

Honors – 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 the Faculty Success homepage. The email is addressed to Ash Fansherll and contains a link to submit review materials. The homepage shows a welcome message and a 'Tasks & To-Dos' section with a task to complete the Honors Test.

Email Notification:

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

12:06 PM (35 minutes ago)

Dear Ash Fansherll,

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

Process: Honors Test
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/01f14341-5f27-4341-9cb2-e2a829ea2d9d/step/89e71058-fda3-4c08-b170-9da23d798ebe/assignee/2630479?embed=workflow:assignee,workflow:subject,workflow:response&subProcessId=06532a95-f3e5-4c8d-a2d9-ffe85f000d73&orgId=88&personId=2630479>

Faculty Success Homepage:

Welcome, Ash!

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

TO DO **COMPLETED**

[Complete Your Honors Test](#) Due Aug 18, 2026

Narrative upload

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


Narrative.pdf (159.98 KB)


AY 25-26 Page 2 and Previous Annual Evaluation

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


Fansher Page 2_AY2024-25_Revised.pdf (699.96 KB)



Fansher tenure track annual eval 2023-24 Signed.pdf (548.91 KB)


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

Faculty Step

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


CANCEL
Actions


Save Draft


Submit to Department Chair

Narrative upload

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

Step 2: Department chair review

The department chair will 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 19th, 2026 @ 11:59 PM

Candidate: Ash Fansherill

Faculty

Teaching Activity

Exceptional Exceeds Expectations Meets Expectations Requires Development Unsatisfactory


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.

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

The screenshot shows the 'Department Chair Step - Due August 19th, 2026 @ 11:59 PM' interface. The candidate is 'Ash Fansheril'. The 'Faculty' section is expanded. The 'Teaching Activity' progress bar shows 'Exceeds Expectations' as the current status. The 'Actions' dropdown menu is open, showing options: 'Save Draft', 'Submit to Faculty Acknowledgement' (highlighted with a red circle), and '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.”

The screenshot shows the Faculty Success interface. The 'Reviews' section is highlighted with a red circle. The 'Inbox (1)' section shows a table with the following data:

PROCESS NAME ▾	STEP ▾	DEPARTMENT ▾	CANDIDATE ▾	DUE DATE 1 1/2 ▾	DATE RECEIVED ▾
Honors Test	Faculty Acknowledgement	Academic Affairs	Me	August 20, 2026 @ 11:59 PM	August 17, 2026 @ 12:51 PM

The faculty member will review the evaluation form, then type their initials into the provided box. The faculty member also has the **option** to provide a response to the chair evaluation. Once this is complete, click “Actions,” then “Submit to Dean.”

Faculty Acknowledgement Step
 Due: August 20th, 2026 @ 11:59 PM Candidate: Ash Fansherll

Save Draft

Submit to Dean

Submitted August 17, 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

Step 4: Dean signature

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."

< Dean Step - Due August 21st, 2026 @ 11:59 PM
 Candidate: Ash Fansherll

Save Draft

Submit to Faculty Sign

Send Back to Previous Step

Submitted August 17, 2026
by Ash Fansherll

Dean's Narrative

Great

Characters : 5/20000

Typed Electronic Signature
 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.

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

Yes

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

Yes

Select one as appropriate:

I agree with the evaluation.

Faculty Typed Signature

Ashley K. Fansher

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

Faculty Sign Step

Due: August 22nd, 2026 @ 11:59 PM Candidate: Ash Fansher

Actions

Save Draft

Submit

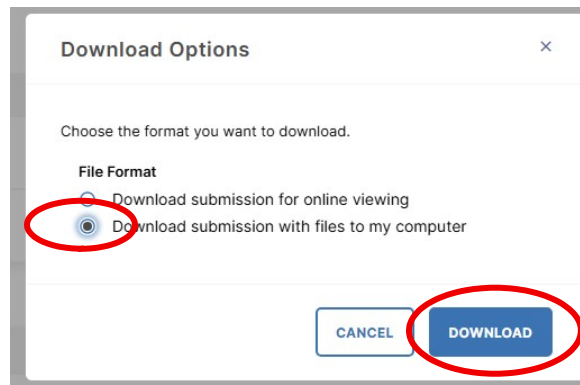
This will complete the evaluation. The evaluation will now show under “Reviews” and “History” for all involved parties.

Optional: Evaluation download

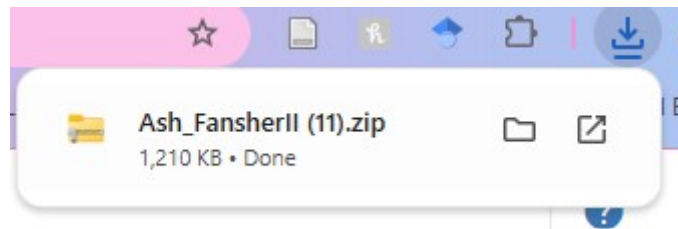
The competed evaluation may be downloaded at any time by clicking the arrow under “Actions.” **This is not required.** The completed evaluation will remain available in Faculty Success.

Reviews	JDOSAS Test	Completed	Me	August 21, 2026 @ 11:59 PM	
	Honors Test	Completed	Me	August 22, 2026 @ 11:59 PM	Download

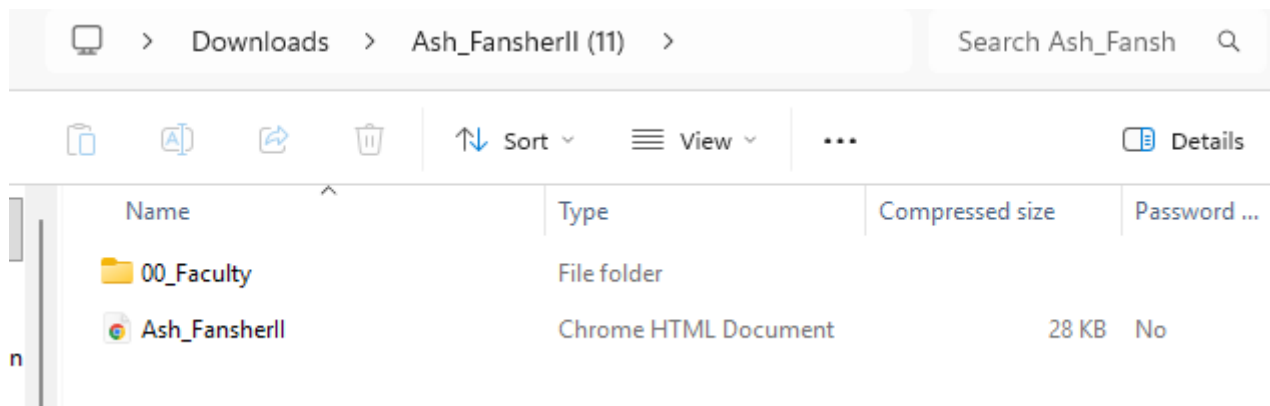
There are two options to download the files. To save the files to your personal computer or drive, select “Download submission with files to my computer” and “Download.”



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



The file will have a folder for the faculty uploads, labeled here as “00_Faculty,” 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.

