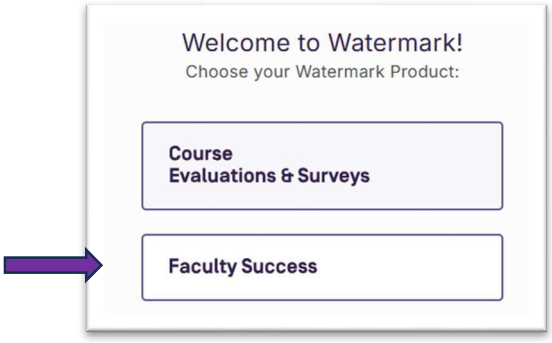
How to prepare your material for RTP using Watermark Faculty Success

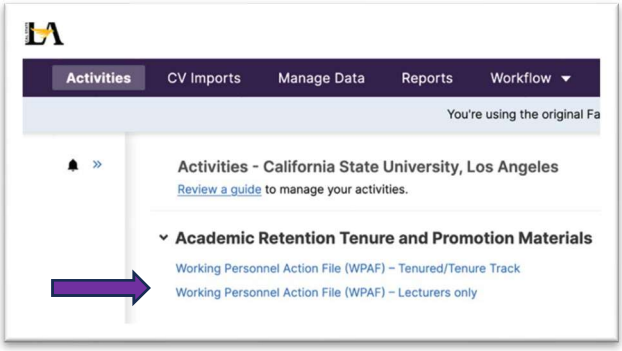
1) Log into your **MYCALSTATELA** portal.
2) Click on the **Watermark** option.



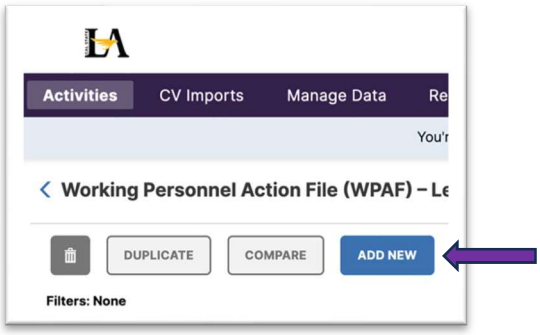
3) Select **Faculty Success**.



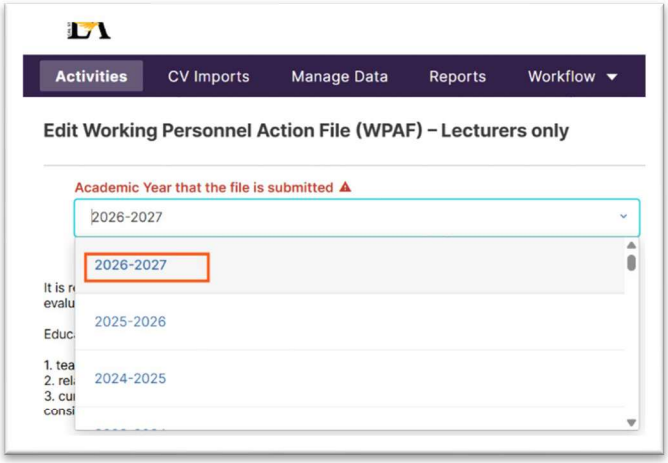
4) Select Working Personnel Action File (WPAF) – Lecturers only



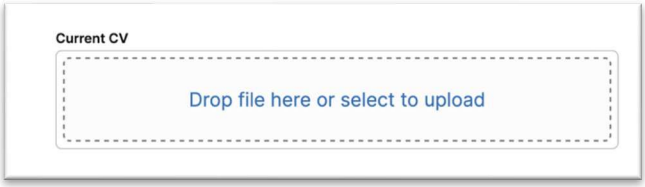
5) Click on Add New button



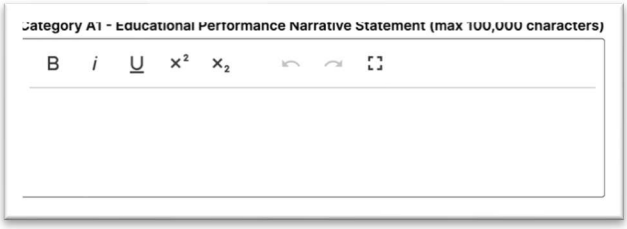
6) Select Academic Year box. This is a drop-down menu. Select the academic year that the file is submitted.



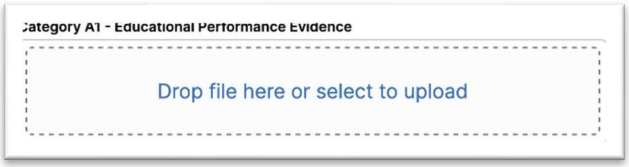
7) Drag and drop a copy of your current CV. Be sure to review the written instructions on the web page.



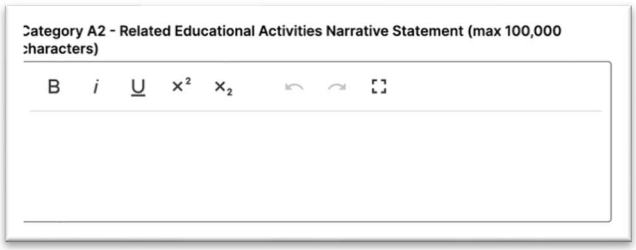
8) Copy and paste narrative statement for Category A1 into text box. Be sure to review the written instructions on the web page.



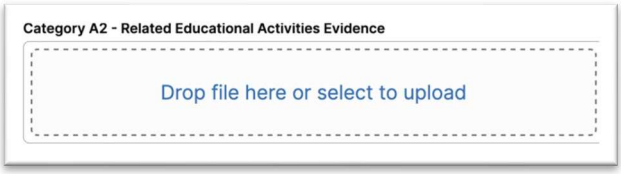
9) Drag and drop one pdf document that contains the evidence for Category A1. Note you will need to combine your evidence into one pdf document.



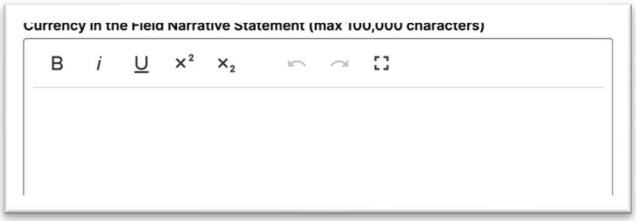
10) Copy and paste narrative statement for Category A2 into text box. Be sure to review the written instructions on the web page.



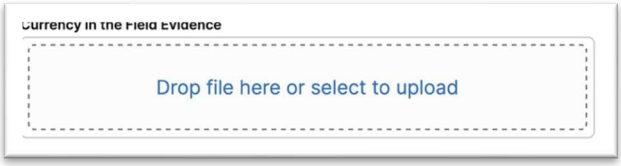
11) Drag and drop one pdf document that contains the evidence for Category A2. Note you will need to combine your evidence into one pdf document.



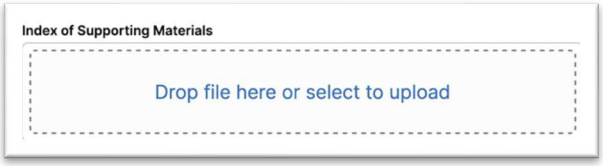
12) Copy and paste narrative statement for Currency in the Field into text box. Be sure to review the written instructions on the web page.



13) Drag and drop one pdf document that contains the evidence for Currency in the Field. Note you will need to combine your evidence into one pdf document.



14) Drag and drop one pdf document that contains the Index of your supporting materials.

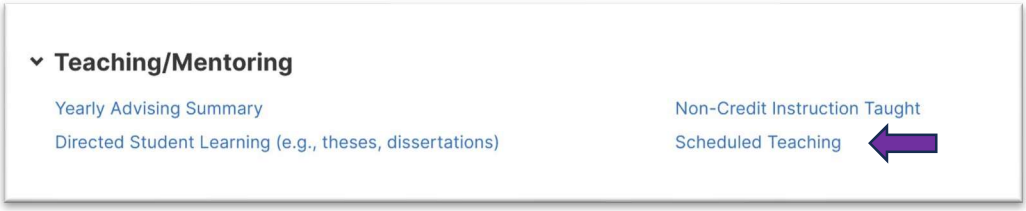


15) Click on Save in the upper right-hand corner.

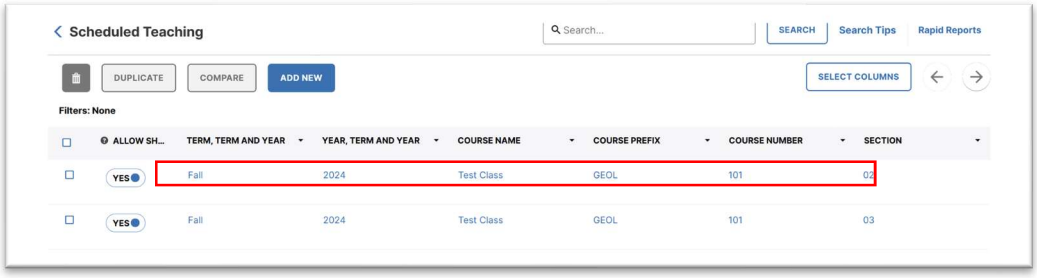


16) You will need to upload your course syllabi for your all your courses so there will be a link to them in your RTP file.

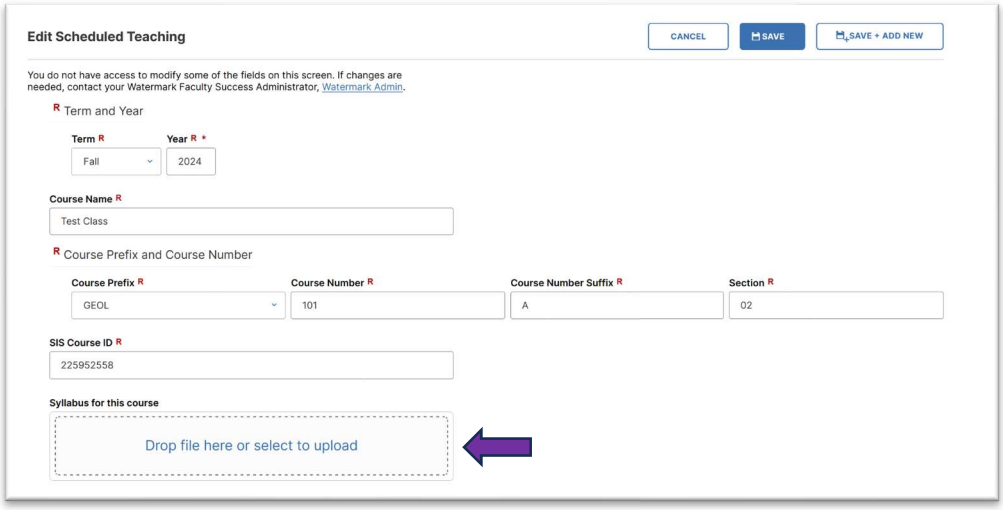
Select Scheduled Teaching.



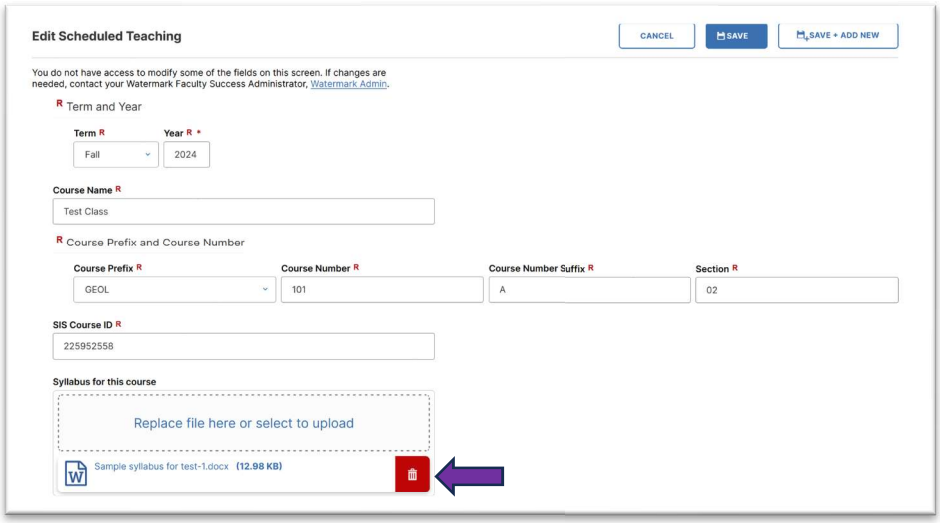
17) Click any of the links in the row of the class of the syllabus within the red square.



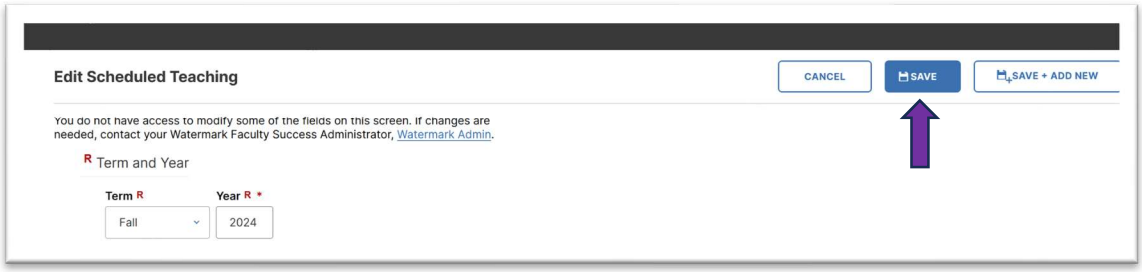
18) Drag and drop your file or select to upload to the Syllabus box shown below.



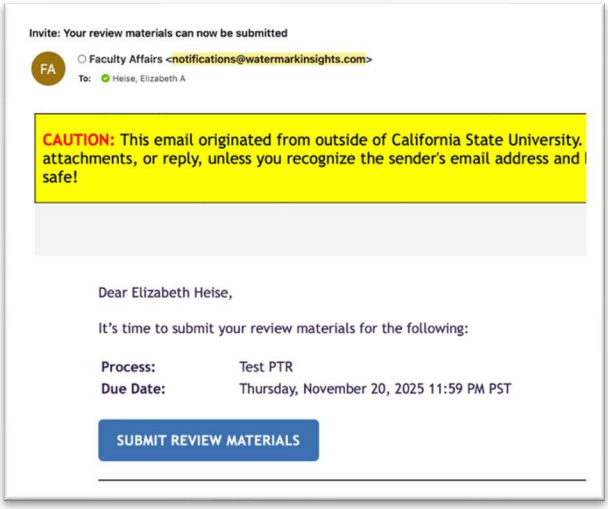
19) If you accidently uploaded the wrong file, click the trash can to delete it. After it is deleted, you can upload the correct file following the instructions in step 17.



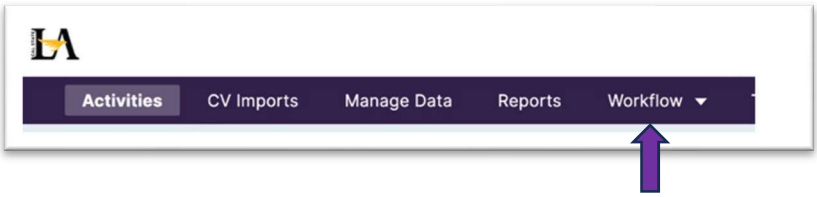
20) Then click the blue save button



21) The information from these screens will be used to create your file for RTP reviews. You will receive an email from Notifications@watermarkinsights.com that will invite you to submit your materials for review. It will look something like this:



If you did not receive an email, it may have gone to your spam folder. You can access your RTP review by clicking on Workflow in the top purple menu if you do not have the email.



For questions, please email Faculty Affairs at: RTP_Faculty_Success_Help@calstatela.edu