

Instructions for Completing and Submitting Department Chair RTP Reviews

The Department Chair is responsible for:

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

Please note: If you were part of the department committee, you still must fill out the first item on the form and submit the review to the next step. On the form, please indicate that you were part of the committee, and you will not be writing a separate report.

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.

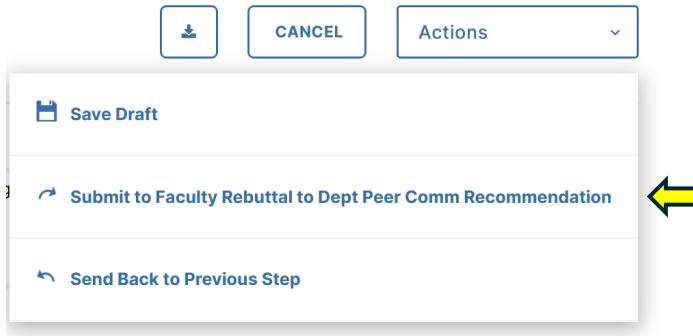
▼ Inbox (1)

PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE
2025 - 2026 - Periodic Review - Semester Lecturer	Admin Hold	Department of Political Science		December 17, 2025 @ 11:59 PM ① Due soon

4. The candidate's RTP dossier and earlier levels of review recommendations will be displayed, and the committee 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 image shows a software interface for managing tasks. At the top, there is a header with dropdowns for 'PROCESS NAME', 'STEP', 'DEPARTMENT', 'CANDIDATE', 'DUE DATE', and 'DATE RECEIVED'. Below this is a table with the following data:

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTION
2025 - 2026 - Periodic Review - Semester Lecturer	Faculty Rebuttal to Dept Peer Comm Recommendation		December 19, 2025 @ 11:59 PM	

The 'NAME' column for the first row is highlighted with a red box.

8. 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