Instructions for Completing and Submitting Department Chair RTP Reviews

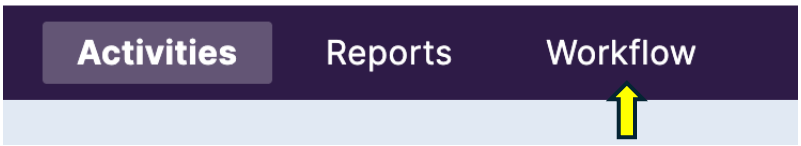
The Department Chair is responsible for:

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

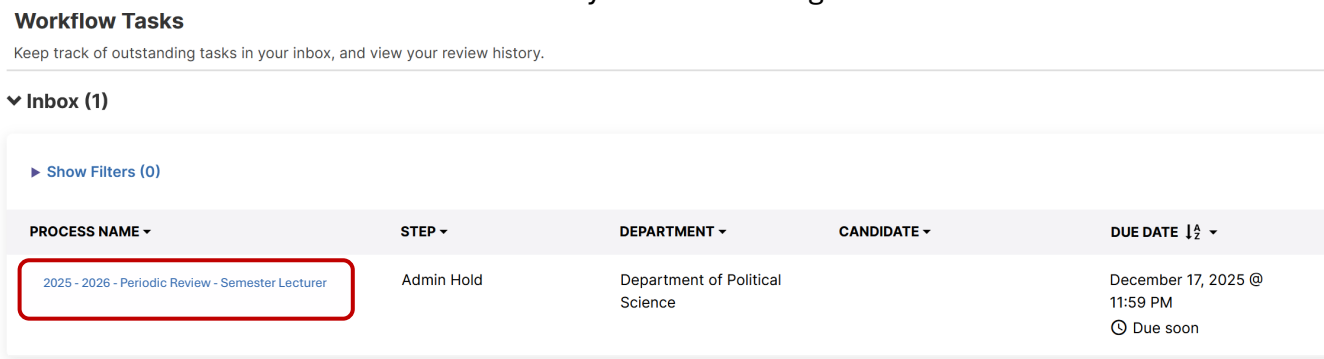
Please note: If you were part of the department committee, you still must fill out the first item on the form and submit the review to the next step. On the form, please indicate that you were part of the committee, and you will not be writing a separate report.

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



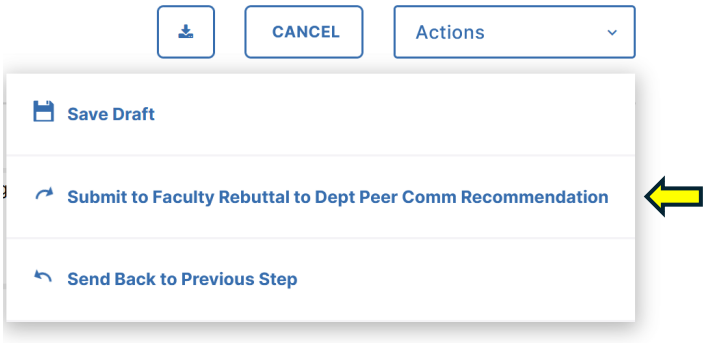
3. Click on the Process Name of the candidate you are reviewing



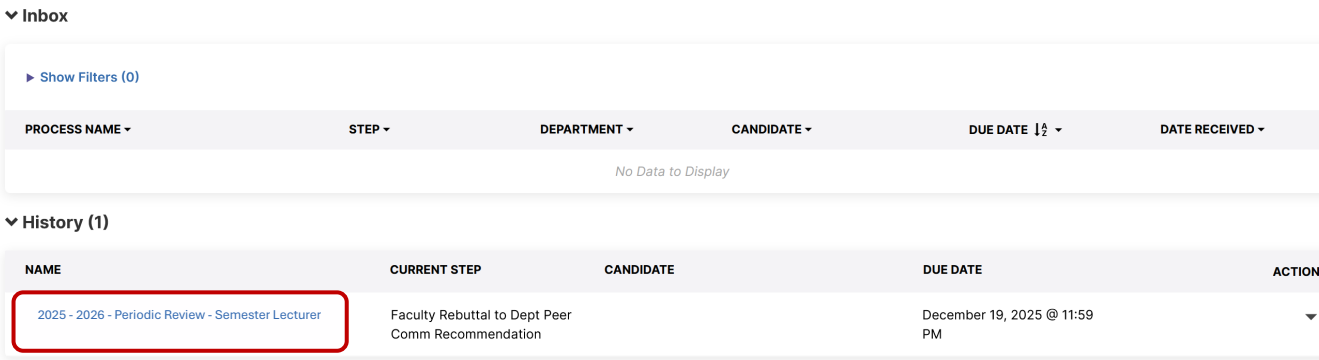
4. The candidate's RTP dossier and earlier levels of review recommendations will be displayed, and the committee form will be below the dossier.
5. After you are done filling out the form. Click the Actions button in the top right.



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



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



8. 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