

A & S – Annual Evaluation Overview

Updated: 08/12/2026

Step 1: Workflow opens

The workflow will be initiated in Faculty Success. The workflow begins with the faculty member. There are three ways the faculty member can be notified of this, in order of the images below: (1) Email notification from Watermark; (2) “Tasks & To-Dos” on the Faculty Success homepage; (3) By navigating to “Reviews” on the Faculty Success page.

Invite: Your review materials can now be submitted

Watermark Faculty Success <notifications@watermarkinsights.com> to me

9:46 AM (14 minutes ago)

Dear Ash FansherII,

It's time to submit your review materials for the following:

Process: Test A&S Annual Eval
Due Date: Tuesday, August 18, 2026 11:59 PM CDT

[SUBMIT REVIEW MATERIALS](#)

If the button above does not work, please copy and paste the following link into your browser's address bar:

<https://www.digitalmeasures.com/login/und/faculty/app/workflow/submissions/cde5998f-47c1-47b8-a099-0e0b267e86a4/step/d40244fa-7c92-4a7b-8bbd-856ae1945566/assignee/2630479?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=fbe8120a-3e4f-4bec-aa50-e03b0975f777&orgId=88&personId=2630479>

AF

Ash FansherII

Home

My Profile

Welcome, Ash!

Tasks & To-Dos

Once items have been reviewed or completed, they will be moved to Complete.

TO DO

COMPLETED

Complete Your Test A&S Annual Eval

Due Aug 18, 2026

Reports

Reviews

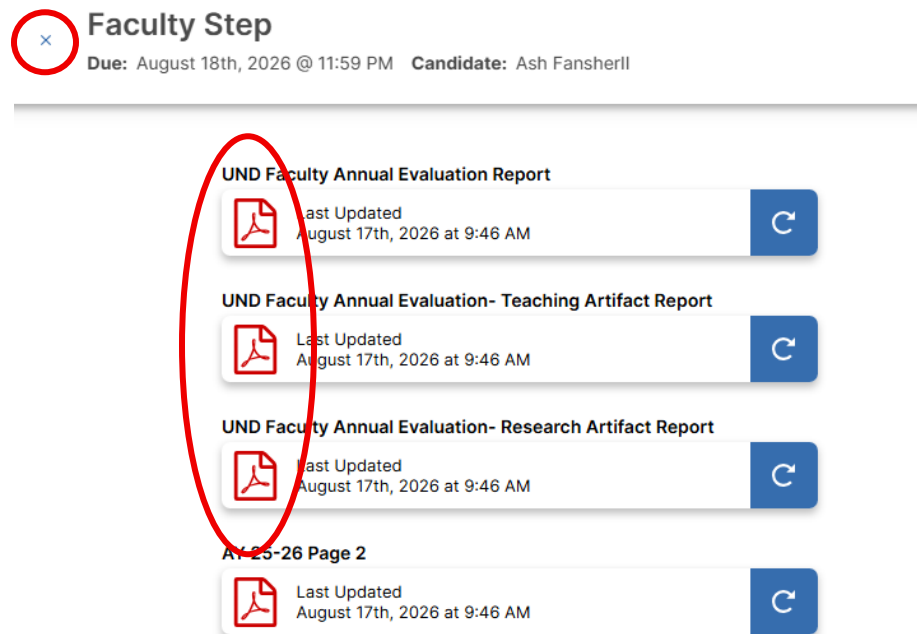
Inbox (1)

Show Filters (0)

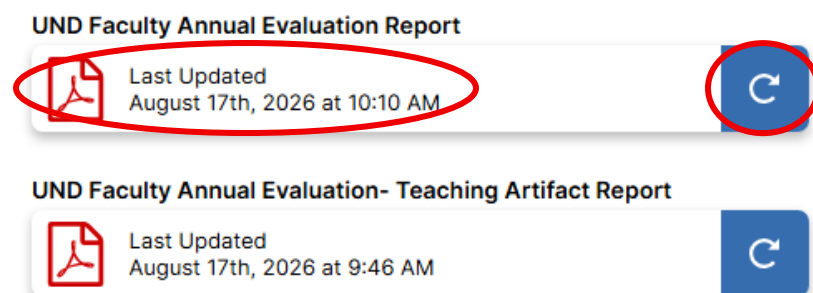
PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test A&S Annual Eval	Faculty	Academic Affairs	Me	August 18, 2026 @ 11:59 PM Due soon	August 17, 2026 @ 9:46 AM

When faculty enter the workflow, their reports will populate automatically. The “UND Faculty Annual Evaluation Report” is the activity report, formerly the “October Supplement.” see the separate tutorial for information on the Teaching Artifact and Research Artifact Reports.

To review the reports, click the PDF icon. If something looks incorrect, “X” out of the workflow and make the appropriate change in your Faculty Success profile.



If changes are made to any of the information that will populate in the reports, click the refresh icon next to the appropriate report. **This is a critical step.** If the refresh icon is not pressed, the information will not be updated in the report. In the example below, the “Contact & Research” report was updated. This can be seen by the “Last Updated” time changing.



When you are satisfied with the reports, enter your Page 2 percentages for the evaluation period (not your current Page 2) and upload the narrative. Probationary faculty will also need to upload their previous year’s annual evaluation. When this is complete, click “Actions” in the upper right corner and “Submit to Admin Review.”

Faculty Step

Due: August 18th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Last Updated August 17th, 2026 at 9:46 AM

AY 25-26 Page 2

Last Updated August 17th, 2026 at 9:46 AM

Enter Teaching Percentage:

43

Enter Research Percentage:

47

Enter Service Percentage:

10

Enter Administration Percentage:

Self Narrative Upload

Drop files here or click to upload

Narrative.pdf (159.98 KB)

Actions

Save Draft

Submit to Admin Review

Step 2: Admin review

Your documents will be reviewed before advancing to the department committee. If the documents are complete, they will click “Actions,” then “Submit to Department Committee.”

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. Explore the new view!

< Admin Review Step - Due August 19th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty

Please review the submitted files for accuracy prior to submitting to the Department Committee.

Actions

Save Draft

Submit to Department Committee

Send Back to Previous Step

If the documents need to be sent back to the faculty for edits, the administrator will click “Actions,” then “Send Back to Previous Step.”

Activities CV Imports Manage Data Reports Workflow Tools

You're using the original Faculty Success. Explore the new view!

< Admin Review Step - Due August 19th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty

Please review the submitted files for accuracy prior to submitting to the Department Committee.

Actions

Save Draft

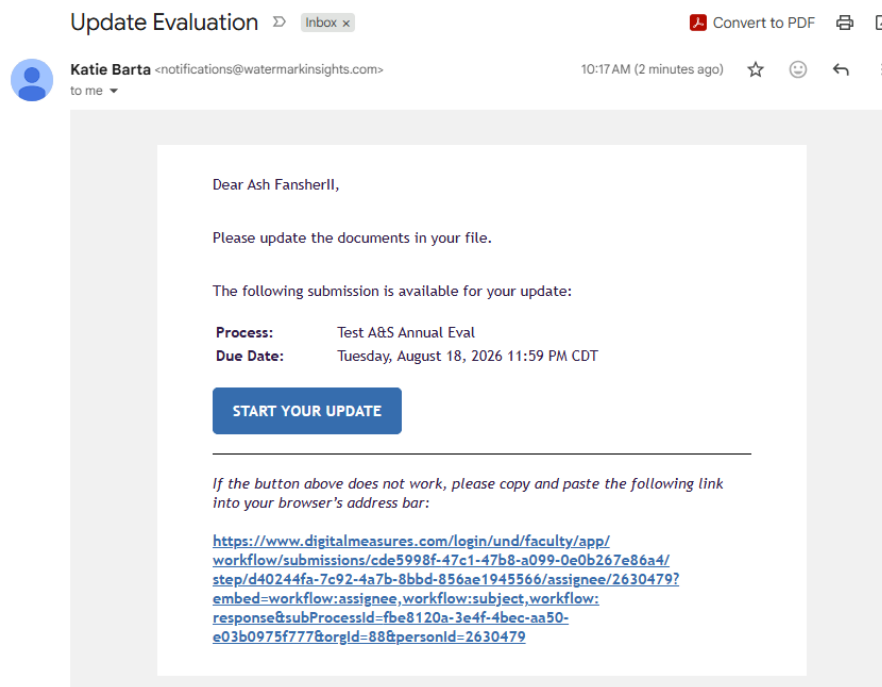
Submit to Department Committee

Send Back to Previous Step

A side window will open, allowing the administrator to give feedback to the faculty member. Any notes here will only be visible until the faculty member resubmits their documents. These notes do not stay with the file.

The screenshot shows the UND Faculty Success Center interface. The main panel displays the 'Admin Review Step - Due August 19th, 2026 @ 11:59 PM' for candidate Ash FansherII. A 'Faculty' section contains a message: 'Please review the submitted files for accuracy prior to submitting to the Department Committee.' Below this is a dropdown menu for 'This file has been reviewed for accuracy:' with 'No' selected. A modal window titled 'Send Back to a Previous Step' is open on the right. It has a 'Subject*' field with 'Update Evaluation' and a 'Message*' field with the text 'Please update the documents in your file.' The modal also shows a 'Due Date' of '08/18/2026' and a character count of '42/3800'.

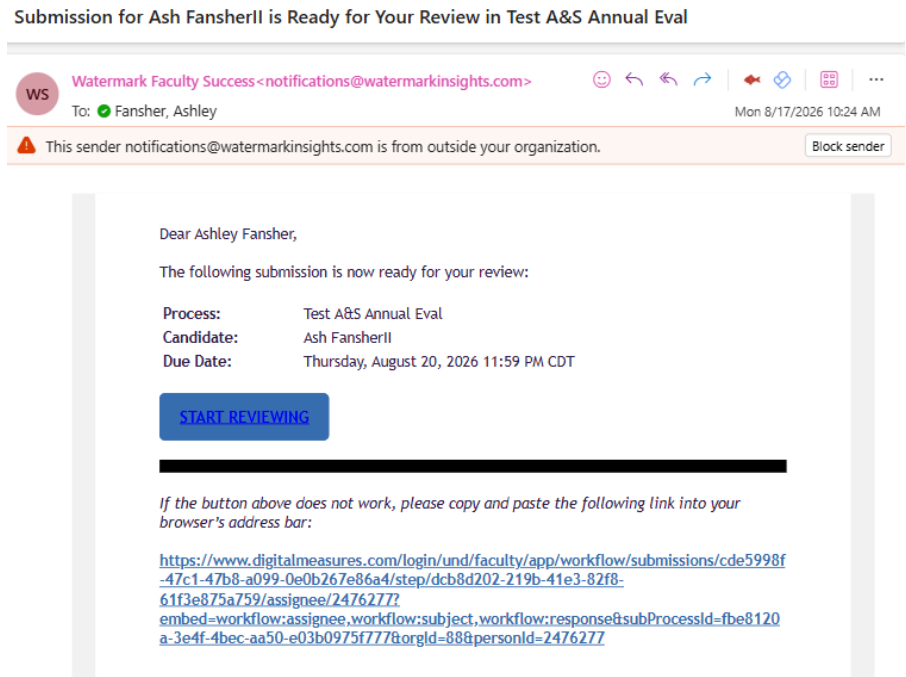
If the documents are returned to the faculty member, they will receive an email notification.



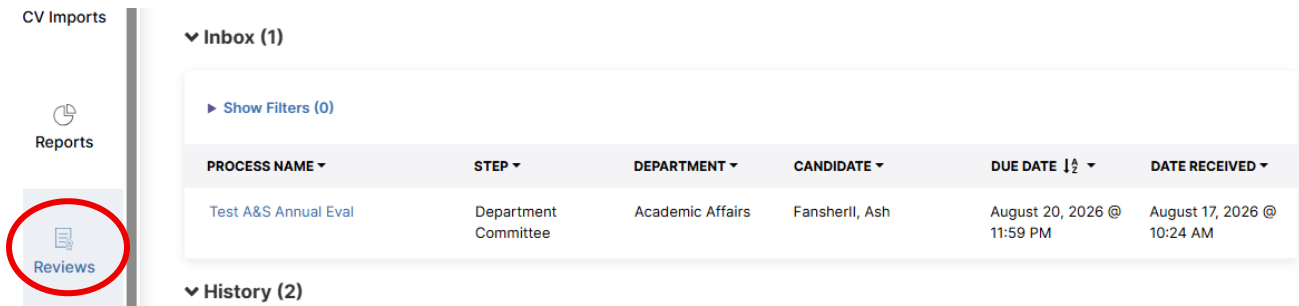
It is important that the faculty member **click the refresh button** on any updated reports. This exchange can happen multiple times until the documents are ready for department committee review.

Step 3: Department committee review

Committee members will receive an email when it is time to review.

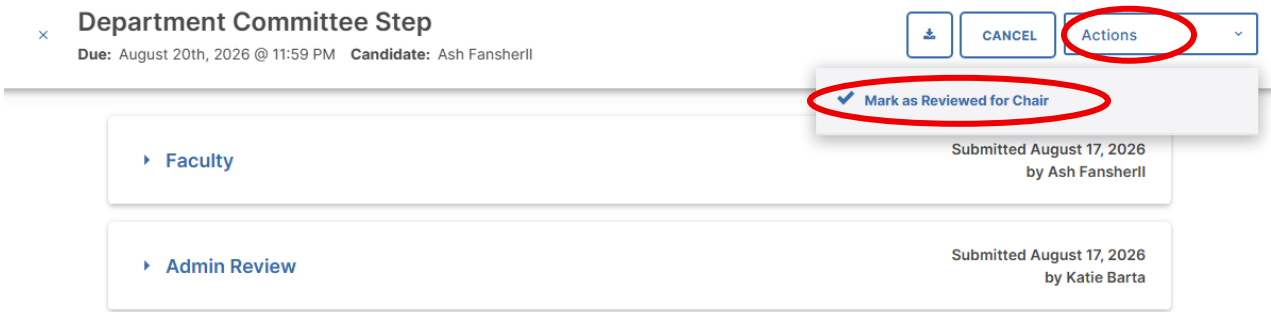


They can also see their tasks by logging into Faculty Success, clicking “Reviews.”



Committee members should review the files. Multiple committee members may review files simultaneously. Committee members do not provide comments within the Faculty Success platform.

When finished reviewing, the committee member will click “Actions” and “Mark as Reviewed for Chair.”



The **committee chair** can track viewing of other committee members, by entering the workflow.

▼ Committee Members		1/2 Reviewed
Katie Barta chair		Unreviewed
Ashley Fansher		Last Reviewed August 17, 2026

Once all committee members have viewed the files and discussed ratings, the committee chair will complete the evaluation form by entering a rating and narrative for each evaluation area. If an evaluation area does not apply, it may be left blank.

Research & Scholarly Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Research & Scholarly Activity Narrative

B i U ¶ ▾ ≡ ▾ ☰ ▾ ⌵ 🔗 📄 ↶ ↷ ✎

A

great

Characters : 5/20000

The committee chair will also type the names of the committee members, then their name at the bottom of the form.

Please list the Department Committee Members:

B *i* U ¶ ▢ ▣ ▤ ▥ ▦ ▧ ▨ ▩

Ä

Katie Barta, Chair

Ashley Fansher

Characters : 32/20000

Department Committee Chair Electronic Typed Signature

Katie Barta

When the full form is complete, the committee chair will select “Actions,” then “Submit to Department Chair” in the upper right corner.

This screenshot shows the 'Department Committee Step' form for candidate Ash Fansherill, due August 20th, 2026. The form has sections for 'Faculty' and 'Admin Review'. In the top right corner, there are buttons for 'Actions', 'CANCEL', and a download icon. The 'Actions' button is circled in red. A dropdown menu is open from the 'Actions' button, showing three options: 'Save Draft', 'Submit to Department Chair' (circled in red), and 'Send Back to Previous Step'.

Step 4: Department chair review

The department chair will review the files and committee feedback, then add their narrative, and typed signatures to the form.

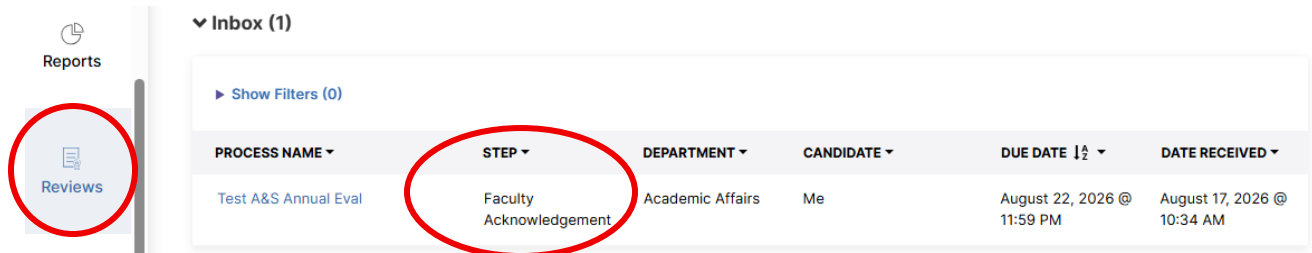
This screenshot shows the 'Department Chair Narrative' and 'Department Chair Typed Signature' sections. The 'Department Chair Narrative' section has a red circle around its title and contains a text area with the text 'Great job.' and a character count of 11/20000. The 'Department Chair Typed Signature' section has a red circle around its title and contains a text box with the signature 'Katie Barta'.

When this is complete, the department chair will select “Actions” and “Submit to Faculty Acknowledgement.”

This screenshot shows the 'Department Chair Step' form for candidate Ash Fansherill, due August 21st, 2026. The form has sections for 'Faculty' and 'Admin Review'. In the top right corner, there are buttons for 'Actions', 'CANCEL', and a download icon. The 'Actions' button is circled in red. A dropdown menu is open from the 'Actions' button, showing three options: 'Save Draft', 'Submit to Faculty Acknowledgement' (circled in red), and 'Send Back to Previous Step'.

Step 6: Faculty acknowledgment

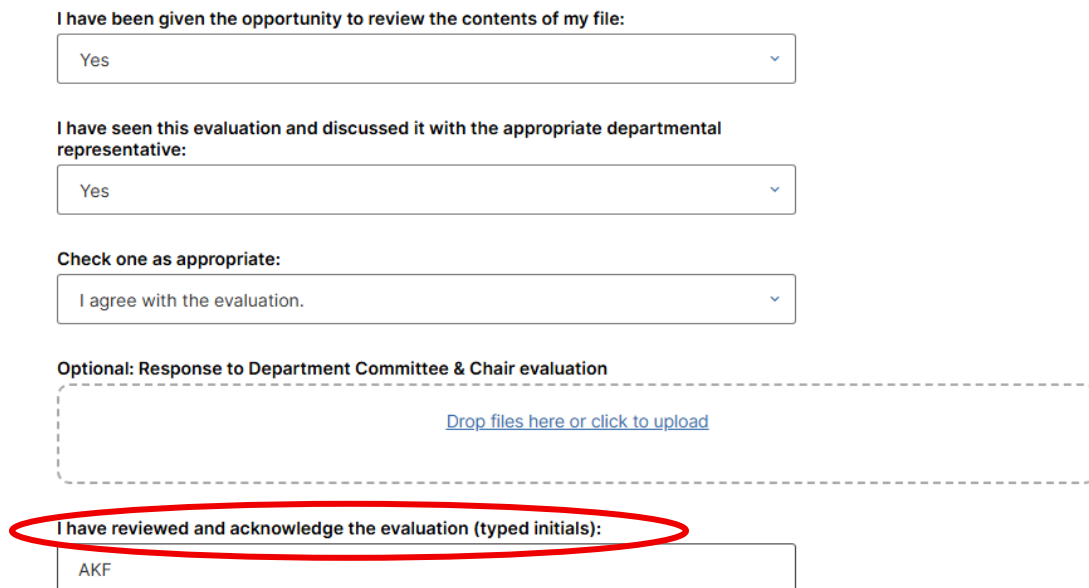
When the department chair has completed their process, the faculty member will receive an email notification, similar to the one above. They can also log into Faculty Success to see the progress of their evaluation by going to “Reviews.”



The screenshot shows the Faculty Success interface. On the left sidebar, the 'Reviews' tab is highlighted with a red circle. The main area displays an 'Inbox (1)' section with a table of evaluation items. The 'STEP' column for the first item, 'Test A&S Annual Eval', is circled in red.

PROCESS NAME	STEP	DEPARTMENT	CANDIDATE	DUE DATE	DATE RECEIVED
Test A&S Annual Eval	Faculty Acknowledgement	Academic Affairs	Me	August 22, 2026 @ 11:59 PM	August 17, 2026 @ 10:34 AM

The faculty member will review the evaluation form and narratives, enter a response into each of the three boxes, then type their initials into the provided box. They may also **optionally** upload a response to the committee and chair’s feedback.



The screenshot shows the Faculty Acknowledgement form. It includes three dropdown menus for responses, an optional file upload section, and a text box for initials. The 'I have reviewed and acknowledge the evaluation (typed initials):' section is circled in red.

I have been given the opportunity to review the contents of my file:
Yes

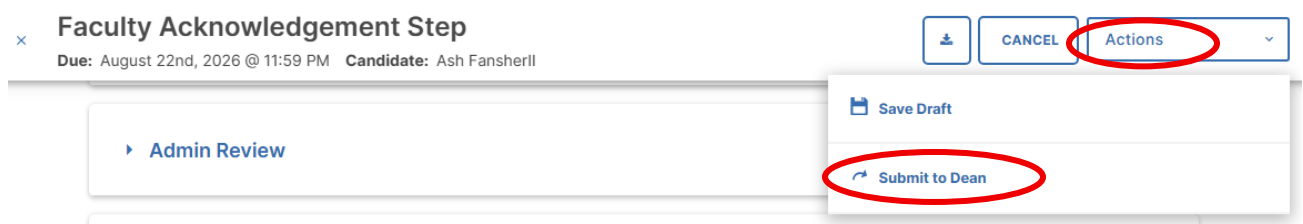
I have seen this evaluation and discussed it with the appropriate departmental representative:
Yes

Check one as appropriate:
I agree with the evaluation.

Optional: Response to Department Committee & Chair evaluation
[Drop files here or click to upload](#)

I have reviewed and acknowledge the evaluation (typed initials):
AKF

After this is completed, click “Actions” and “Submit to Dean” in the upper right corner.



The screenshot shows the 'Faculty Acknowledgement Step' completion screen. The 'Actions' button in the top right corner is circled in red. A dropdown menu is open, showing the 'Submit to Dean' option, which is also circled in red.

Faculty Acknowledgement Step
Due: August 22nd, 2026 @ 11:59 PM Candidate: Ash Fansherll

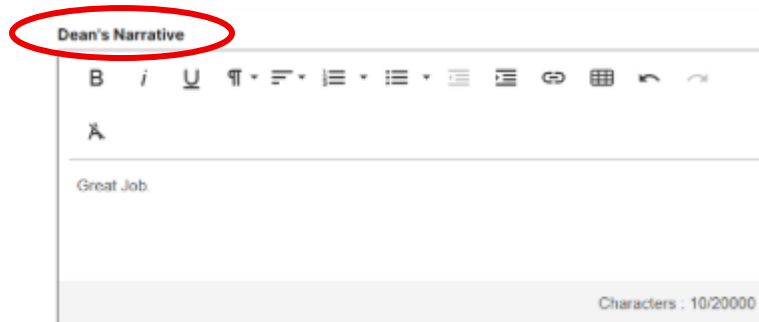
Admin Review

Save Draft
Submit to Dean

Step 7: Associate dean review

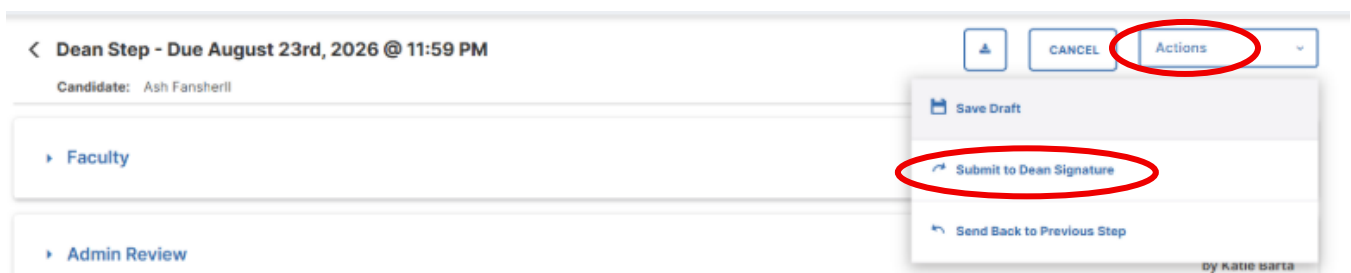
The associate dean will receive the evaluation documents to review. The associate dean cannot send the submission directly back to the chair. If the review needs to be sent back to the chair, the associate dean will need to send it back to the faculty member with directions to then send it back to the chair.

The associate dean will type or copy and paste their narrative into the appropriate box, then type their name at the bottom of the form.



A screenshot of a web form titled "Dean's Narrative". The title is circled in red. Below the title is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. The text area contains the text "Great Job". At the bottom right of the form, it says "Characters : 10/20000".

When this is complete, they will click "Actions" and "Submit to Dean Signature."



A screenshot of a web form titled "Dean Step - Due August 23rd, 2026 @ 11:59 PM". The candidate is "Ash Fansherll". There are two tabs: "Faculty" and "Admin Review". In the top right corner, there are buttons for "CANCEL" and "Actions". The "Actions" button is circled in red. A dropdown menu is open from the "Actions" button, showing three options: "Save Draft", "Submit to Dean Signature" (circled in red), and "Send Back to Previous Step". The text "by Katie Barta" is visible at the bottom right of the dropdown menu.

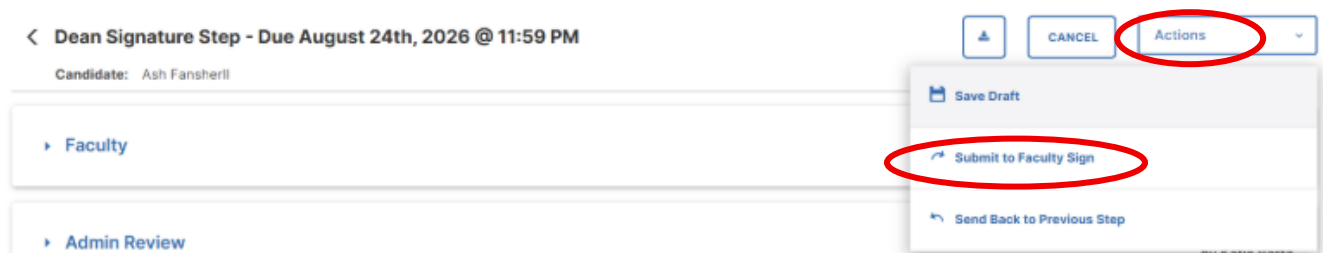
Step 8: Dean sign

The dean will review the evaluation documents and type their signature into the bottom textbox.



A screenshot of a web form titled "Dean". Below the title is a text input field labeled "Dean Typed Signature:". The label is circled in red. The text "Katie Barta" is entered in the field.

When this is complete, they will click "Actions" and "Submit to Faculty Sign."



A screenshot of a web form titled "Dean Signature Step - Due August 24th, 2026 @ 11:59 PM". The candidate is "Ash Fansherll". There are two tabs: "Faculty" and "Admin Review". In the top right corner, there are buttons for "CANCEL" and "Actions". The "Actions" button is circled in red. A dropdown menu is open from the "Actions" button, showing three options: "Save Draft", "Submit to Faculty Sign" (circled in red), and "Send Back to Previous Step". The text "by Katie Barta" is visible at the bottom right of the dropdown menu.

Step 9: Faculty sign

The faculty member will receive the evaluation for their final signature. They should review the dean comments, then complete the four boxes at the bottom of the form. If the faculty member disagrees with all or part of the evaluation, they will submit a response to their chair and/or dean outside of Faculty Success.

The form contains four sections:

- I have been given the opportunity to review the contents of my file:** A dropdown menu with "Yes" selected.
- I have seen this evaluation and have discussed it with the appropriate departmental representative:** A dropdown menu with "Yes" selected.
- Select one as appropriate:** A dropdown menu with "I agree with the evaluation." selected.
- Faculty Typed Signature**: A text input field containing "Ashley K. Fansher".

When the form is complete, click "Actions" and "Submit."

The form is titled "Faculty Sign Step" with a close button (x) and a title bar showing "Due: August 25th, 2026 @ 11:59 PM" and "Candidate: Ash FansherII". The main content area shows a "Department Chair" section. On the right, there is a "Save Draft" button and a "Submit" button, both of which are circled in red. Above the "Submit" button is a dropdown menu labeled "Actions", also circled in red.

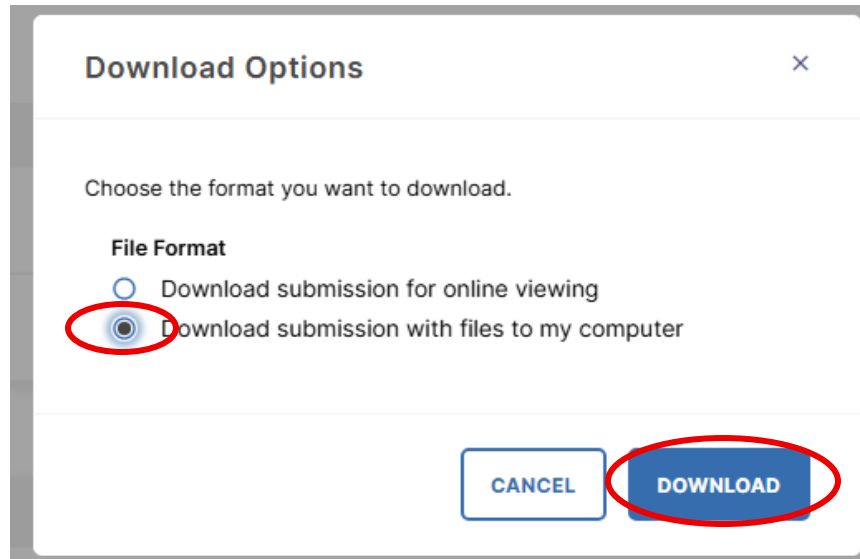
This will complete the evaluation. The evaluation will now show under "Reviews" and "History" for all involved parties.

Optional: Evaluation download

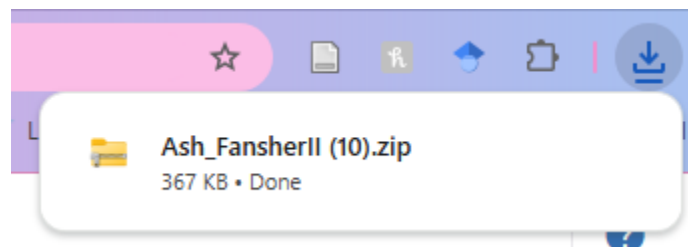
The competed evaluation may be downloaded at any time by clicking the arrow under "Actions." **This is not required.** The completed evaluation will remain available in Faculty Success.

The interface shows a sidebar with a "Reviews" button circled in red. The main content area displays a table with the following columns: "Test A&S Annual Eval" (circled in red), "Completed", "Me", and "August 25, 2026 @ 11:59 PM". A "Download" button is circled in red at the bottom right of the table.

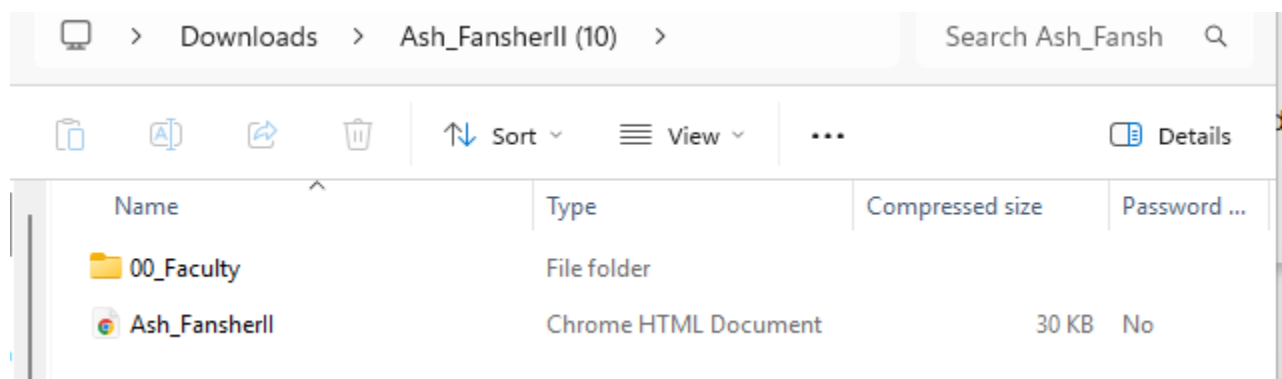
There are two options to download the files. To save the files to your personal computer or drive, select “Download submission with files to my computer” and “Download.”



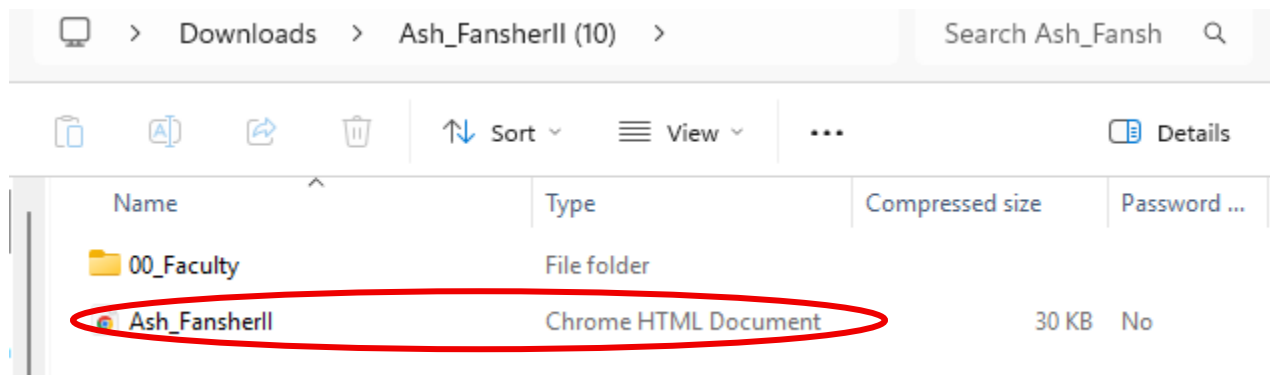
The evaluation contents will be downloaded as a .zip file.



The file will have one folder for the set of uploads, labeled here as “00_FacultyAdmin.” The official evaluation form will populate as an .html file.



If saving the form for your records, it is easiest to do this by opening the .html file first. This will open a browser window with the completed form.



Test A&S Annual Eval - Ash FansherII - Completed

▼ Faculty Step

Submitted Aug 17, 2026 10:21 AM CDT
by Ash FansherII

UND Faculty Annual Evaluation Report

UND Faculty Annual Evaluation.pdf

UND Faculty Annual Evaluation- Teaching Artifact Report

UND Faculty Annual Evaluation - Teaching Artifacts.pdf

UND Faculty Annual Evaluation- Research Artifact Report

UND Faculty Annual Evaluation - Research Artifacts.pdf

Then print the form and select “Save as PDF” for the destination.

