Instructions for Completing and Submitting

Department and College Committee RTP Recommendations

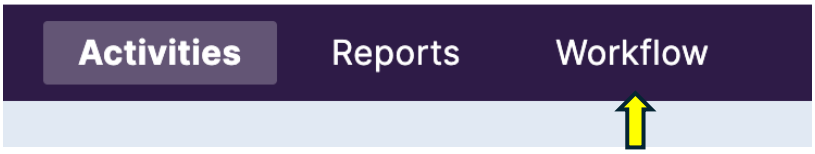
The person designated in Watermark Faculty Success as the committee chair is the only person who can complete the recommendation form. If the incorrect individual has this designation, please reach out to your dean's office so they can work to make the correction. The committee chair is responsible for:

1. Completing the form in Watermark Faculty Success
2. Submitting the recommendation to the next step

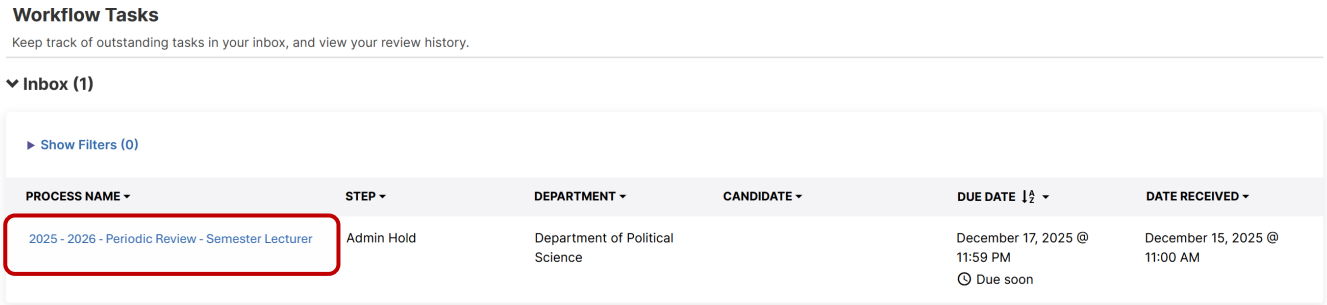
Please note: If the department chair was part of the department committee, they still must fill out the department chair form and submit the review to the next step. On the form, they will indicate that they were part of the committee, and thus they will not be writing a separate report.

Instructions for accessing your faculty's dossier for review.

1. Login with Single Sign On using this link https://www.digitalmeasures.com/login/calstatela/faculty/
2. Click on Workflow in the purple navbar



3. Click on the Process Name of the candidate you are reviewing

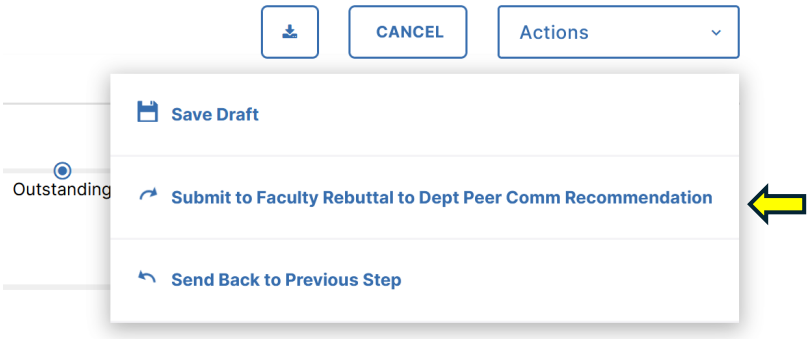


4. The candidate's RTP dossier and earlier levels of review recommendations will be displayed, and the committee form will be below the dossier.

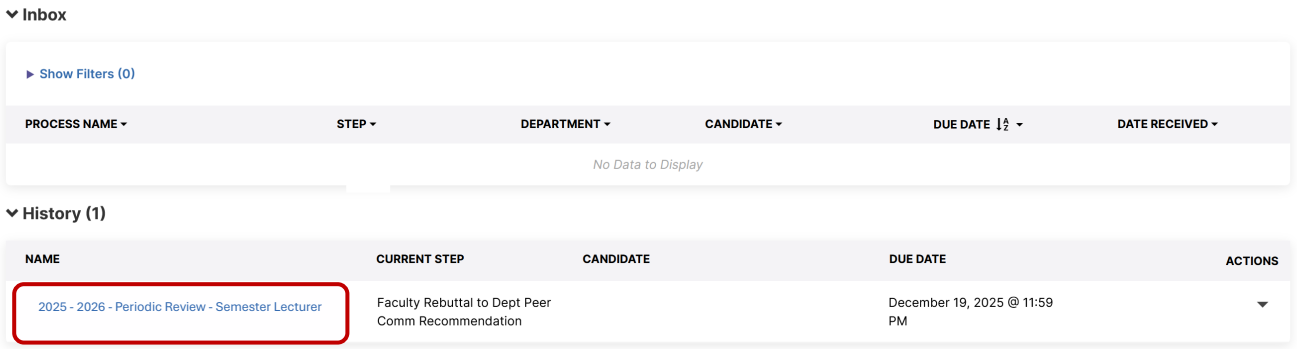
5. After the committee completes the review and agrees on the recommendations, the committee chair completes the form. Click the Actions button in the top right.



6. Click Submit to … (depending on the step)



7. After submitting the form, the task will move to your history



8. Keep in mind the dossier is automatically shared with the candidate when the dossier is moved forward.

Questions: Please email Faculty Affairs at: RTP_Faculty_Success_Help@calstatela.edu