CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

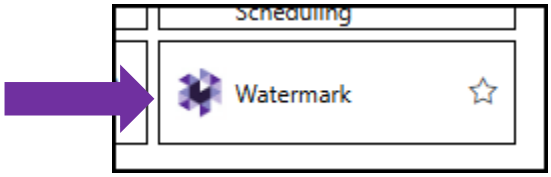
Watermark Guide for Inputting Materials into your RTP File – Periodic Review – Part-Time Librarian

1. Either log into Watermark using the link or through your **MyCalStateLA** profile.

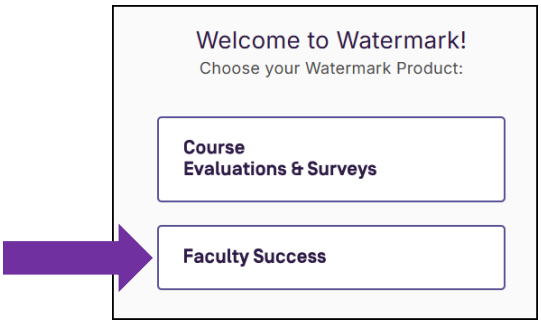
2. Login with Single Sign On using this link:
   https://www.digitalmeasures.com/login/calstatela/faculty/

3. Log into your **MyCalstateLA** profile.

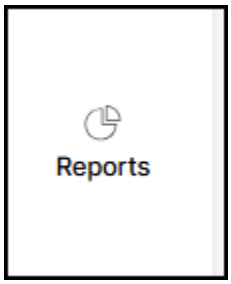
4. Select **Watermark** from the Quick Launch under Academics.



5. Select **Faculty Success.**



6. On the left pane, select **Reports.**

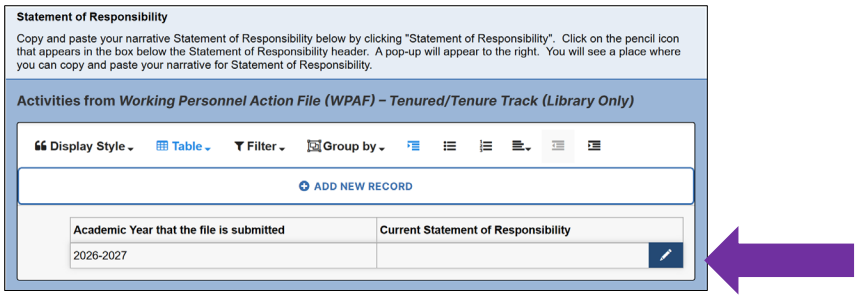


7. Click on ****Periodic Review or Range Elevation for Part-Time Librarian Data Entry (Library Only)**

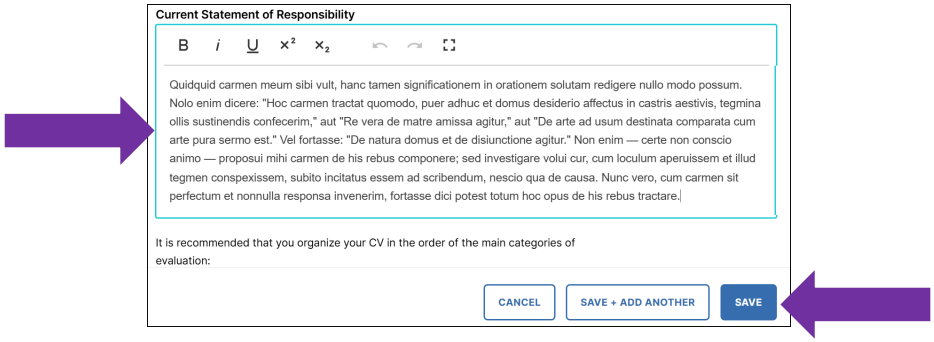


8. When reviewing the report, please ensure that your department and rank are accurate. If your department or title is listed incorrectly, contact Faculty Affairs at RTP_Faculty_Success_Help@calstatela.edu or call Faculty Affairs at (323) 343-3810.

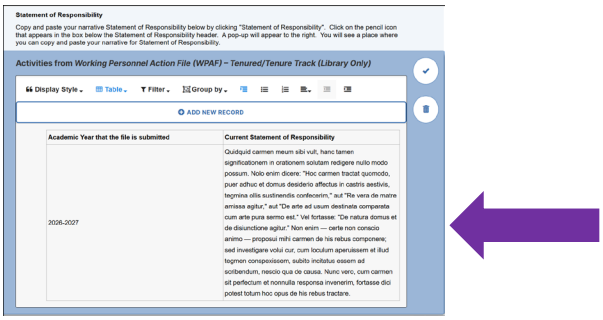
9. For **Statement of Responsibility**, select the category box and click the blue pencil icon to begin editing.



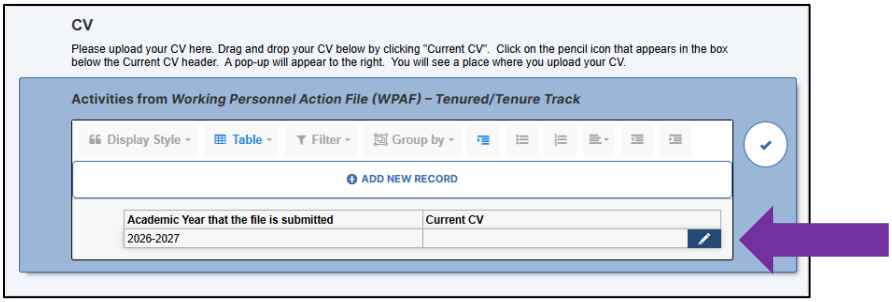
10. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



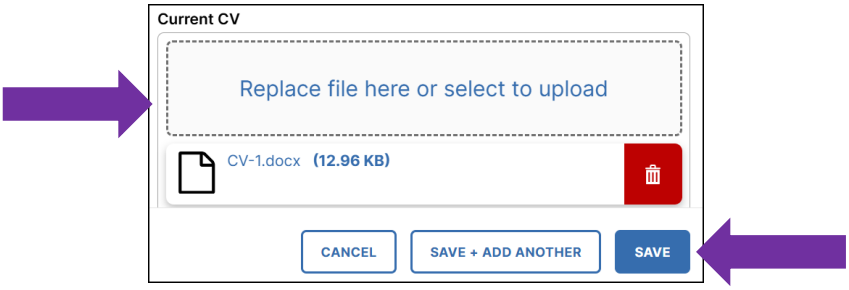
11. The narrative will appear on the final report.



12. To upload your CV, click within the **Current CV** section and select the blue pencil icon.



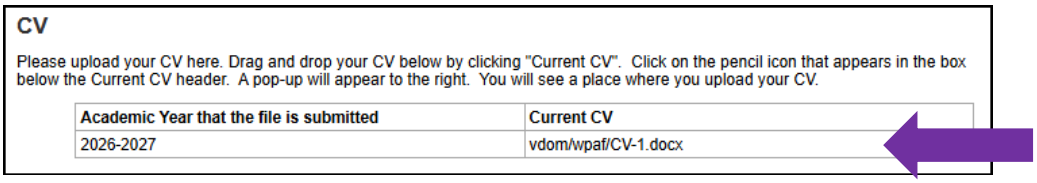
13. A panel will open on the right, where you can drag and drop or upload your CV. Once complete, click **Save** in the bottom-right corner.



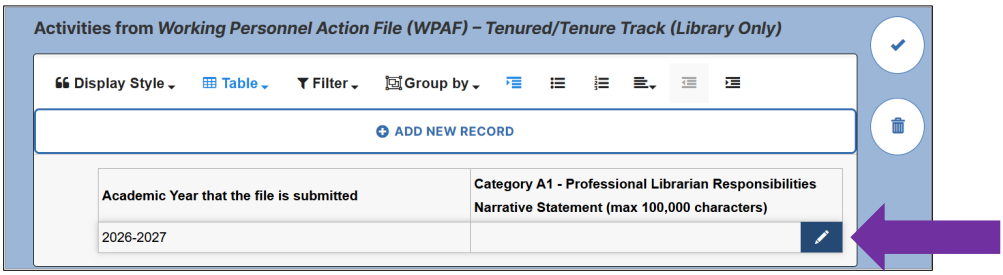
14. To replace your CV, click the red trashcan icon to remove the existing file, then upload the updated document.



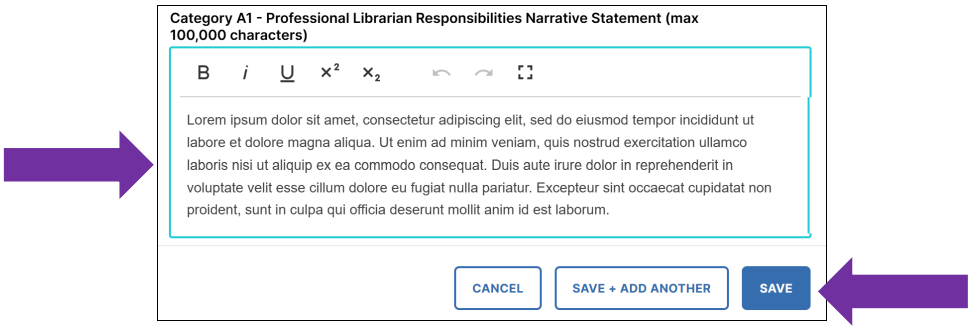
15. Your CV will appear as a link in the final report.



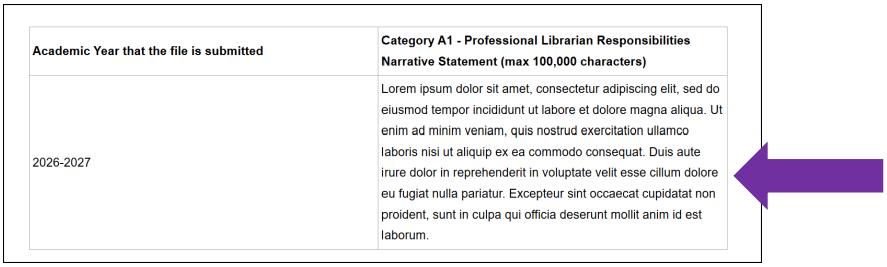
16. For **Narrative for Category A1 – Professional Librarian Responsibilities**, select the category box and click the blue pencil icon to begin editing.



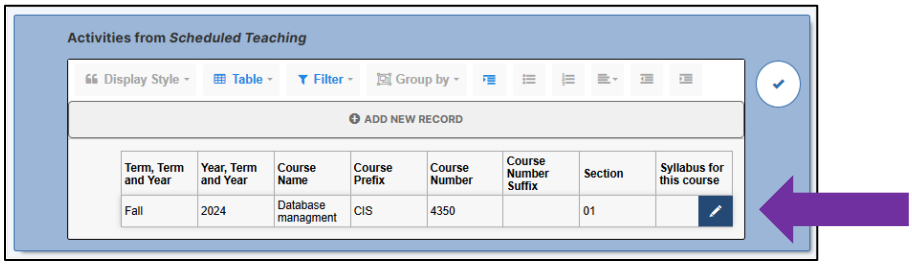
17. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.



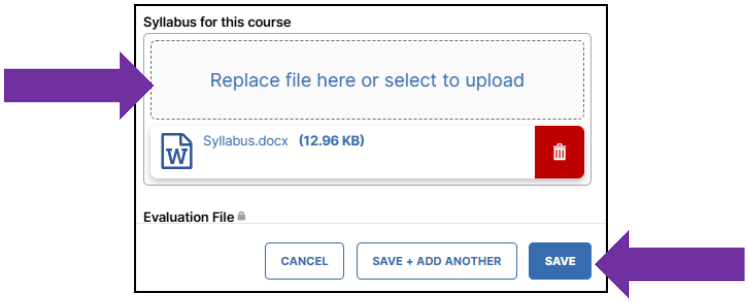
18. The narrative will appear on the final report.



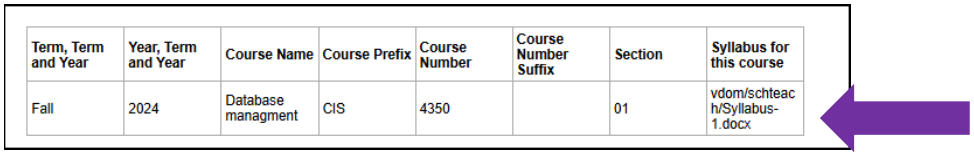
19. Please add a syllabus for each course by navigating to the **Syllabus for this course** section where your courses are listed. Select the appropriate course box and click the blue pencil icon to access the upload interface. The syllabus will appear in the final report. If there is a course missing, please reach out to Faculty Affairs so we can add it. If there is a course listed but you did not teach it, please reach out to Faculty Affairs so we can update your record.



20. A right-side pane will appear, allowing you to either drag and drop your syllabus or upload it from your computer. Then click **save**.



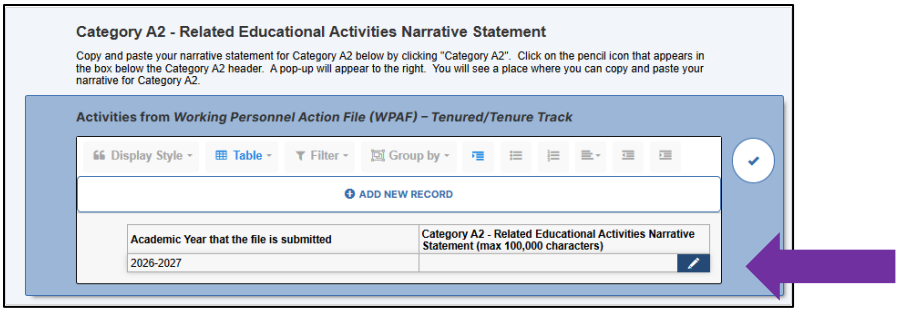
21. Your course table is now updated with a link to your syllabus. If necessary, please repeat uploading your syllabus for the other courses.



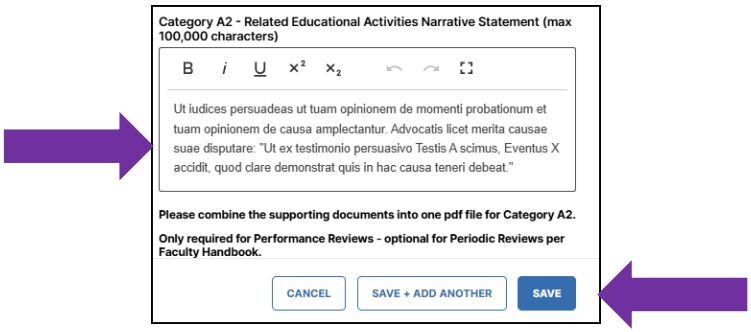
Term, Term and Year	Year, Term and Year	Course Name	Course Prefix	Course Number	Course Number Suffix	Section	Syllabus for this course
Fall	2024	Database managment	CIS	4350		01	vdom/schteach/Syllabus-1.docx

22. **Category A1 Supporting Evidence** is not required for Periodic reviews.

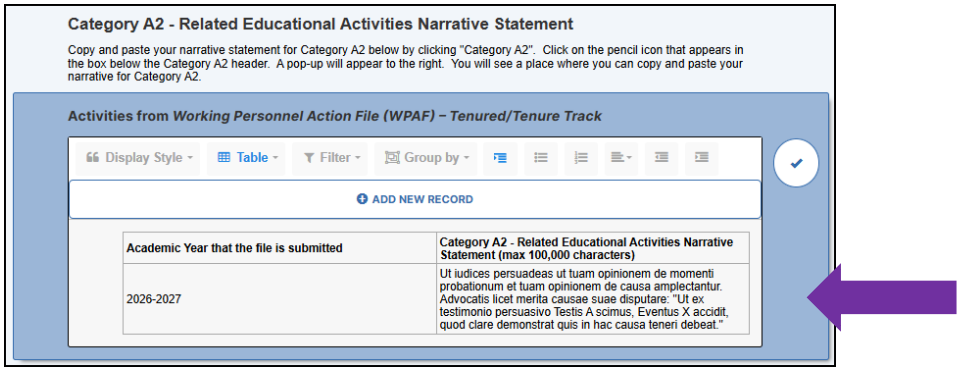
23. For narrative items in **Category A2 – Related Education Activities Narrative Statement**, select the category box and click the blue pencil icon to begin editing.



24. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **Save**.



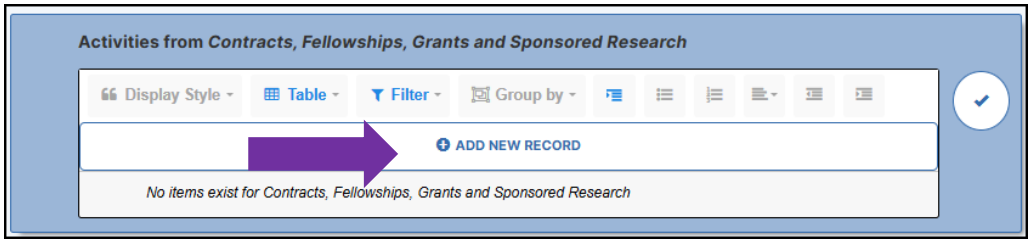
25. The narrative will appear on the final report.



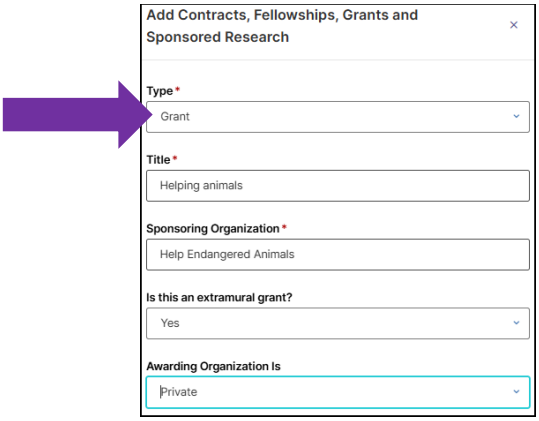
26. **Category A2 – Related Education Activities Supporting Evidence** is not required for Periodic Reviews.

27. Under **Category B – Professional Achievement**, to update your publications, please refer to the publication import guide available on the Faculty Affairs Website.

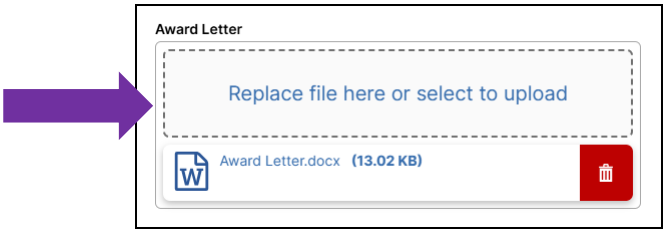
28. Within **Category B – Professional Achievements**, for **Grants, Presentations, Creative Works** and/or **Performances and Exhibits**, click in one of those sections that correspond with the type of professional achievement, click on Add New Record.



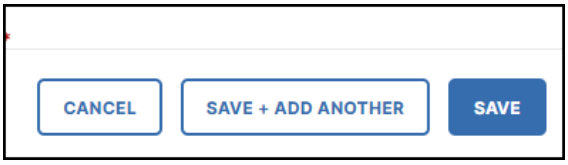
29. A right-side pane will appear, add the information. Year(s) and fields with a red star are required.



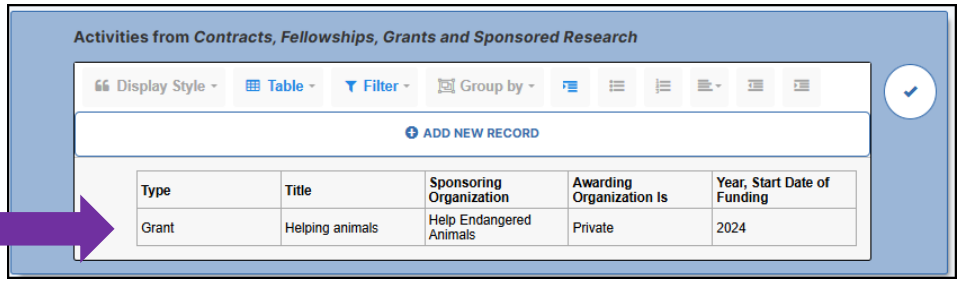
30. Each professional achievement has place you can either drag and drop your file or upload it from your device. A link of the document will appear on the final report.



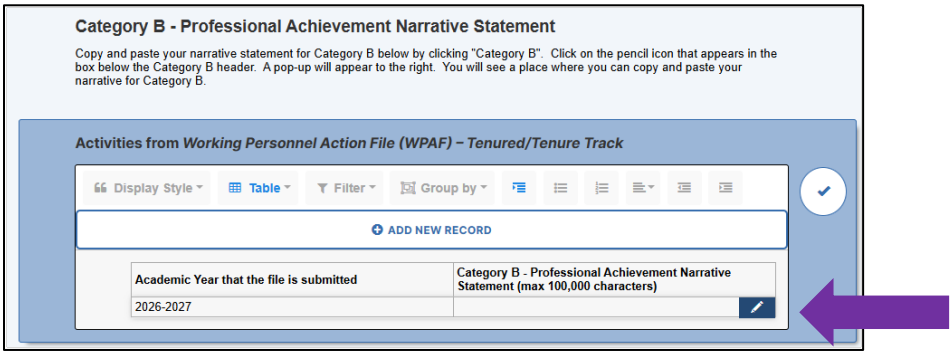
31. Click **Save**.



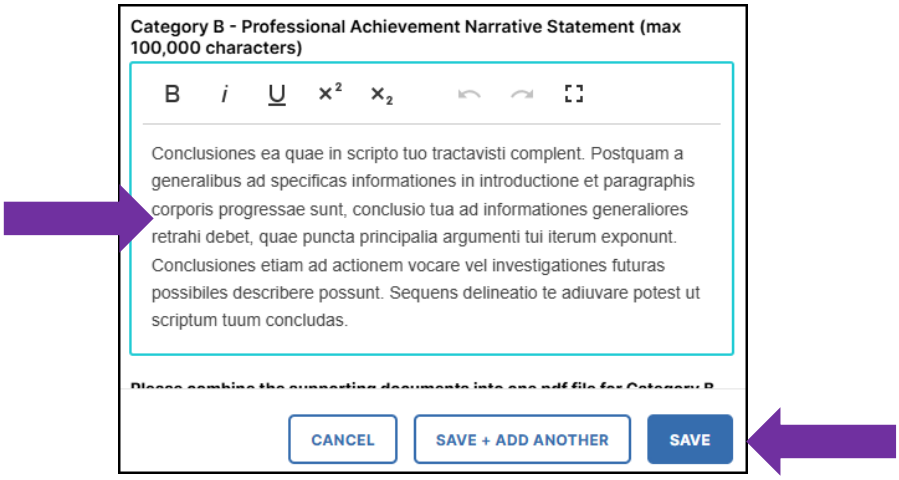
32. The section is now updated. Please repeat the process for all the necessary professional achievements.



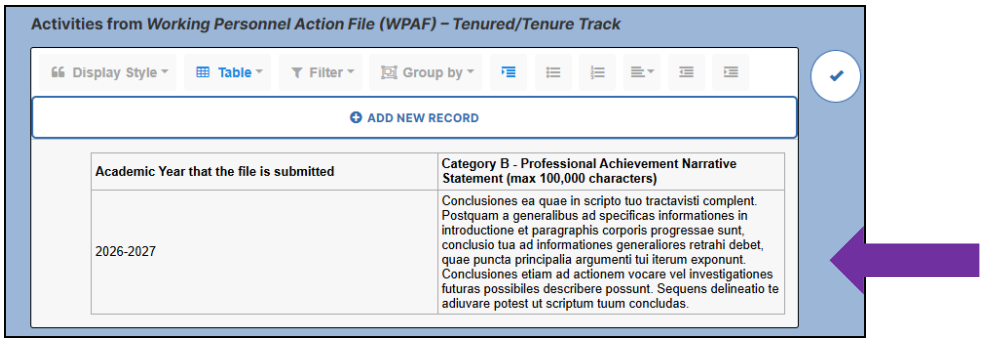
33. For **Category B – Professional Achievements Narrative Statements**, select the category box and click the blue pencil icon to begin editing.



34. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.

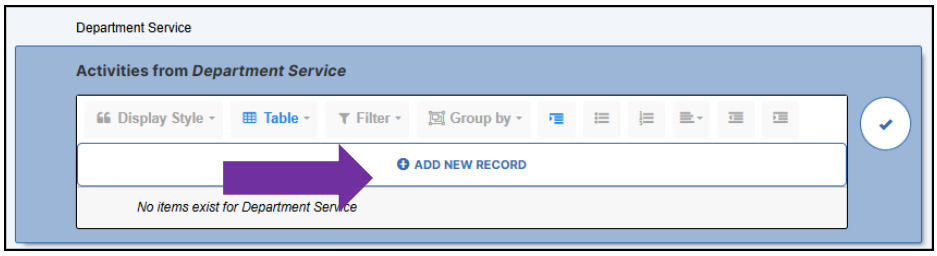


35. The narrative will appear on the final report.

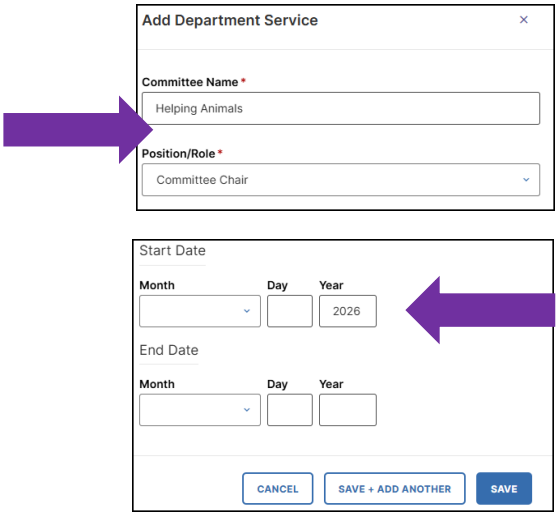


36. **Category B – Professional Achievement Supporting Evidence** is not required for Periodic Reviews.

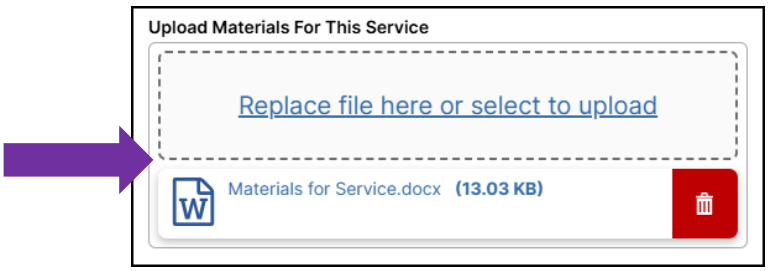
37. Under **Category C – Contributions to the University – Service, Department Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



38. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.



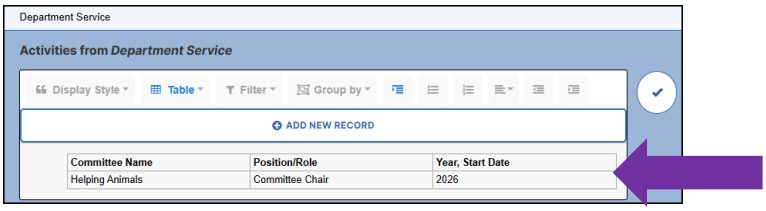
39. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



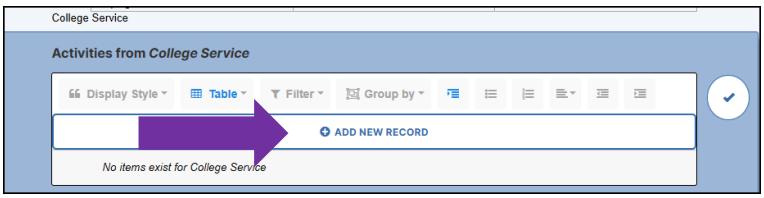
40. Click **Save**.



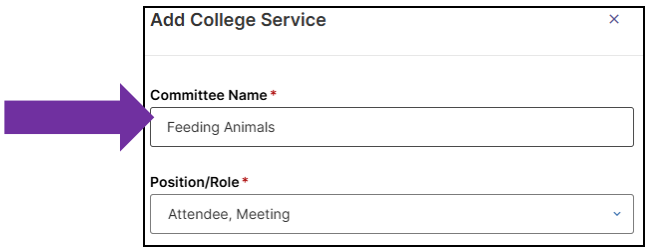
41. Department Service is now updated. Add other department services if necessary.

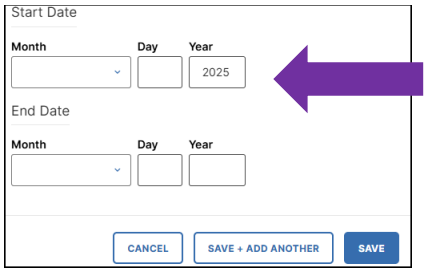


42. Under **College Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.



43. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.





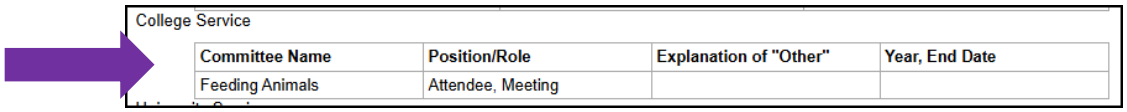
44. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



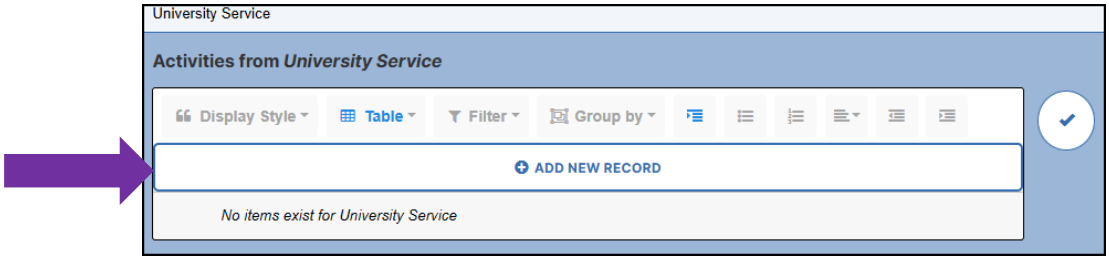
45. Click **Save**.



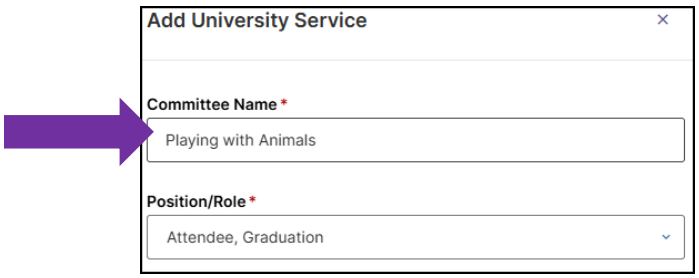
46. **College Service** is now updated. Add other college services if necessary.

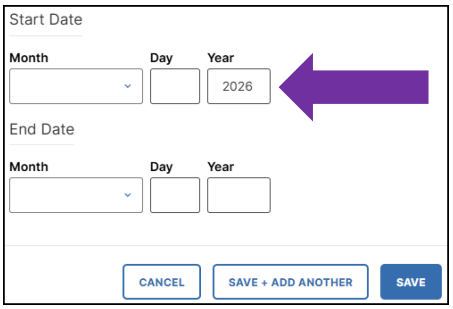


47. Under **University Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.

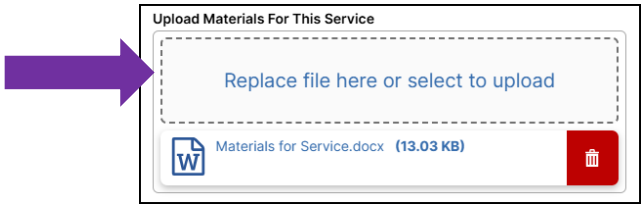


48. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.





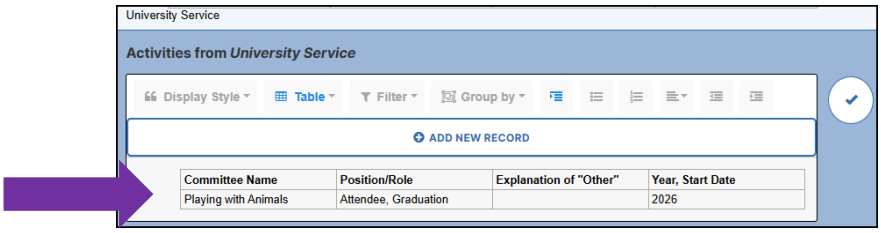
49. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



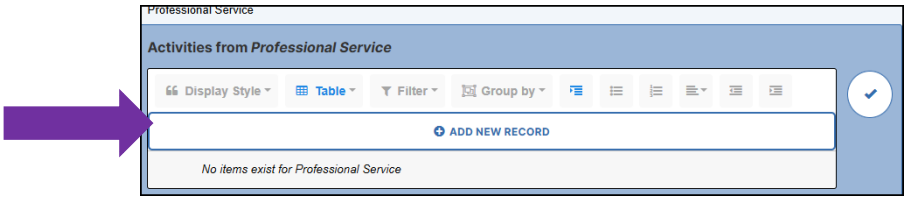
50. Click **Save**.



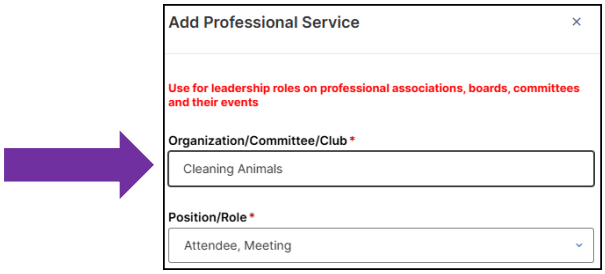
51. **University Service** is now updated. Add other college services if necessary.

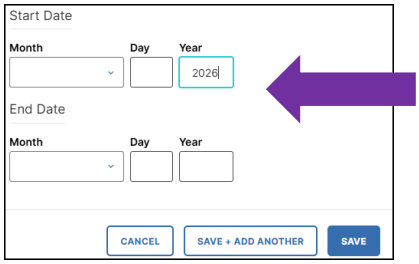


52. Under **Professional Service** - click in one of those sections that correspond with the type of contributions to the University, click on **Add New Record**.

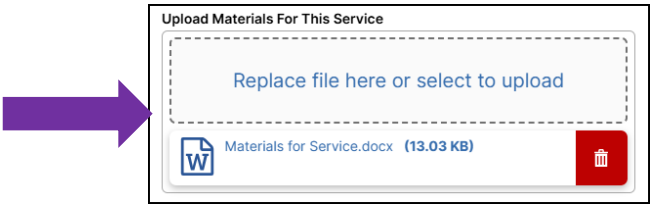


53. A right-side pane will appear, add the information. Fields with a red star are required and make sure to at least add the start date year.





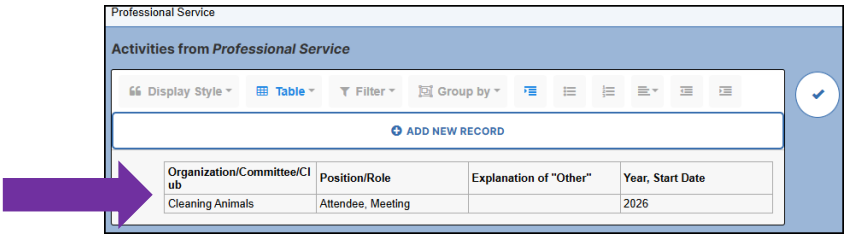
54. You can either drag and drop your file or upload it from your device under Upload Materials for This Service. A link of the document will appear on the final report.



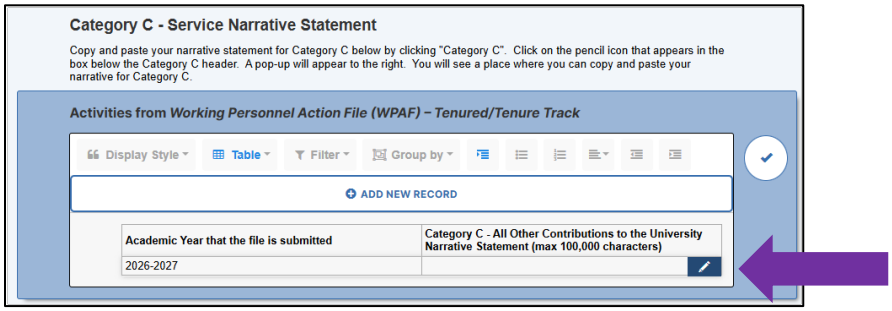
55. Click **Save**.



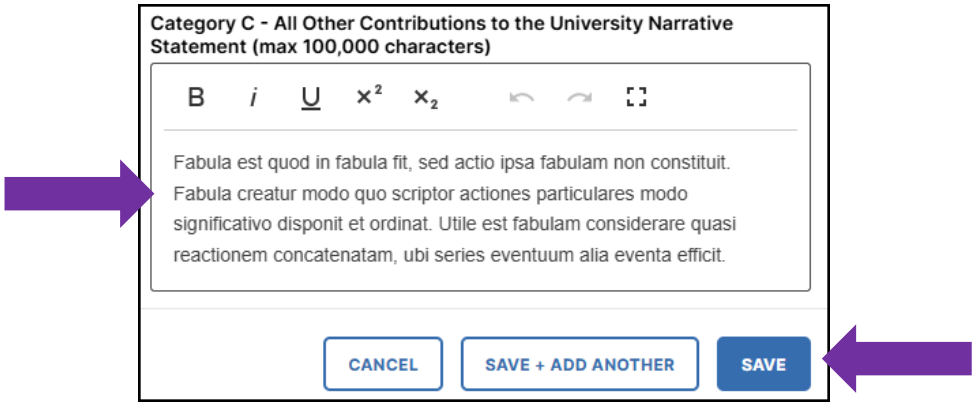
56. **Professional Service** is now updated. Add other professional services if necessary.



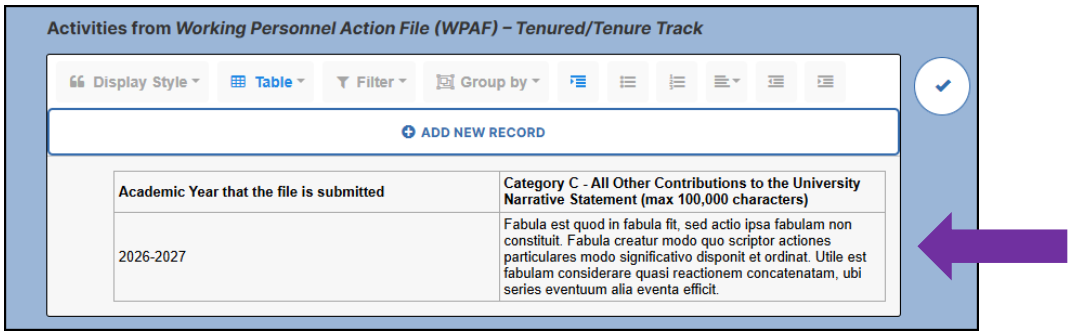
57. For **Category C – Service Narrative Statement**, select the category box and click the blue pencil icon to begin editing.



58. A right-side pane will open, navigate to the corresponding text field for your entry. You may either compose your narrative directly within this text box or copy and paste your prepared content into the field. Double check the title of the text box on the right-side pane to ensure it corresponds to the section you want to edit. Then click **save**.

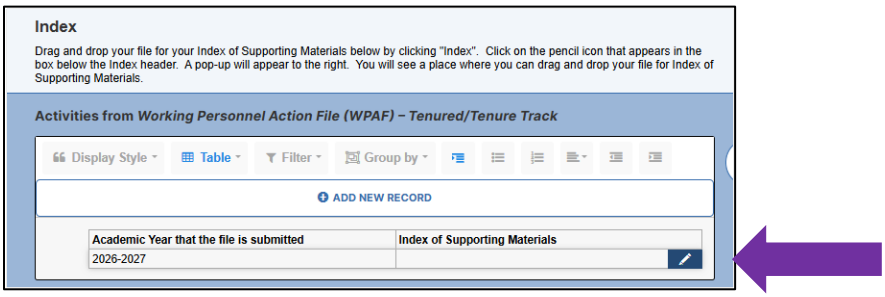


59. The narrative will appear on the final report.

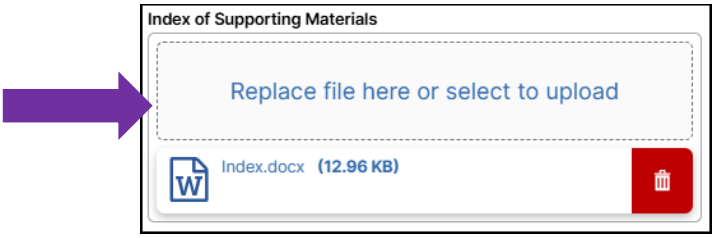


60. **Category C – Service Supporting Evidence** is not required for Periodic Reviews.

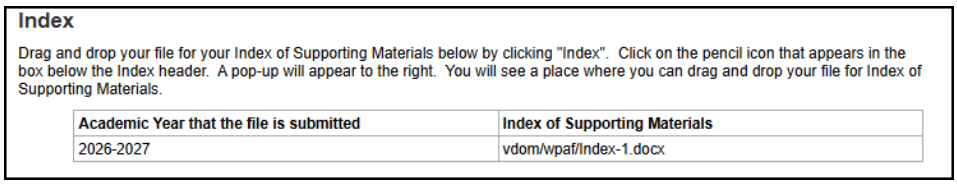
61. In the Index section, select the index box and click the blue pencil icon to begin editing.



62. A right-side pane will appear, allowing you to either drag and drop your file or upload it from your device. Then click save.



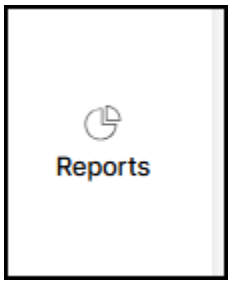
63. The index is now updated.



64. For **Personnel Action File (PAF) Documents (University will upload),** the university will upload these documents.

Download and Proof-Read your Working Personnel Action File (WPAF) – 2026-27

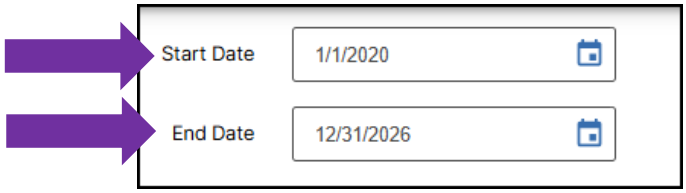
65. On the left pane, select Reports.



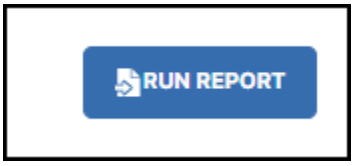
66. Select Working Personnel Action File (WPAF) – 2026-27



67. Pick the start and end dates you want the WPAF from



68. Click **RUN REPORT** blue button on the top right.



69. You have downloaded the WPAF report. You have unlimited downloads.



70. If the information on the WPAF cover page is incorrect or missing, please contact Faculty Affairs at RTP_Faculty_Success_Help@calstatela.edu.

71. If there are materials that need to be added or edited within the body of the report, please use the **Periodic Review or Range Elevation for Part-Time Librarian Data Entry (Library Only) report to enter or edit the materials.