

Watermark annual report guide for department chairs

After logging in to Watermark Faculty Success, go to the **Reviews** page. Here you will see any faculty annual reports that have been submitted to your queue (in addition to your own annual report if you haven't yet submitted it). There will be a separate row for each faculty member, with their name shown in the *Candidate* column. Click on the process name for an individual faculty member's row to open their submission.

TO
TestAdmin
OtherStuff

Reviews

Annual reviews, promotion, and tenure related processes. Here you will find in-progress reviews, completed tasks, past submissions, and past reviews.

▼ **Inbox (1)**

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE ↓↑ 2 ▼
DEMO - AR	Department Chair Review	Office of Student Success	TestUser, BigStuff	June 30, 2026 @ 11:59 PM


▼ **History**

NAME	CURRENT STEP	CANDIDATE	DUE DATE
No Data to Display			

The Faculty Submission section of the page will show all of the text and files that your faculty member submitted. If there were optional sections that they left empty, the titles of those sections will still show, and will just have blank space or an empty text box below them. You can read any files attached to the report by clicking on them. PDFs will open in a new tab in your browser, but other file types will download to your computer. *Note: This example uses the CESHS template. If you are in a different college, you will see different fields here.*

▼ Faculty Submission

Annual Activity Report

 Last Updated
May 7th, 2026 at 1:08 PM

SID Reflection 1

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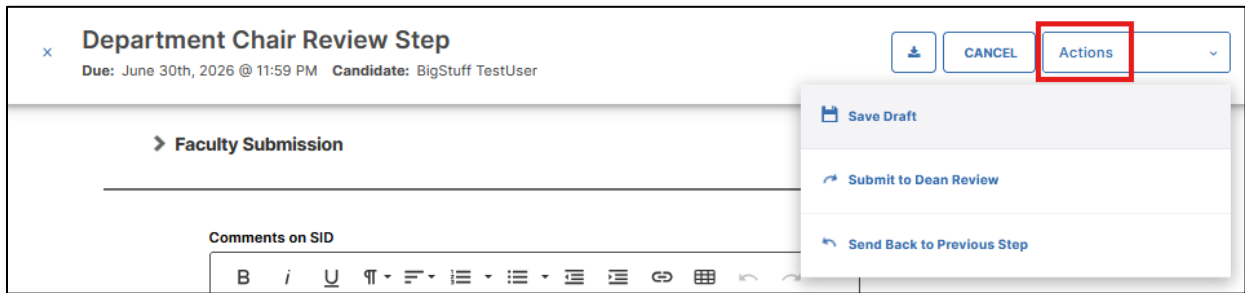
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SID Reflection 1 - Supporting Evidence

SID Reflection 2

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At the top of the page you'll have the same **Actions** button as you had in your own annual report submission. The **Save Draft** option will save any comments or files that you add to the chair review section of this page and take you back to the main Reviews page, and **Submit to Dean Review** will save your comments and/or files and send the process forward to the dean. The **Send Back to Previous Step** option will let you send the annual report submission back to the faculty member if they need to add or correct something.



If you select the **Send Back** option, you'll be prompted to include a message to the faculty member about what changes they need to make. (The faculty member will not be able to see your evaluation comment/file fields, so any draft comments you have saved will be hidden from them and will reappear when the process returns to your review step.) This message will be emailed to the faculty member, and will also appear at the top of the page when they re-open their submission. The system won't let you change the due date shown, so if you want to set a new due date, please include that in the message text.

Send Back to a Previous Step

Subject *

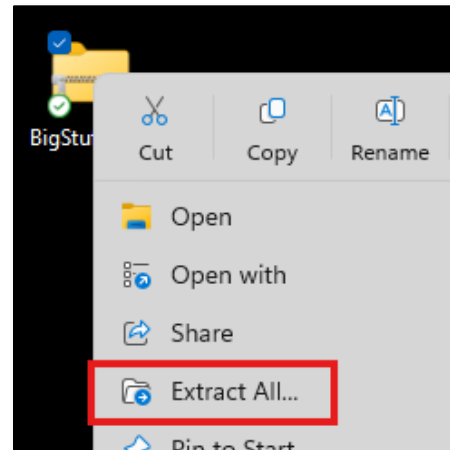
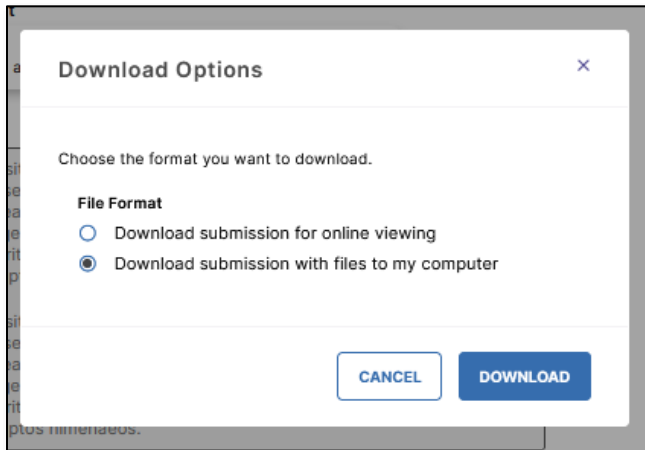
Message *

Due Date

05/15/2026

Characters : 0/3800

There are two other options next to the Actions button at the top of the page. The **Cancel** button closes the faculty submission and takes you back to your Reviews page. The **Download** icon next to that will give you two options: *Download for online viewing*, and *Download with files to your computer*. Downloading for online viewing will give you an html file of the submission page, and downloading with files will give you a zip folder with the same html file as well as a sub-folder of all the uploaded files. If you download the zip folder, right click on it and select Extract All to un-zip the folder into a normal folder in order to open the files. (On a Mac computer, double-click the zip file to automatically un-zip it.)




The advantage of downloading the html file is that when you reopen it in your browser, it is a bit easier to read than the original version. The disadvantage of reading the submission this way is that you'll still need to go back to the original web page to add your evaluation comments/files. Additionally, the file links will only work from this page if you downloaded the submission with files, un-zipped that downloaded zip file, and opened the html file from the un-zipped folder.

DEMO - AR - BigStuff TestUser

▼ Faculty Submission Step

Annual Activity Report

 Annual Activity Report.pdf

SID Reflection 1 Lorem ipsum dolor sit amet consectetur adipiscing elit. Quisque faucibus ex sapien vitae pellentesque sem placerat. In id cursus mi pretium tellus dui convallis. Tempus leo eu aenean sed diam urna tempor. Pulvinar vivamus fringilla lacus nec metus bibendum egestas. laculis massa nisi malesuada lacinia integer nunc posuere. Ut hendrerit semper vel class aptent taciti sociosqu. Ad litora torquent per conubia nostra inceptos himenaeos.

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After you submit a faculty member’s evaluation to the dean step, that submission will move to the History section on your **Reviews** page. You can click on the name of the process here to re-open it as a read-only page, or you can click on the arrow in the **Actions** column to **Recall** the process if you need to make a change and re-submit. Please note that you can’t recall the process if your dean has it open on their computer at the time, or if the dean has already completed their review and sent it forward to the Faculty Acknowledgement step.

The screenshot shows a web interface for 'Reviews'. On the left is a sidebar with navigation links: Home, My Profile, Reports, and Reviews (highlighted). The main content area is divided into two sections: 'Inbox' and 'History (1)'. The 'Inbox' section is currently empty, displaying 'No Data to Display'. The 'History (1)' section contains a table with the following data:

NAME	CURRENT STEP	CANDIDATE	DUE DATE	ACTIONS
DEMO - AR	Dean Review	BigStuff TestUser	August 31, 2026 @ 11:59 PM	▼

The dropdown menu for the 'ACTIONS' column of the 'DEMO - AR' entry is open, showing two options: 'Recall' and 'Download'.