

Timeline	Faculty Evaluations Working Group Activities	Watermark Working Group Activities
Spring 2021	The Office of the Provost established a working group of faculty to explore the Faculty Annual Evaluations process. The group sent out a campus-wide survey to faculty.	The Office of Research established a working group to explore adoption of a Scholarly Works Digital Database . The group brainstormed about possible uses of a system.
Summer 2021	Review of survey feedback and discussions within working group.	Viewed demos of Scholarly Works Digital Database options. The working group continued discussions about possible uses of a system.
Fall 2021	Review of survey feedback and continued discussions within working group.	Selection of Watermark (formerly known as Digital Measures) as a holistic faculty reporting digital database for Tennessee Tech.
Spring/Summer/Fall 2022	Conducted interviews and discussions of stakeholders - Department Chairs, Dean's Council, Faculty Senate (full group plus smaller groups) & individual departments.	Watermark Early Adopter Implementation Group Established. Oversight of implementation transitioned to Academic Affairs.
Fall 2022	Recommendations provided , along with prototypes of new evaluation documents. Distributed to stakeholders for input - Department Chairs, Dean's Council, Faculty Senate (full group plus smaller groups) & individual departments plus, Academic Council.	Watermark Early Adopter Group began testing faculty activity screen and annual activity report.
January 2023	Goal-setting workshop, in coordination with the CITL, held for Chairs/School Directors. Faculty submitted their department's typical Annual Activity Report, as in previous years, plus the new Academic Goals Planning (AGP) document .	Early Adopter Group completed input of all activities for 2022-2023 and created an Annual Activity Report within Watermark.
February to May 2023	Reflection and discussion on AGP timeline for completion for the upcoming year. Review of recommended documents to determine how materials transition into the Watermark	ITS/IARE/Provost Office/CAFE collaboration on Banner integration completed and testing of integration ongoing.

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Timeline	Watermark Working Group Activities
June 2023	Begin holding Watermark informational and help sessions for additional early adopter groups and summer-employed faculty.
Fall 2023	Campus-wide launch of Watermark Faculty Success – Faculty Annual Activities Reporting.
September 2023-October 2023	Goal-setting workshops and webinars for all faculty in coordination with the Center for Innovation in Teaching & Learning (CITL) and Center for Advancing Faculty Excellence (CAFÉ). Faculty can begin to submit proposed goals for the upcoming 2024 calendar year. These goals are input into the Goal Planning Screen within Watermark.
September 2023-December 2023	Faculty input essential activities within Watermark, outlined in the Getting Started with Watermark Tutorial for the 2023 calendar year.
December 2023	Faculty can initiate Annual Review Workflow and generate Annual Activity Report from within Watermark to submit for Annual Evaluation.
January to March 2024	Faculty Activities Annual Reporting and Evaluation by Chairs/Directors/Dean completed in the Watermark system – Includes faculty reflection on 2023 goals and final review of 2024 goals by faculty and Chair/Director.
April 2024- November 2024	Work with T&P Candidates, Department Chairs/School Directors, Peer Committee Chairs, and Peer Committee Members on Fall 2024 T&P reviews. Final integration of Faculty Evaluation Working Group recommendations for Annual Evaluation form revisions into Watermark.
November 2024	Open Annual Evaluation task for faculty within Watermark system. Open and scheduled sessions available for continued faculty assistance.
January 2025	Annual Evaluation materials for 2024 calendar year submitted by faculty members.
Spring 2025	Evaluate T&P review process/system set up from previous fall. Screen/system revisions and updates completed where necessary. Begin communication to campus for Fall 2025 T&P candidates.
Summer 2025	Formalize routine communication updates for Watermark system use in preparation for annual reviews and scholarly works updates.