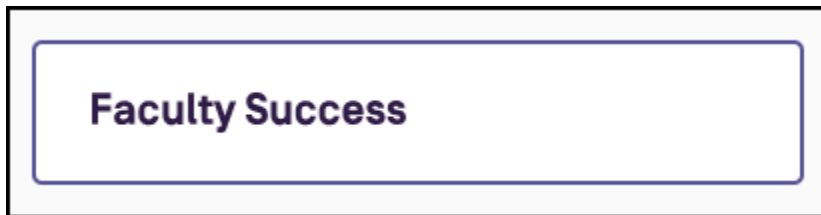


Upload Previous Year Reports

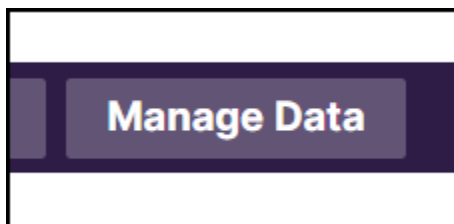
1. Go to your MyCalStateLA portal.
2. Select Watermark.



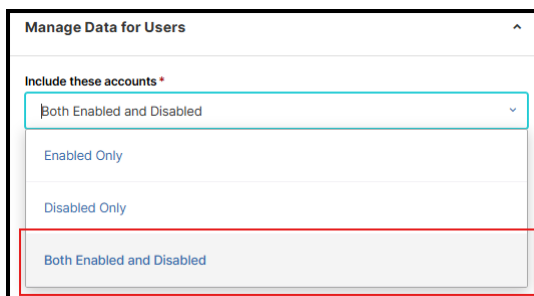
3. Select Faculty Success.



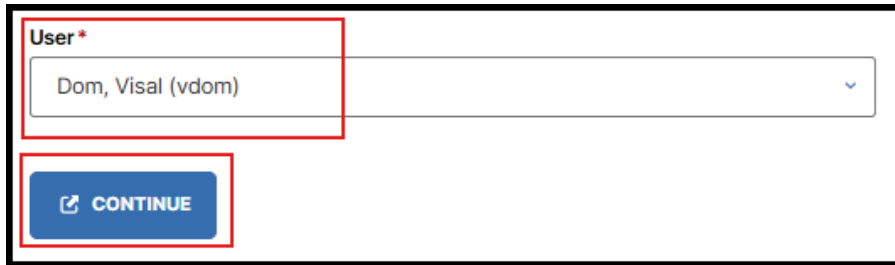
4. Select Manage Data from the top of the page.



5. In the Include these accounts drop down, select Both Enabled and Disabled.



6. In the User drop down, type the faculty member you want to manage. Then press Continue.



User*

Dom, Visal (vdom)

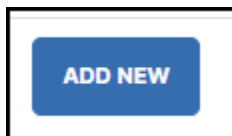
CONTINUE

7. On the right side of the page, select Prior Evaluation Reports (PPAF).



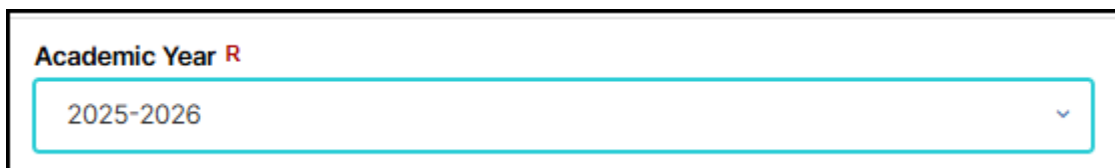
Prior Evaluation Reports (PPAF)

8. If the Academic Year has not been created yet, select ADD NEW.



ADD NEW

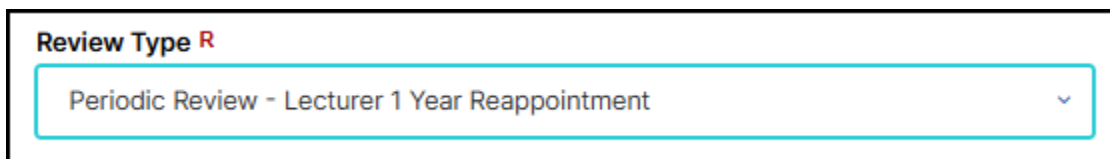
9. In the Academic Year drop down, select the appropriate year when the review was conducted.



Academic Year ^R

2025-2026

10. Select the appropriate Review Type from the drop down.



Review Type ^R

Periodic Review - Lecturer 1 Year Reappointment

11. If your evaluation report is already combined in one file, you can upload your document to the Combined Evaluation Reports Section.

Combined Evaluation Reports R

Replace file here or select to upload

 Combined Evaluation Reports Upload.docx (13.03 KB)



12. If you would like to separate the files based on recommendation, you can separate the files based on the reviewer in these sections. **Note: You don't have to upload both combined Evaluation Reports and separate recommendations. Just one of them.**

Department Committee Recommendation R

Drop file here or select to upload

Department Chair Recommendation R

Drop file here or select to upload

College Committee Recommendation R

Drop file here or select to upload

Dean's Recommendation R

Drop file here or select to upload

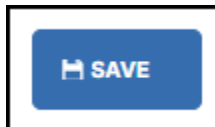
Provost's Letter R

Drop file here or select to upload

13. If the faculty was promoted, please select the new rank from the drop down below.

New Rank **H**

14. Click SAVE when done on the top of the page.



15. The prior evaluation report now appears on Prior Evaluation Reports (PPAF) page.

< Prior Evaluation Reports (PPAF)

Search...

SEARCH

[Search Tips](#)

[Rapid Reports](#)

DUPLICATE

COMPARE

ADD NEW

SELECT COLUMNS

<

>

Filters: None

ACADEMIC YEAR

2024-2025