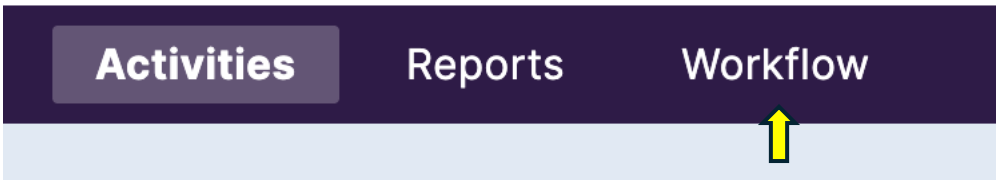
Instructions for Completing and Submitting Dean RTP Reviews

The Dean is responsible for:

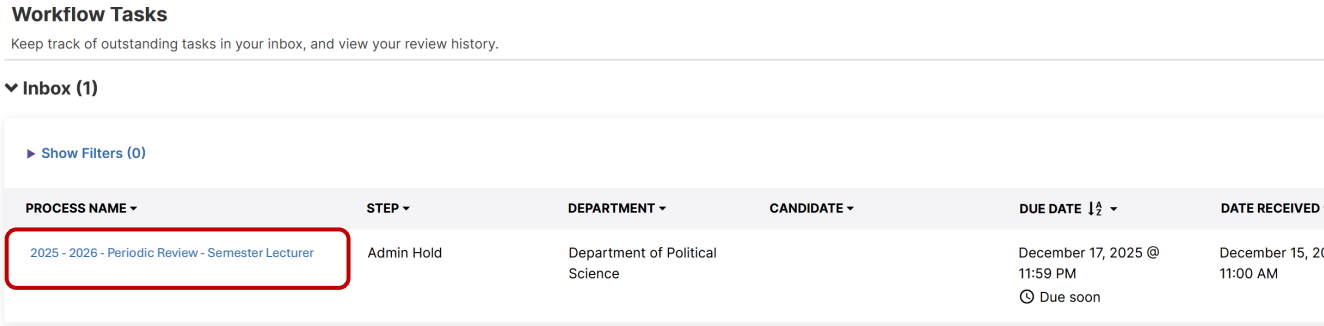
1. Completing the form in Watermark Faculty Success
2. Submitting the review to the next step

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

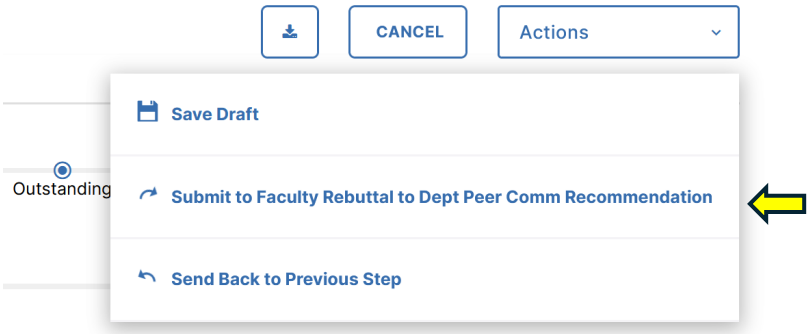


4. The candidate's RTP dossier and earlier levels of review recommendations will be displayed, and the dean's form will be below the dossier.

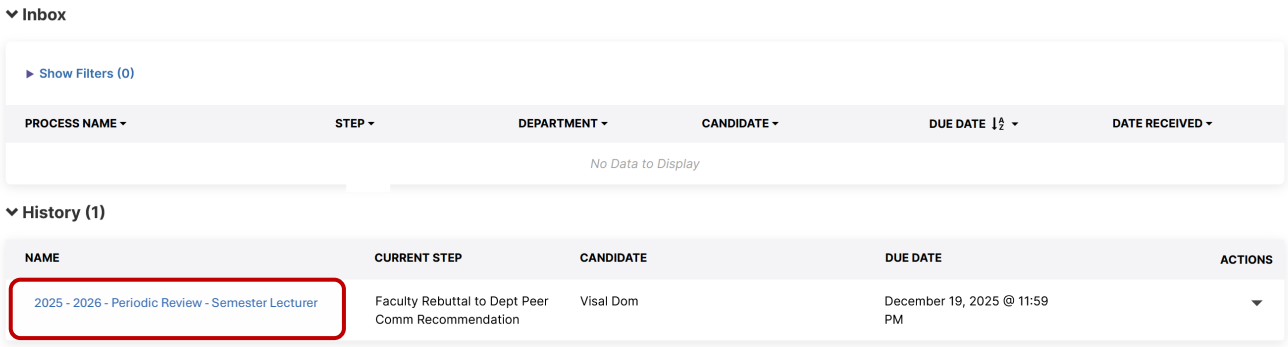
5. After you are done filling out the form. Click the Actions button in the top right.



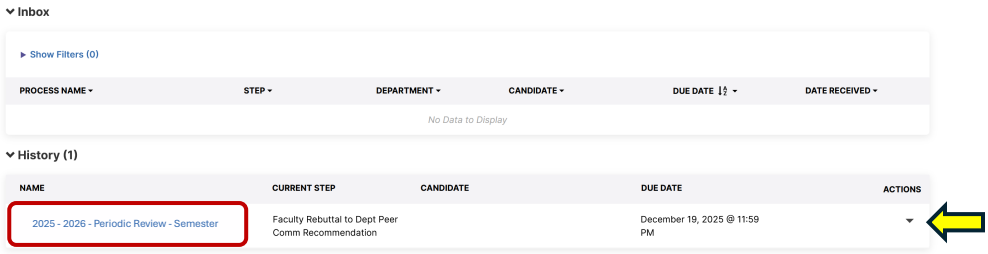
6. Click Submit to … (depending on the step)



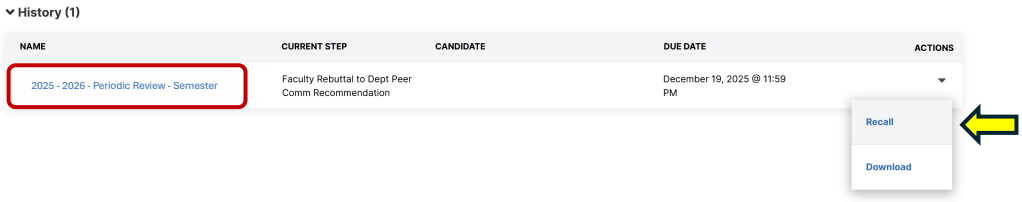
7. After submitting the form, the task will move to your history



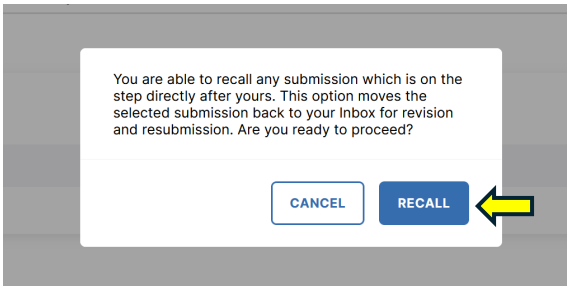
8. If you need to change your responses:
   a. click the black triangle under Actions.



   b. Select recall in the drop-down menu



c. Click the blue Recall button.



d. The Process will move back to your inbox for you to change your response

9. 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