# FACULTY SUCCESS
# DEPARTMENT CHAIR GUIDE
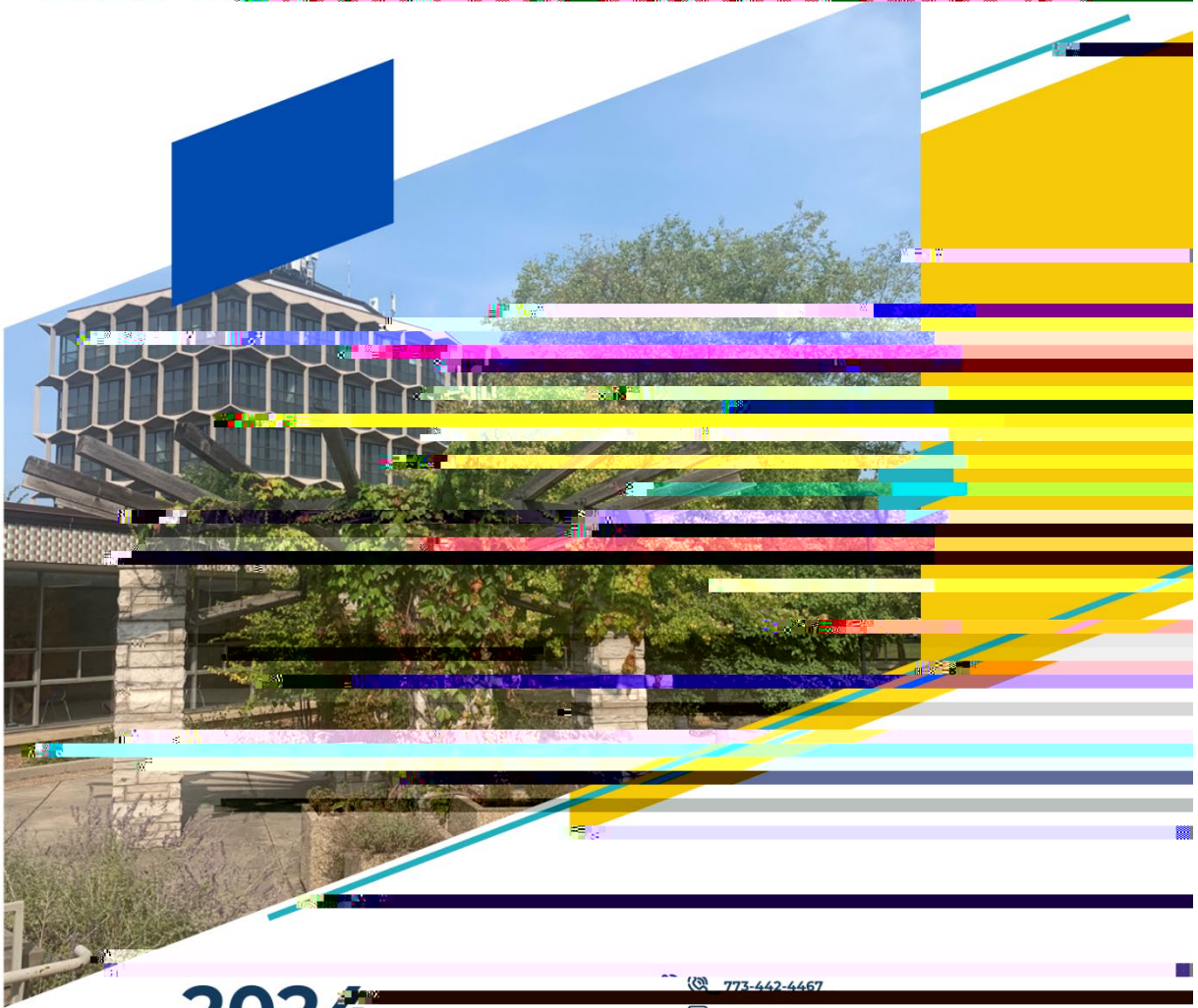
## 2024

**Northeastern**
ILLINOIS UNIVERSITY

# 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:

- x   A more intuitive process for faculty creating portfolios
- x   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.
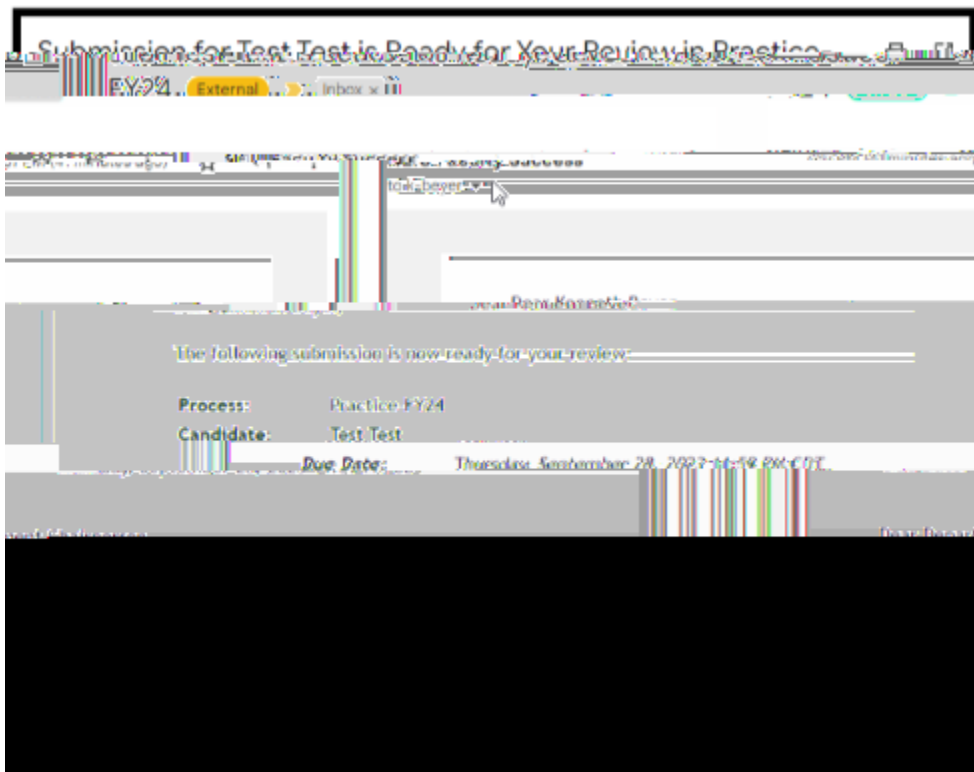
# Standard Evaluation Ratings

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

| | Teaching & Primary Duties | Research & Creative Activities | Service |
|---|---|---|---|
| | | | |

# Faculty Success Schedule and Process

## Important Dates

x   Access to Portfolios You will be given access to your colleagues' portfolios

   Thursday, October 24, 2024, for Tenure, Promotion & PAI.
   Tuesday, January 16, 2025, for 1st & 2nd year retention.
   Monday, January 20, 2025, for 3rd, 4th & 5th year retention

| RETENTION (Article 26):  Probationary Faculty Members in FIRST AND SECOND YEARS of Full-Time Employment at the University | |
|---|---|
| January 22, 2025: | Retention recommendations and reasons of Department Chair submitted to faculty member. |
| January 27, 2025: | Reconsideration of negative recommendation by Department Personnel Committee and/or Department Chair requested. |
| February 3, 2025: | The Department Chair provides the written statement of reconsideration to faculty member and to appropriate Dean/Director. |
| | |
| RETENTION (Article 26):  Probationary Faculty Members in THIRD AND LATER YEARS of Full-Time Employment at the University. | |
| February 3, 2025: | Retention recommendations and reasons of Department Chair submitted to faculty member. |