



CENTER FOR TEACHING & LEARNING

# FACULTY SUCCESS DEPARTMENT CHAIR GUIDE



**2024**

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## Introduction to Faculty Success by Watermark

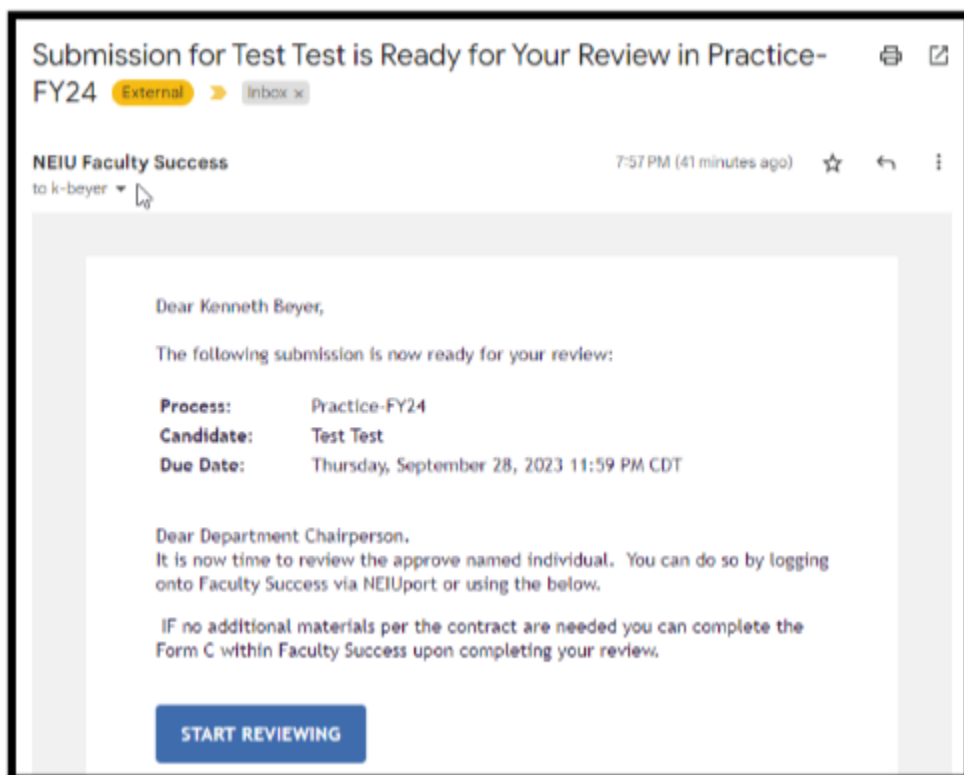
Starting in Fall 2023, the majority of faculty portfolios will be created and evaluated using Faculty Success by Watermark. This system offers:

- A more intuitive process for faculty creating portfolios
- An automated system for reviewers and administrators to execute tasks

## Department Chair's Role in the Review Process

### Accessing Faculty Portfolios

1. Once a faculty member acknowledges the Form D and the DPC recommendation, their portfolio becomes available to you as the department chairperson.
2. You will receive an email notification and see the task within the Workflow menu in Faculty Success.



## Initial Review Stage

This stage is called "Department Chair Initial Review" to allow for rare situations where contractually required items are missing.

### *If Items Are Missing:*

- Obtain permission from Effie to have the faculty member add those items.

### *Reviewing Submitted Materials*

1. Scroll down the page to view submitted materials.
2. Locate and review the most recent Annual Activity Report associated with the Form D.

## Taking Action

You must respond to the following prompt:

"As the department chairperson, I am/am not requesting more materials to be uploaded before I complete my Form C."

### *If More Materials Are Needed:*

1. Click the "Actions" button in the upper right corner.
2. Select "Submit to Faculty Provides more Materials."

### *If No More Materials Are Needed:*

1. Click the "Actions" button in the upper right corner.
2. Select "Submit to Department Chair - Form C."

### *Completing Form C*

- Form C is completed within Faculty Success.
- Typing your full legal name at the bottom of the form serves as your legal signature.

## Important Note

The email notification you receive will contain specific instructions and may look similar to the example provided in the original text. Always refer to the actual email for the most up-to-date information.

## Standard Evaluation Ratings

The following table outlines the standard evaluation ratings for faculty members at different stages of their career:

Year/Stage	Teaching & Primary Duties	Research & Creative Activities	Service
Year 1	Satisfactory	Appropriate Plans for Satisfactory Performance in Year 2	Appropriate
Year 2	Satisfactory	Satisfactory	Satisfactory
Years 3-5	Highly Effective	Significant	Significant
Tenure/Associate	Superior	Significant	Significant
Tenure by Exception*	Superior*	Significant*	Significant
Professor	Superior	Superior	Superior
PAI (Professional Advancement Increase)**	Superior (required)	Significant (superior)	Superior (significant)

### Notes:

\* **Tenure by Exception:** Applies when years of service or educational requirements are not met. Requires same performance standards as for tenure, but one category is judged beyond standard or exceptional.

**Promotion to Professor:** Requires that standards are met in the aggregate through the evaluation period.

\*\* **Professional Advancement Increase (PAI):** Evaluated based on performance in the aggregate through at least the last five years prior to evaluation. Must be superior in at least two categories (Teaching/Primary Duty required) and may be significant in the third.

## Final Review Process

After completing your final review and the Form C:

1. Submit the evaluation back to your colleague for their acknowledgment of your recommendation decision before it goes to the college dean.
2. Click on "Actions" in the upper right corner.
3. Select "Submit to Faculty Acknowledgement of Chair Form C".
4. Acknowledge the pop-up confirming that you agree to submit it to the faculty member.

## Faculty Success Schedule and Process

### *Important Dates*

- **Access to Portfolios:** You will be given access to your colleagues' portfolios on Thursday, October 24.
- **Dean's Deadline:** You will send the portfolios to Deans on Nov.18

### *Accessing Portfolios in Faculty Success*

Access to portfolios is automatic, based on two conditions:

1. DPC Chairperson completes the recommendation form online.
2. Your colleague acknowledges reading the recommendation.

Once both conditions are met, you will receive an email granting you access to the system.

## Understanding the Faculty Success Process

Faculty Success automates the reviewing process, eliminating the need for manual transfers of portfolios between review steps. This automation requires multiple steps with different due dates.

### *Chair Review to Dean Review: Six Technological Steps*

1. Chair's Initial Review
  - Purpose: Identify if any materials are missing
2. Notification to Effie
  - Action: Inform Effie if something contractually required is missing
3. Chair's Formal Review
  - Action: Complete Form C within Faculty Success
4. Faculty Acknowledgment
  - Action: Faculty member acknowledges reading Form C and recommendation
5. Reconsideration Request (if applicable)
  - Condition: Faculty can request reconsideration if there's a negative recommendation from DPC or chair
6. Portfolio Moves to Dean

Note: Some steps may be skipped if not needed, but the system is set up to accommodate all possible scenarios.

### *Important Notes on Deadlines*

- Due dates for individual steps/stages are **soft deadlines**.

- You will not be cut off from your initial review if you pass the deadline.
- The extended timeline allows sufficient time for each potential step to occur.

### *Why So Many Steps?*

The multiple steps in Faculty Success serve to:

- Automate the review process
- Reduce manual intervention in transferring portfolios
- Ensure all necessary stages are accounted for, even if not all are used in every case
- Provide a clear, traceable path for each portfolio's progress

If you have any questions about the process or encounter any issues with the system, please don't hesitate to reach out for assistance.