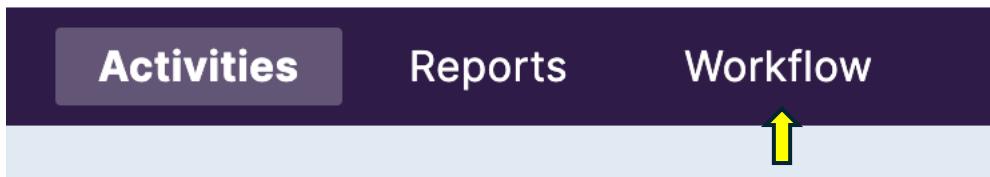
## Instructions for Completing and Submitting Dean RTP Reviews

The Dean is responsible for:

1. Completing the form in Watermark Faculty Success
2. Submitting the review to the next step

### **Instructions for accessing your faculty's dossier for review.**

1. Login with Single Sign On using this link  
<https://www.digitalmeasures.com/login/calstatela/faculty/>
2. Click on Workflow in the purple navbar



3. Click on the Process Name of the candidate you are reviewing

#### **Workflow Tasks**

Keep track of outstanding tasks in your inbox, and view your review history.

##### **▼ Inbox (1)**

**► Show Filters (0)**

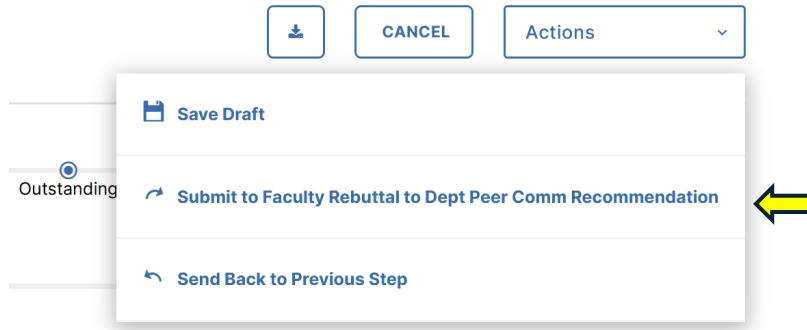
| PROCESS NAME ▾                                    | STEP ▾     | DEPARTMENT ▾                    | CANDIDATE ▾ | DUE DATE ⓘ ▾                               | DATE RECEIVED              |
|---------------------------------------------------|------------|---------------------------------|-------------|--------------------------------------------|----------------------------|
| 2025 - 2026 - Periodic Review - Semester Lecturer | Admin Hold | Department of Political Science |             | December 17, 2025 @ 11:59 PM<br>🕒 Due soon | December 15, 2025 11:00 AM |

4. The candidate's RTP dossier and earlier levels of review recommendations will be displayed, and the dean's form will be below the dossier.

5. After you are done filling out the form. Click the Actions button in the top right.



6. Click Submit to ... (depending on the step)



7. After submitting the form, the task will move to your history

The screenshot shows the software's history section. It has a header with dropdowns for 'PROCESS NAME', 'STEP', 'DEPARTMENT', 'CANDIDATE', 'DUE DATE', and 'DATE RECEIVED'. Below the header, a message says 'No Data to Display'. Underneath, there is a section titled 'History (1)'. A table lists one task: '2025 - 2026 - Periodic Review - Semester Lecturer' with 'Faculty Rebuttal to Dept Peer Comm Recommendation' in the 'CURRENT STEP' column, 'Visal Dom' in the 'CANDIDATE' column, and 'December 19, 2025 @ 11:59 PM' in the 'DUE DATE' column. The 'Actions' column for this task is highlighted with a red box. A yellow arrow points to the 'Actions' column.

8. If you need to change your responses:

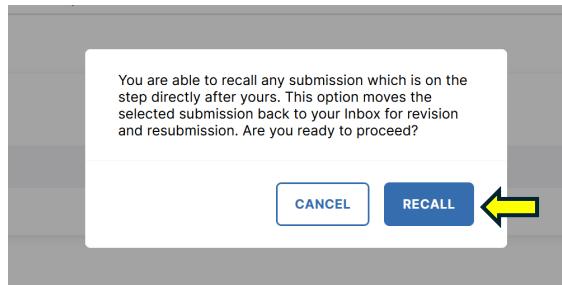
- click the black triangle under Actions.

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- Select recall in the drop-down menu

The screenshot shows the software's history section. It has a header with dropdowns for 'PROCESS NAME', 'STEP', 'DEPARTMENT', 'CANDIDATE', 'DUE DATE', and 'DATE RECEIVED'. Below the header, a message says 'No Data to Display'. Underneath, there is a section titled 'History (1)'. A table lists one task: '2025 - 2026 - Periodic Review - Semester Lecturer' with 'Faculty Rebuttal to Dept Peer Comm Recommendation' in the 'CURRENT STEP' column, 'Visal Dom' in the 'CANDIDATE' column, and 'December 19, 2025 @ 11:59 PM' in the 'DUE DATE' column. The 'Actions' column for this task is highlighted with a red box. A yellow arrow points to the 'Actions' column. A dropdown menu is open, showing 'Recall' and 'Download' options.

c. Click the blue Recall button.



d. The Process will move back to your inbox for you to change your response

9. Keep in mind the dossier is automatically shared with the candidate when the dossier is moved forward.

Questions: Please email Faculty Affairs at: [RTP\\_Faculty\\_Success\\_Help@calstatela.edu](mailto:RTP_Faculty_Success_Help@calstatela.edu)