

CNPD – 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.

The image shows an email notification from Watermark Faculty Success and a portion of the Faculty Success homepage. The email is addressed to Ash FansherII and contains a link to submit review materials for a CNPD test. The homepage shows a welcome message and a 'Tasks & To-Dos' section with a task to 'Complete Your CNPD test' due on August 13, 2026.

Email Notification:

Watermark Faculty Success <notifications@watermarkinsights.com> 12:58 PM (50 minutes ago) ☆ 😊 ↩ ⋮
to me ▾

Dear Ash FansherII,

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

Process: CNPD test
Due Date: Thursday, August 13, 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/d315c3bc-f77a-4bfa-a77b-9ce7ead4ef38/step/865c420f-bae2-4e35-842a-128c2e5301da/assignee/2630479?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=e0f95116-d23e-4e93-92ff-d6f98309e73f&orgId=88&personId=2630479>

Faculty Success Homepage:

AF
Ash FansherII

Welcome, Ash!

Tasks & To-Dos
Once items have been reviewed or completed, they will be moved to Complete.

TO DO **COMPLETED**

[Complete Your CNPD test](#) Due Aug 13, 2026

▼ Inbox (1)

► Show Filters (0)

PROCESS NAME ▼	STEP ▼	DEPARTMENT ▼	CANDIDATE ▼	DUE DATE 1 2 ▼	DATE RECEIVED ▼
CNPD test	Faculty	Academic Affairs	Me	August 13, 2026 @ 11:59 PM ⌚ Due soon	August 12, 2026 @ 12:58 PM

When faculty enter the workflow, their UND Faculty Annual Evaluation report will populate automatically. To review the report, click the PDF icon.

UND Faculty Annual Evaluation Report

 Last Updated
August 12th, 2026 at 12:58 PM



If something looks incorrect, “X” out of the workflow and make the appropriate change in your Faculty Success profile.

 **Faculty Step**

Due: August 13th, 2026 @ 11:59 PM Candidate: Ash Fansherll



UND Faculty Annual Evaluation Report

 Last Updated
August 12th, 2026 at 12:58 PM



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. This can be seen by the “Last Updated” time changing.

UND Faculty Annual Evaluation Report

 Last Updated
August 12th, 2026 at 12:58 PM



Page 2 (AY 25-26)

 Last Updated
August 12th, 2026 at 12:58 PM



Page 2 (AY 26-27)

 Last Updated
August 12th, 2026 at 12:58 PM



The prior Page 2 documents will also auto-populate. To populate your past annual evaluation, click the text in the “Previous Annual Evaluation” box.

Previous Annual Evaluation completed through Faculty Success *

[Click here to select prior submissions](#)

This will open a separate side window. Click the evaluation from your previous review. *Note: Wording may vary.* Then click “Ok” at the bottom of the window.

Select Completed Submissions to Include

×

Choose the reviews to include in your current submission below. To remove a review, uncheck the selection or delete the generated file from the main form. You can use the filter fields to refine the list of prior reviews available.

Filter by

Submission Name

Start Year

End Year

Selected (1 of 1)

CEHD Testing - Completed August 05, 2026

Annual Review

☒ CEHD Testing - Completed August 05, 2026

CANCEL

OK

Lastly, upload your faculty narrative.

Previous Annual Evaluation completed through Faculty Success *

[Click here to select prior submissions](#)

 [CEHD Testing](#)
Completed August 05, 2026



Faculty Narrative -- Self-evaluation of teaching, research, and service (2 pages max) *

[Drop files here or click to upload](#)

 [Narrative.pdf \(159.98 KB\)](#)



When you are satisfied with the reports and uploads, click “Actions” in the upper right corner and “Submit to Department Chair Review.”

Faculty Step
Due: August 13th, 2026 @ 11:59 PM Candidate: Ash Fansherll

 CANCEL **Actions** ▼

UND Faculty Annual Evaluation Report

 Last Updated
August 12th, 2026 at 12:58 PM



 Save Draft

 **Submit to Department Chair Review**

Step 2: Department chair review

The department chair will first review the submitted faculty documents. If there are any issues, they may send the evaluation back to the faculty member to make changes. To do this, click “Actions” in the upper right corner and “Send Back to Previous Step.”

< **Department Chair Step - Due August 7th, 2026 @ 11:59 PM**

Candidate: Ash Fansherll

▼ Faculty

Narrative upload

 [Narrative.pdf \(159.98 KB\)](#)

AY 25-26 Page 2 and Previous Annual Evaluation

 [Fansher Page 2 AY2024-25 Revised.pdf \(699.96 KB\)](#)

 [Fansher tenure track annual eval 2023-24 Signed.pdf \(548.91 KB\)](#)

Faculty Annual Evaluation - Contact & Research

 CANCEL **Actions** ▼

 Save Draft

 Submit to Faculty Acknowledgement

 **Send Back to Previous Step**

Sending back to the previous step will open a window to allow for a message to the faculty member.

Send Back to a Previous Step

Subject *

Revise Research

Message *

Please revise your research XXXX

Due Date

08/11/2026

CANCEL SEND BACK

This message will only remain in Faculty Success until the faculty member completes their changes.

The department chair will then 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

Scholarly/Research Activity Narrative:

great

Characters : 5/20000

Service Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Service Narrative:

great

Characters : 5/20000

When this is complete, the chair will select “Actions,” then “Send to Faculty Acknowledgment” in the upper right corner.



< Department Chair Review Step - Due August 14th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty

Teaching Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory

Teaching Narrative:

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

Step 3: Faculty acknowledgment

When the 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.”

Reviews

CNPD test

Department Chair Review

Me

August 14, 2026 @ 11:59 PM

The faculty member will review the evaluation form, then type their initials into the provided box. The faculty member will have the option to provide feedback at a later step of the process. When this is complete, click “Actions,” then “Submit to Department Chair Sign.”

Faculty Acknowledgement Step

Due: August 15th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Faculty

Department Chair Review

Submitted August 12, 2026 by Katie Barta

I have reviewed and acknowledge the evaluation (type initials) *

AKF

Save Draft

Submit to Department Chair Sign

Actions

Step 4: Department chair sign

After the chair and faculty member have met to discuss the evaluation, the chair will sign off on the evaluation. This is also where the Remote Workplace Agreement should be uploaded, if applicable. Once the form is electronically signed, click “Actions,” then “Submit to Faculty Acknowledgement.”

< Department Chair Sign Step - Due August 16th, 2026 @ 11:59 PM

Candidate: Ash Fansherll

Faculty

Department Chair Review

Faculty Acknowledgement

Submitted August 12, 2026 by Ash Fansherll

Remote Workplace Agreement (If applicable)

Drop files here or click to upload

Report Guide.docx (140.14 KB)

Department Chair Signature (Typed Signature) *

Katie Barta

Actions

Save Draft

Submit to Faculty Acknowledgement

Send Back to Previous Step

Step 5: Faculty acknowledgment

The faculty member should review all chair feedback and type their initials into the box at the bottom of the form. They may also **optionally** upload a response to the chair feedback. After this is completed, click “Actions” and “Submit to Dean” in the upper right corner.

Faculty Acknowledgement Step

Due: August 17th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Faculty

Department Chair Review

Submitted August 12, 2026 by Katie Barta

Faculty Acknowledgement

Submitted August 12, 2026 by Ash Fansherll

Department Chair Sign

Submitted August 12, 2026 by Katie Barta

Optional: Upload Response to Department Chair Evaluation

Drop files here or click to upload

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

AKF

Actions

Save Draft

Submit to Dean

Step 6: Dean review

The dean will receive the evaluation documents to review. The dean cannot send the submission directly back to the chair. If the review needs to be sent back to the

chair, the dean will need to send it back to the faculty member with directions to then send it back to the chair.

The dean will type or copy and paste their narrative into the appropriate box, then type their name at the bottom of the form. When this is complete, they will click “Actions” and “Submit to Faculty Sign.”

The screenshot displays the Faculty Success system interface for the University of North Dakota. The top navigation bar includes links for Activities, CV Imports, Manage Data, Reports, Workflow, and Tools. A status bar indicates the user is using the original Faculty Success system. The main content area shows the 'Dean Step - Due August 18th, 2026 @ 11:59 PM' for candidate Ash Fansherill. A list of steps is shown, including Faculty, Department Chair Review, Faculty Acknowledgement, Department Chair Sign, and Faculty Acknowledgement. A dropdown menu for the 'Actions' button is open, showing options like Save Draft, Submit to Faculty Sign, and Send Back to Previous Step. The 'Submit to Faculty Sign' option is highlighted. Below the steps is a 'Dean's Comments' section with a text area containing the word 'Good'. At the bottom, the 'Typed Electronic Signature' field is highlighted, showing the name 'Katie Barta'.

Step 7: 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.

When the form is complete, click “Actions” and “Submit.”

Faculty Sign Step
Due: August 19th, 2026 @ 11:59 PM Candidate: Ash Fansherli

Save Draft

Department Chair Sign

Submit

Faculty Acknowledgement Submitted August 12, 2026 by Ash Fansherli

Dean Submitted August 12, 2026 by Katie Barta

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

Select one as appropriate: *

I agree with the evaluation.

Faculty Acknowledgement (Typed Signature) *

Ashley K. Fansher

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

Optional: Evaluation download

The completed 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.

reports

11:59 PM

CNPd test Completed Me August 19, 2026 @ 11:59 PM

Reviews

Download

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.”

Download Options

Choose the format you want to download.

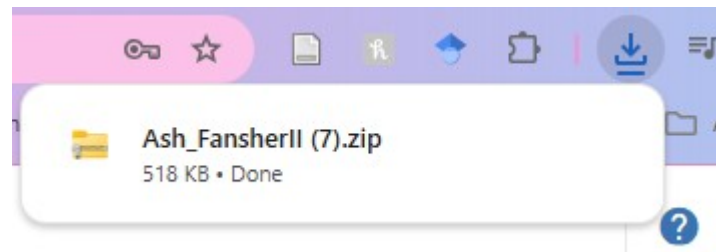
File Format

☐ Download submission for online viewing

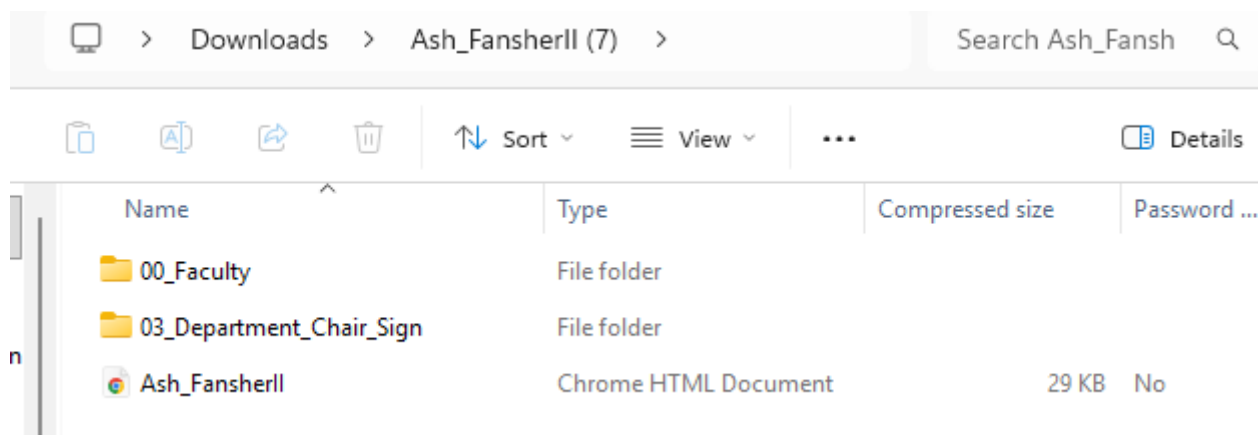
☒ Download submission with files to my computer

CANCEL DOWNLOAD

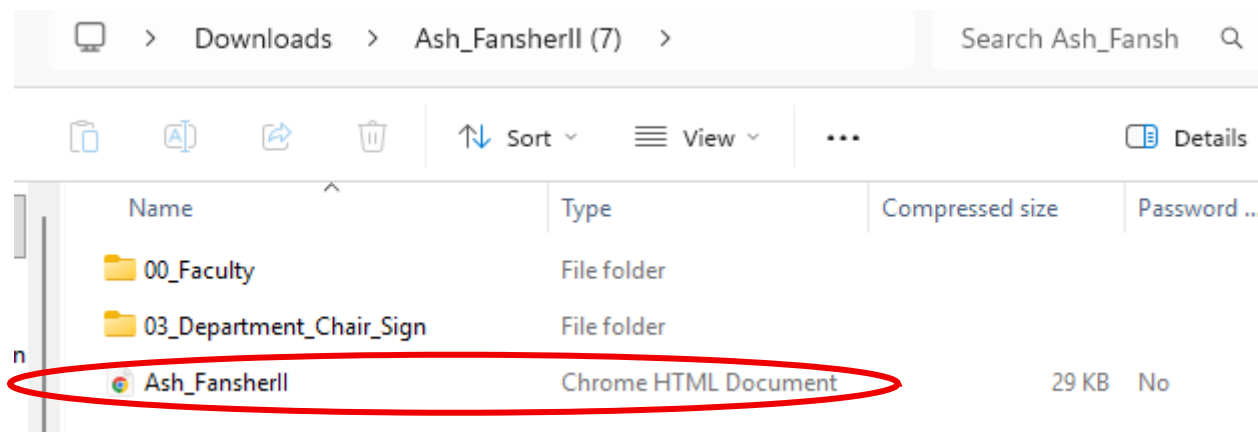
The evaluation contents will be downloaded as a .zip file.



The file will have a folder for the set of faculty uploads, labeled here as “00_Faculty,” and the Remote Workplace Agreement, located in the “03_Department_Chair_Sign” folder. The official evaluation form will populate as an .html file.



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



CNPD test - Ash FansherII - Completed

▼ Faculty Step

Submitted Aug 12, 2026 02:00 PM CDT
by Ash FansherII

UND Faculty Annual Evaluation Report

 UND Faculty Annual Evaluation.pdf

Page 2 (AY 25-26)

 Page 2 Annual Report .pdf

Page 2 (AY 26-27)

 Page 2 Annual Report .pdf

Previous Annual Evaluation completed through
Faculty Success

 CEHD Testing
Completed August 5, 2026

Faculty Narrative -- Self-evaluation of teaching,
research, and service (2 pages max)

 Narrative.pdf

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

CNPD test - Ash FansherII - Completed

▼ Faculty Step

Submitted Aug 12, 2026 02:00 PM CDT
by Ash FansherII

UND Faculty Annual
Evaluation Report

 UND Faculty Annual
Evaluation.pdf

Page 2 (AY 25-26)

 Page 2 Annual
Report .pdf

Page 2 (AY 26-27)

 Page 2 Annual
Report .pdf

Previous Annual Evaluation
completed through Faculty
Success

 CEHD Testing
Completed August
5, 2026

Faculty Narrative -- Self-
evaluation of teaching,
research, and service (2
pages max)

 Narrative.pdf

▼ Department Chair Review Step

Submitted Aug 12, 2026 02:07 PM CDT
by Katie Barta

Teaching Activity

☐ Exceptional

☒ Exceeds Expectations

☐ Meets Expectations

☐ Requires Development

☐ Unsatisfactory

Teaching Narrative: great

1

Print

3 pages

Destination

 Save as PDF

Pages

All

Pages per sheet

1

Margins

Default

Options

☐ Headers and footers

☐ Background graphics

 Save

Cancel